

**SCHUYLKILL TOWNSHIP SUBDIVISION APPLICATION FORM**  
**REVISED June 30, 2009**

FOR OFFICIAL USE ONLY
FILE NUMBER _____
DATE RECEIVED _____
OFFICIAL SUBMISSION DATE _____
DECISION DATE _____

Plan Title \_\_\_\_\_

Plan Date \_\_\_\_\_

Plan to be reviewed as:  
Preliminary \_\_\_\_ Final \_\_\_\_

Plan type:  
Land Development \_\_\_\_ Subdivision \_\_\_\_

1. Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

2. Name of Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

3. Name of Developer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

4. Name of Engineer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

5. Name of Attorney: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

6. Location (street address): \_\_\_\_\_  
Tax parcel number(s) \_\_\_\_\_  
Deed Record Book No.: \_\_\_\_\_ Page \_\_\_\_\_

7. Total tract area (acres): \_\_\_\_\_  
Area of proposed subdivision (acres): \_\_\_\_\_  
Zoning Classification: \_\_\_\_\_  
Is any zoning action necessary? \_\_\_\_\_  
Variance \_\_\_\_\_ Special Exception \_\_\_\_\_ Conditional Use \_\_\_\_\_  
Note any nonconforming lots and/or structures: \_\_\_\_\_

8. Number of planned lots/parcels of land: \_\_\_\_\_  
Number of units: \_\_\_\_\_  
Planned use(s): \_\_\_\_\_  
Number of Phases: \_\_\_\_\_

9. Proposed public street(s) with length(s): \_\_\_\_\_  
\_\_\_\_\_  
Proposed private street(s) with length(s): \_\_\_\_\_  
\_\_\_\_\_

10. Proposed street names: \_\_\_\_\_  
Contact Chester GIS Data Department for duplicate street names within  
Phoenixville Area Region

11. Source of existing or proposed water supply: \_\_\_\_\_  
Public \_\_\_\_\_ Community \_\_\_\_\_ Individual \_\_\_\_\_ Other \_\_\_\_\_

12. Existing or proposed wastewater disposal system: \_\_\_\_\_  
Public \_\_\_\_\_ Community \_\_\_\_\_ Individual \_\_\_\_\_ Other \_\_\_\_\_

13. List any mortgages, judgments, easements, liens, contracts, deed  
restrictions, or agreements of record affecting the property:  
\_\_\_\_\_

14. Are the following reports/permits (as required) attached?  
\_\_\_\_\_ Sewer Authority Review  
\_\_\_\_\_ Chester County Health Department  
\_\_\_\_\_ Chester County Planning Commission  
\_\_\_\_\_ Schuylkill Township Planning Commission  
\_\_\_\_\_ Chester County Conservation District  
\_\_\_\_\_ Schuylkill Township Environmental Advisory Council  
\_\_\_\_\_ Land Planning Module Supplement to Schuylkill Twp. Act 537 Plan  
\_\_\_\_\_ PA Department of Transportation (PADOT) Permits  
\_\_\_\_\_ Fire Department Report

\_\_\_\_\_ PA Department of Environmental Protection (PADEP) Permits or Exemptions/Waivers (*any exemptions/waivers must be reviewed & signed by Board of Supervisors*)

15. Describe common open space, if planned.  
What form of ownership/maintenance is planned?

\_\_\_\_\_  
\_\_\_\_\_  
(Attach a copy of proposed deed restriction, dedication, agreements, or other documents to ensure maintenance of open space in perpetuity.)

16. Note all features within subject property and within 400 feet of subject property \_\_\_\_\_

The undersigned pledge that to the best of his/her knowledge and belief, all of the above statements are true, correct and complete.

\_\_\_\_\_  
(Signature of Landowner)

\_\_\_\_\_  
(Signature of Applicant, if different than owner)

**ALL APPLICATIONS MUST BE NOTARIZED IN ORDER TO BE ACCEPTED.**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public, Chester Co.

\_\_\_\_\_  
Signature of Applicant

(SEAL)

OFFICIAL USE ONLY

Approved by:

Schuylkill Township Planning Commission

Date: \_\_\_\_\_

---

---

---

---

---

Schuylkill Township Board of Supervisors

Date: \_\_\_\_\_

---

---

---

---

---

Recorded: \_\_\_\_\_

Fees Collected: \$\_\_\_\_\_

Date: \_\_\_\_\_

SUBDIVISION \_\_\_\_\_

Form revised 7.18.11

DATE \_\_\_\_\_

I/We \_\_\_\_\_  
of \_\_\_\_\_ hereby submit to the  
Board of Supervisors of Schuylkill Township, Chester County,  
Pennsylvania, a plan of proposed subdivision/land development, referred to  
as \_\_\_\_\_ and do hereby  
make application for approval thereof.

I/We, My/Our heirs, successors and assigns and co-partners, if any, whose  
signatures are subscribed hereto, jointly and severally, agree to reimburse  
the Township of Schuylkill for such fees and expenses as said Township or  
the Board of Supervisors may incur for the services of an Engineer, or  
Engineers and/or the Township Solicitor or other designated lawyers in  
reviews, investigation, tests, and advising the Board of Supervisors in  
relation to the plan.

And further I/We promise to pay all costs of collection including  
attorney's fees and do by these presents authorize and empower the  
Solicitor to the Board of Supervisors of Schuylkill Township, or any other  
attorney, or the Prothonotary of any court of record in the State of  
Pennsylvania or elsewhere, to appear for us and each of us, and upon  
declaration filed to confess judgment against us and each of us for the said  
sum in said declaration shown; with costs of suit and release of errors, and  
we and each of us do hereby waive the rights of inquisition on any real  
estate, and authorize the same to be sold upon a lawful writ. We, and each  
of us, also waive the benefit of all laws now in force or which may hereafter  
become in force, exempting real or personal property from levy and sale  
upon execution.

Application fee in the amount of \$ \_\_\_\_\_ is tendered herewith, and it  
is understood and agreed that this sum is payable to Schuylkill Township  
whether or not this plan is approved.

\_\_\_\_\_ (seal)

\_\_\_\_\_ (seal)

Witness as to surety

\_\_\_\_\_

SUBDIVISION \_\_\_\_\_

DATE \_\_\_\_\_

I/We, our heirs, successors, assigns and co-partners do authorize Schuylkill Township and its consultants to enter onto any property that is part and parcel to the submitted land development plan entitled \_\_\_\_\_, or other application, that is owned by the aforementioned. The purpose of the Township and its consultants to enter onto any premises will be to conduct field observation, surveying and any other work that may be required in relation to said land development plan as part of the review process pursuant to Schuylkill Township's Zoning Ordinance, Subdivision and Land Development Ordinance and any other ordinances that may be applicable to the land development application.

\_\_\_\_\_  
Signature of landowner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of applicant, if other than owner

\_\_\_\_\_  
Witness

DATE: \_\_\_\_\_

Board of Supervisors  
Schuylkill Township  
111 Valley Park Road  
Phoenixville, PA 19460

Attention: Mary R. Bird, Township Manager

**WAIVER OF TIME LIMITS**

RE: Subdivision/Land development Plan of \_\_\_\_\_

Dear Board Members:

On \_\_\_\_\_, 20\_\_\_\_ I (we) submitted for official filing the referenced preliminary subdivision or land development plan.

Please be advised that not withstanding any contrary provision of the Pennsylvania Municipalities Planning Code (including without limitation Section 508), or the Schuylkill Township Subdivision and Land Development Ordinance, this letter will serve as notice to Schuylkill Township that the requirement that action be taken on this subdivision or land development proposal within 90 days is hereby waived, without limitation as to time.

This waiver is granted to permit us to make such adjustments or revisions to the plans as may be required during the plan review process.

This waiver may be revoked by the undersigned giving Schuylkill Township 45 days prior notice of revocation if I (we) should determine that limiting the time of the review process becomes necessary.

Very truly yours,

\_\_\_\_\_  
Agent for Developer

## SCHUYLKILL TOWNSHIP

### SUBDIVISION REVIEW

Board of Supervisors: Meets the first Wednesday of the month at 7:30 pm.

Plans/plan revisions to be presented to the Board of Supervisors that have been reviewed by and a recommendation for approval by the Planning Commission should be received by the Township Engineer 10 working days (3<sup>rd</sup> Wednesday of the month) before the Board meeting.

Planning Commission: Meets the third Wednesday of the month at 8:00pm.

Plans/revisions currently under review should be received by the Township Engineer 10 working days (1<sup>st</sup> Wednesday of the month) before the Planning Commission meeting. However, new subdivisions/land developments being presented to the Planning Commission for the first time are subject to the Planning Commission directing the Township Engineer at the public meeting to review the plans. (No review of new plan applications will occur before the Planning Commission meeting at which they will be presented.)

Environmental Advisory Council (EAC): Meets the fourth Tuesday of the month at 7:30pm.

Plans will be reviewed by the EAC and a written recommendation will be sent to the Planning Commission, the Board of Supervisors and the Township Engineer.

Historical Commission: Meets the third Monday of every month at 7:00pm.

Plans will be reviewed by the Historical Commission for any potential impact of historic resources in or around the proposed subdivision/land development.

Zoning Hearing Board: Meets when a Zoning Appeal Application is filed.



SCHUYLKILL TOWNSHIP  
SAMPLE TITLE BLOCK

COMMONWEALTH OR PENNSYLVANIA  
COUNTY OF CHESTER

SS:

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ A.D., before me, the subscriber, a Notary Public of the Commonwealth of Pennsylvania, residing in \_\_\_\_\_ personally appeared \_\_\_\_\_ who acknowledged himself to be the \_\_\_\_\_ of \_\_\_\_\_, a Corporation, and that as such to do so, he executed the foregoing plan by signing the name of the said Corporation by himself as \_\_\_\_\_ that the said Corporation is the owner of the designated land, that all necessary approval of the plan has been obtained and is endorsed thereon and that the said Corporation desires that the foregoing plan may be duly recorded.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

APPROVED by The Board of Supervisors of Schuylkill Township, Chester County, PA, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Township Seal

REVIEWED by the Chester County Planning Commission this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

RECORDED in the Office of the Recorder of Deeds of Chester County at West Chester, PA, in Plan Book \_\_\_\_\_, Page \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Deputy) Recorder of Deeds

## RECORDING REQUIREMENTS

1. The number of sheets to be recorded in a plan set is at the direction of the Township.
2. The Schuylkill Township Board of Supervisors and the Chester County Planning Commission must sign the plans.
3. ♦Two (2) full sets of signed, sealed and *recorded* plans will be provided to Schuylkill Township. One (1) set of the *recorded* land development agreement and *recorded* escrow agreement will also be provided to the Township.
4. ♦One (1) full set of prints with signature and seals will be provided to Valley Forge Sewer Authority
5. Four (4) full set of prints with original signatures and seals will be required by the Chester County Planning Commission.
6. Three (3) full sets of prints with the original signatures and seals will be required for the Chester County Recorder of Deeds Office.
7. ♦Three (3) full sets of prints with original signatures and seals will be provided to the Schuylkill Township Engineer, Gilmore & Associates, Inc.
8. ♦One (1) full set of prints will be required for the Schuylkill Township Code Enforcement Officer.
9. ♦One (1) full set of prints will be required for the Schuylkill Township Fire Marshal.
10. Two (2) full sets of paper prints will be required for the Chester County Health Department for proposed developments with onsite sewage disposal systems.
11. One (1) full set of prints will be required by PennDOT.

A total of 18 sets of final plans are required.

Field engineers may require other plan sets.

Updated 05/11/08