

1 E First Ave., Ste 3
P.O. Box 437
Malvern, PA 19355

**Subdivision and Land Development
Submission Checklist – Preliminary / Final Plan**

Project: _____

	Copies
<input type="checkbox"/> Subdivision / Land Development Application	5
<input type="checkbox"/> Application Fee (Payable to <i>Borough of Malvern</i>)	
<input type="checkbox"/> Escrow Fee (Payable to <i>Borough of Malvern</i>)	
<input type="checkbox"/> Chester County Act 247 Referral Form	1
<input type="checkbox"/> Application Fee (Payable to <i>County of Chester</i>)	
<input type="checkbox"/> Preliminary / Final Plan – Full Sized Total	12
<input type="checkbox"/> Planning Commission	4
<input type="checkbox"/> Borough Council	2
<input type="checkbox"/> Borough Engineer	1
<input type="checkbox"/> Borough Solicitor	1
<input type="checkbox"/> Fire Marshal	1
<input type="checkbox"/> Shade Tree Commission	1
<input type="checkbox"/> Borough File	2
<input type="checkbox"/> Preliminary / Final Plan – Reduced Size Total (11 x 17 or 12 x 18)	17
<input type="checkbox"/> Planning Commission	7
<input type="checkbox"/> Borough Council	8
<input type="checkbox"/> Borough File	2
<input type="checkbox"/> Sewage Facilities Planning Module	5
<input type="checkbox"/> CADD File of Plan Submission (Required)	1
<input type="checkbox"/> Supplementary Studies (Specify)	

<input type="checkbox"/> Planning Commission	1
<input type="checkbox"/> Borough Engineer	1
<input type="checkbox"/> Borough File	1
<input type="checkbox"/> Proof of Notification of Surrounding Property Owners (Major Plan Submission)	

BOROUGH USE ONLY

Date Received: _____

Date Deemed Administratively Complete: _____ By: _____

**Subdivision and Land Development
Submission Checklist – Sketch Plan**

Project: _____

	Copies
<input type="checkbox"/> Subdivision / Land Development Application	3
<input type="checkbox"/> Preliminary / Final Plan – Full Sized Total	12
<input type="checkbox"/> Planning Commission	4
<input type="checkbox"/> Borough Council	2
<input type="checkbox"/> Borough Engineer	1
<input type="checkbox"/> Borough Solicitor	1
<input type="checkbox"/> Fire Marshal	1
<input type="checkbox"/> Shade Tree Commission	1
<input type="checkbox"/> Borough File	2
<input type="checkbox"/> Preliminary / Final Plan – Reduced Size Total (11 x 17 or 12 x 18)	17
<input type="checkbox"/> Planning Commission	7
<input type="checkbox"/> Borough Council	8
<input type="checkbox"/> Borough File	2
<input type="checkbox"/> Sewage Facilities Planning Module	5
<input type="checkbox"/> CADD File of Plan Submission (If Available)	1
<input type="checkbox"/> Supplementary Studies (Specify)	

<input type="checkbox"/> Planning Commission	1
<input type="checkbox"/> Borough Engineer	1
<input type="checkbox"/> Borough File	1

BOROUGH USE ONLY

Date Received: _____

Date Deemed Administratively Complete: _____ By: _____