

**BOROUGH OF MALVERN
CHESTER COUNTY, PA**

APPLICATION PACKAGE CONTENTS

1. SUBDIVISION AND LAND DEVELOPMENT SUBMISSION CHECKLIST - SKETCH PLAN
2. SUBDIVISION AND LAND DEVELOPMENT SUBMISSION CHECKLIST - PRELIMINARY /
FINAL PLAN SUBMISSION CHECKLIST
3. SUBDIVISION / LAND DEVELOPMENT APPLICATION
4. BOROUGH FEE SCHEDULE (not included)
5. REIMBURSEMENT AGREEMENT
6. WAIVER OF NINETY (90) DAY REVIEW PERIOD

**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: _____



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

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

Project: _____

	Copies
___ Subdivision / Land Development Application	3
___ Sketch Plan – Full Sized: Total (Scale not greater than 1" = 50')	12
___ Planning Commission	7
___ Borough Engineer	1
___ Borough Solicitor	1
___ Fire Marshal	1
___ Borough File	2

___ Supplementary Studies (Specify)

___ Planning Commission	1
___ Borough Engineer	1
___ Borough File	1

BOROUGH USE ONLY

Date Received: _____

Date Distributed: _____

BOROUGH OF MALVERN
CHESTER COUNTY, PA

SUBDIVISION / LAND DEVELOPMENT APPLICATION

1. Name of Proposed Subdivision / Land Development: _____

2. Application for (check all that apply):

- Sketch Preliminary Final
 Minor Major
 Subdivision Land Development

BORO ONLY

3. Applicant Name: _____

Address: _____

Phone: _____ Fax: _____

Email Address: _____

4. Property Owner: _____

Address: _____

Phone: _____ Fax: _____

Email Address: _____

5. Location / Address: _____

6. Tax Parcel Number: _____ Tract Area (acres): _____

7. Zoning District: _____

8. Project Description: _____

9. Name of Engineer / Planner / Surveyor: _____

Address: _____

Phone: _____ Fax: _____

Email Address: _____

BOROUGH OF MALVERN
CHESTER COUNTY, PA

SUBDIVISION / LAND DEVELOPMENT APPLICATION

PROJECT: _____

10. Variance(s) / Waiver (s) Required:

=====

Application Fee: _____

Payable to 'Borough of Malvern'

Escrow Fee: _____

Payable to 'Borough of Malvern'

Act 247 Referral Fee: _____

Payable to 'County of Chester':

Borough Use Only

I / We hereby apply for a Subdivision and / or Land Development Plan Review in accordance with the Borough of Malvern Subdivision Ordinance.

I / We hereby authorize the Borough and Borough representatives to enter the property for the purpose of inspections and enforcement of the requirements, terms, and conditions imposed in the Borough Subdivision Ordinance.

I / We certify that the information provided in this application is true and correct to the best of my knowledge.

Owner / Applicant Signature

Date

Print Name

BOROUGH OF MALVERN
CHESTER COUNTY, PA

SUBDIVISION / LAND DEVELOPMENT APPLICATION

PROJECT: _____

FOR BOROUGH USE ONLY

Date Application Received: _____

Date of Determination of Administratively Complete: _____

First Planning Commission Meeting Date: _____

Date of Required Decision by Planning Commission: _____

Date of Required Decision by Borough Council: _____

Date of Extension Granted: _____

Extension Time: _____

Date of Required Decision by Planning Commission: _____

Date of Required Decision by Borough Council: _____

Date of Extension Granted: _____

Extension Time: _____

Date of Required Decision by Planning Commission: _____

Date of Required Decision by Borough Council: _____

Date of Extension Granted: _____

Extension Time: _____

Date of Required Decision by Planning Commission: _____

Date of Required Decision by Borough Council: _____

Don't Let Storm Water Run Off With Your Time and Money!

What the Construction Industry Should Know About Storm Water In Our Community

The construction industry plays an important role in improving our community's quality of life by not only providing new development, but also protecting our streams and rivers through smart business practices that prevent pollution from leaving construction sites.

Storm water runoff leaving construction sites can carry pollutants such as dirt, construction debris, oil, and paint off-site and into storm drains. In our community, storm drains carry storm water runoff directly to local creeks, streams, and rivers with no treatment. Developers, contractors, and homebuilders can help to prevent storm water pollution by taking the following steps:

1. Comply with storm water permit requirements.
2. Practice erosion control and pollution prevention practices to keep construction sites "clean."
3. Conduct advanced planning and training to ensure proper implementation on-site.

The remainder of this fact sheet addresses these three steps.

Storm Water Permit Requirements for Construction Activity

Planning and permitting requirements exist for construction activities. These requirements are intended to minimize storm water pollutants leaving construction sites.

- Pennsylvania's Erosion and Sediment Pollution Control Program (25 Pa. Code, Chapter 102) requires Erosion and Sediment Control Plans for all earth disturbing activities.
- The National Pollutant Discharge Elimination System (NPDES) Permit Program (25 Pa. Code, Chapter 92) requires that construction activities disturbing greater than one acre submit a Notice of Intent for coverage under a general NPDES permit.



Knowing your requirements before starting a project and following them during construction can save you time and money, and demonstrate that you are a partner in improving our community's quality of life. For more information about these programs, contact your local county conservation district office or the Department of Environmental Protection.

Erosion Control Practices:

- Perimeter controls (e.g. silt fence)
- Sediment traps
- Immediate revegetation
- Phased, minimized grading
- Construction entrance
- Protection of streams and drainage ways
- Inlet protection



An Ounce of Prevention

Rain that falls onto construction sites is likely to carry away soil particles and other toxic chemicals present on construction sites (oil, grease, hazardous wastes, fuel). Storm water, if not properly managed, carries these pollutants to streams, rivers, and lakes. Erosion and sediment control practices can serve as a first line of defense,

Pollution Prevention Practices:

- Designated traffic and vehicle paths to avoid areas away from streams
- Remove trash and litter
- Clean up leaks immediately
- Never wash down dirty pavement
- Place dumpsters under cover
- Dispose of all wastes properly

minimizing clean up and maintenance costs, and the impacts to water resources caused by soil erosion during active construction. Erosion controls can reduce the volume of soil going into a sediment control device, such as a sediment trap, therefore, "clean out" frequencies are lower and maintenance costs are less. When possible, divert water around the construction site using berms or drainage ditches.

In addition, use pollution prevention and "good housekeeping measures" to reduce the pollution leaving construction sites as well. This can be as simple as minimizing the pollution source's contact with rainwater by covering it, maintaining a "clean site" by reducing trash and waste, and keeping vehicles well maintained.

The Best Laid Plans

Plans such as erosion and sediment control plans and storm water pollution prevention plans are important tools for outlining the erosion control and pollution prevention practices that you will use to manage storm water runoff prior to breaking ground. Developing good plans allows for proper budgeting and planning for the life of the project. Proper installation and maintenance of erosion and storm water controls is essential to a plan that works. Training for on-site staff helps to ensure the proper installation and maintenance of erosion controls and pollution prevention practices. Inspect controls and management techniques regularly to ensure they are working, especially after storm events. If polluted storm water is leaving the site, you may need to repair or add additional storm water controls.



The Bigger Storm Water Picture

Your community is preventing storm water pollution through a comprehensive storm water management program. This program addresses storm water pollution from construction, but it also deals with new development, illegal dumping to the storm sewer system, and municipal operations. It will also continue to educate the community and get everyone involved in making sure the only thing that storm water contributes to our streams is . . . water! Contact your community or the Pennsylvania Department of Environmental Protection for more information about storm water management.

For more information:

Malvern Borough Zoning Officer (610) 644-2602

Pennsylvania Association of Conservation District's:
<http://www.pacd.org/default.html>

Pennsylvania Handbook of Best Management Practices for Developing Areas:
http://www.pacd.org/products/bmp/bmp_handbook.html

Storm Water Manager's Resource Center:
<http://www.stormwatercenter.net>

Pennsylvania Department of Environmental Protection:
<http://www.dep.state.pa.us>



FEE SCHEDULE

The following fees shall apply to each land subdivision or land development submitted to the Chester County Planning Commission for review in accordance with Article V, Section 502, Pennsylvania Municipalities Planning Code, Act 247, as amended.

Fees shall be levied depending on whether the proposal is for a subdivision or a land development and whether it is for residential or non-residential use.

CATEGORY I RESIDENTIAL SUBDIVISION FOR LAND DEVELOPMENT

These fees apply to residential projects for sale, condominium ownership, or rental; any type of buildings, either as a subdivision or single tract land development; or an agricultural subdivision (except for guidelines in Article I, Section 107, Subdivision, Pennsylvania Municipal Planning Code, Act 247, as amended).

Number of lots and dwelling units	Base fees	Fees for each lot and/or unit
1 lot land development	\$25.00	None
1-5 lots/units	\$75.00	Plus \$10.00/lot/unit
6-15 lots/units	\$100.00	Plus \$10.00/lot/unit
Over 15 lots/units	\$100.00	Plus \$10.00/lot/unit

CATEGORY II NON-RESIDENTIAL SUBDIVISIONS

These fees apply to applications for subdivision and conveyance of land for non-residential uses, not proposed for land development as defined in Section 107 of the Planning Code.

Number of lots and dwelling units	Base fees	Fees for each lot and/or unit
1-5 lots/units	\$150.00	Plus \$30.00/lot/unit
Over 5 lots	\$200.00	Plus \$25.00/lot/unit
Financial subdivisions	\$75.00	Plus \$25.00/lot/unit

CATEGORY III NON-RESIDENTIAL LAND DEVELOPMENT

These fees apply to all projects or sections of mixed projects which are for non-residential use for sale, condominium, lease or rent in any type of building on a single tract of land.

Number of developed acres	Base fees	Fees for gross floor area
1 building under 250 sq. ft.	\$25.00	None
Under 5 acres	\$250.00	Plus \$30.00/1,000 sq. ft. of gross floor area
5-49.99 acres	\$300.00	Plus \$30.00/1,000 sq. ft. of gross floor area
50-99.99 acres	\$300.00	Plus \$20.00/1,000 sq. ft. of gross floor area
Over 100 acres	\$300.00	Plus \$20.00/1,000 sq. ft. of gross floor area

CATEGORY IV SECOND REVIEWS

These fees apply to each review conducted after the first review (within a three (3) year period of the initial review) and only if requested by the municipality.

- Flat fee of \$100.00 for residential subdivisions/land developments
- Flat fee of \$150.00 for non-residential subdivisions/land developments

CHECKS OR MONEY ORDERS SHOULD BE PAYABLE TO: County of Chester (cash will not be accepted)

All fees are to be submitted to the Chester County Planning Commission (CCPC) through the appropriate township or borough at the time of application; and in accordance with the administrative guidelines established by CCPC.

INFORMAL REVIEWS AND ADDITIONAL WORK: An informal review request to CCPC (such as meetings and discussions prior to the formal development application) shall be free of charge if said written request is from the municipality, or from an applicant with the knowledge and written consent of the municipality. In no case will informal review by CCPC replace the need for a formal review which would include the submission of the required fee listed above pursuant to the Municipalities Planning Code.

TIME LIMITATIONS: The review time period will begin from the date of receipt by CCPC of the application requesting a review by CCPC. CCPC has thirty (30) days within which to review subdivision and land development applications and submit review comments. The review period may be extended if requested by the applicant or a time extension has been granted by the municipality with the concurrence of the applicant. When the time period has been stopped due to an incomplete application package, incorrect fee or other reasons, the time period will continue from the day in which the application package is complete. CCPC has thirty (30) days within which to review ordinance amendments, and forty-five (45) days within which to review comprehensive plans, official maps, and complete ordinances.

BOROUGH OF MALVERN
CHESTER COUNTY, PA

REIMBURSEMENT AGREEMENT

I (We) hereby agree to reimburse the Borough of Malvern for all fees and expenses the Borough may incur for the review of plan by the Borough and its consultants.

Owner Signature

Date

Print Owner Name

Applicant Signature

Date

Print Applicant Name

** Both the Owner and Applicant signature required.

BOROUGH OF MALVERN
CHESTER COUNTY, PA

Borough of Malvern
Attn.: Borough Council Members
1 East First Avenue
PO Box 437, Suite 3
Malvern, PA 19355-0437

RE: Waiver of Ninety (90) Day Review Period
Subdivision / Land Development Name:

Dear Borough Council Members:

We wish to extend by _____ days, the prescribed ninety (90) day review period, as stated in Section 508.3 of Pennsylvania Municipal Planning Code, as amended, so that the proper review of our subdivision / land development may be completed.

We understand and agree that the governing body shall render its decision within the review time, as extended, unless a further extension of that time is agreed to by us.

DATE: _____

SIGNED: _____

PRINT NAME: _____

OLD DEADLINE: _____

NEW DEADLINE: _____