

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

Project: _____

Note: ALL plans / documents shall be submitted to the Borough for distribution, no exceptions!

Copies:

___ Subdivision / Land Development Application 5
 ___ Application Fee (Payable to *Borough of Malvern*)
 ___ Escrow Fee (Payable to *Borough of Malvern*)

___ Chester County Act 247 Referral Form 1
 ___ Application Fee (Payable to *County of Chester*)

___ Preliminary / Final Plan – Full Sized Total 12
 ___ Planning Commission 4
 ___ Borough Council 2
 ___ Borough Engineer 1
 ___ Borough Solicitor 1
 ___ Fire Marshal 1
 ___ Shade Tree Commission 1
 ___ Borough File 2

___ Preliminary / Final Plan – Reduced Size Total 17
 (11 x 17 or 12 x 18)
 ___ Planning Commission 7
 ___ Borough Council 8
 ___ Borough File 2

___ Sewage Facilities Planning Module 5

___ CADD File of Plan Submission (Required) 1

___ Supplementary Studies (Specify Below)

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

___ Proof of Notification of Surrounding Property Owners
 (Major Plan Submission)

BOROUGH USE ONLY	
Date Received: _____	
Date Deemed Administratively Complete: _____	By: _____

Preliminary / Final Subdivision / Land Development Application

Name of proposed project: _____

Type of Project Submission (check all that apply):

<input type="checkbox"/> Preliminary Plan	<input type="checkbox"/> Final Plan	<u>Borough Use Only</u>
<input type="checkbox"/> Major	<input type="checkbox"/> Minor	_____
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Land Development	_____

Project Location: _____

Zoning District: _____ Tax Parcel Number: _____ Parcel Size: _____

Project Description: _____

Applicant: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Property Owner: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Project Engineer / Planner/Surveyor: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

**Preliminary / Final
Subdivision / Land Development Application, P.2**

Project: _____

Variances / Waivers Required:

Borough Use Only

Application Fee: _____
Payable to "Borough of Malvern"

Escrow Fee: _____
Payable to "Borough of Malvern"

Act 247 Referral Fee: _____
Payable to "County of Chester"

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

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

Owner / Applicant Signature

Date

Printed Name

**Preliminary / Final
Subdivision / Land Development Application, P.3**

Project: _____

For Borough Use Only

Date Application Received: _____

Date of Determination - Application Complete: _____

Date of First Planning Commission Meeting: _____

Date of Required Recommendation from PC: _____

Date of Required Decision from Borough Council: _____

Date Extension Granted: _____

Extension Time Period: _____

Date of Required Recommendation from PC: _____

Date of Required Decision from Borough Council: _____

Date Extension Granted: _____

Extension Time Period: _____

Date of Required Recommendation from PC: _____

Date of Required Decision from Borough Council: _____

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 plans by the Borough and its consultants.

Owner Signature

Date

Printed Name

Applicant Signature

Date

Printed Name

**Borough of Malvern
Attn: Borough Council Members
1 E First Ave, Ste. 3
Malvern, PA 19355**

Re: Waiver of Ninety (90) Day Review Period

Project: _____

Dear Borough Council Members,

We wish to extend by _____ days, the prescribed ninety (90) day review period, as stated in section 508.3 of the **Pennsylvania Municipalities Planning Code**, as amended, so that the proper review of our Subdivision / Land Development Plan 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 on by us

Signature

Date

Printed Name

Old Deadline: _____

New Deadline: _____