# 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):

___ Preliminary Plan  ___ Final Plan  ___
___ Major  ___ Minor  ___
___ Subdivision  ___ 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: ________________