



SKETCH PLAN SUBMISSION Subdivision and Land Development

Project: _____

Location: _____

	<u>Copies</u>
<input type="checkbox"/> Subdivision / Land Development Application	1
<input type="checkbox"/> Sketch Plan – Full Size	10
<input type="checkbox"/> Planning Commission	7
<input type="checkbox"/> Borough Council	2
<input type="checkbox"/> Borough File	1
<input type="checkbox"/> PDF File of Plan Submission (Requested)	1
<input type="checkbox"/> Supplementary Studies (Specify Below)	3

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

All plans/documents shall be submitted to the Borough for distribution - No Exceptions



SKETCH PLAN SUBMISSION
Subdivision and Land Development

Project: _____

Location: _____

Type of Project Submission (check all that apply):

Borough Use Only

Major Minor

Subdivision Land Development

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

Project Description: _____

Variances/Waivers Required:

Applicant: _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____



SKETCH PLAN SUBMISSION
Subdivision and Land Development

Property Owner: _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____

Project Engineer / Planner/Surveyor: _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____

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 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



SKETCH PLAN SUBMISSION
Subdivision and Land Development

For Borough Use Only

Date Application Received: _____

Received By: _____

Date Forwarded to Planning Commission: _____

Date of Planning Commission Meeting: _____

Chapter 181. Subdivision and Land Development

Article III. Procedures for Subdivision and Land Development

§ 181-302. Sketch plans.

A. Purpose and applicability. The purpose of the sketch plan, which is an optional but strongly encouraged submission for all plans, is to afford the applicant the opportunity to consult early and informally with the Planning Commission and the Borough before submission of formal plans (preliminary or final, as applicable) for subdivision or land development approval. The sketch plan is viewed by the Borough as an important, valuable, and highly recommended submittal that can speed the review process and may result in lower costs for the project. It is strongly recommended that all applicants for sketch plan review follow the preapplication planning and design procedures set forth in § 181-301 and, for major subdivision or land development applications, that the sketch plan fully embodies the results of the four-step design process and further articulates the schematic design, building and conservation plan that is part thereof.

B. Sketch plan submission and review.

(1) Applicant shall submit the minimum number of copies of the sketch plan application to the Borough as specified in the Malvern Subdivision and Land Development Submission Checklist.^[1] Submitted applications shall be prepared in accordance with the requirements contained in § 181-401. Applications for major subdivision or land development approval shall be accompanied by the ERSAP and documentation of fulfillment of the four-step design process. Such plans and supporting materials must be filed with the Borough at least 21 calendar days prior to the Planning Commission meeting at which the sketch plan and accompanying materials are to be discussed.

^[1] *Editor's Note: Said checklist is included as an attachment to this chapter.*

(2) Where feasible, and at the request of the Borough upon the recommendation of the Borough Engineer, the sketch plan also shall be submitted to the Borough electronically in the format specified by the Borough Engineer.

(3) Copies of the sketch plan application shall be distributed by the Borough to the Borough Planning Commission.

(4) The Borough Planning Commission shall review the sketch plan and shall discuss the plan at its next regularly scheduled public meeting subsequent to submission in accordance with § 181-302B(1), above. The Planning Commission's review shall informally advise the applicant of the extent to which the proposed subdivision or land development conforms to the relevant standards of this chapter, to Borough planning, design and historic preservation objectives, and to environmentally responsible design, and may suggest possible plan modifications that would increase its degree of conformance. To the extent that sufficient information has been submitted or presented to the Planning Commission, the Commission shall undertake a general review which may encompass but shall not be limited to:

(a) The compatibility of the proposal with respect to the objectives and policy recommendations of the Comprehensive Plan, Sewage Facilities Plan (Act 537), Open Space, Recreation and Environmental Resources Plan, Olde Towne Malvern Plan, and other plans as applicable;

(b) Consistency with the zoning ordinance;^[2]

^[2] *Editor's Note: See Ch. 220, Zoning.*

- (c) Compatibility of the plan with the input from the preapplication conference, site visit, ERSAP, and the four-step design process where requested;
 - (d) The location of all areas proposed for land disturbance (streets, foundations, yards, utilities and wastewater disposal systems, storm water management areas, etc.) with respect to notable features of natural or cultural significance as identified on the applicant's ERSAP;
 - (e) The proposed building density and impervious coverage;
 - (f) The potential for vehicular and pedestrian connections with existing streets, other proposed streets, and existing or potential development on neighboring properties;
 - (g) The location of proposed access points along the existing road network;
 - (h) The need for any waivers or modifications from otherwise applicable ordinance standards, including any waivers or modifications which the Planning Commission would recommend in order to permit the proposal to better conform to Borough planning objectives.
- (5) Prior to making recommendations on the proposed sketch plan, the Planning Commission may request the preliminary input of the Borough's planning and engineering consultants and other Borough commissions or committees where relevant (e.g., Historical Commission), and may hear comments from surrounding or affected landowners present at its public meeting(s). Where requested, and upon agreement of the applicant, all planning and engineering review fees shall be the responsibility of the applicant.
- (6) The Planning Commission shall set forth its written comments and recommendations in regard to the proposed sketch plan and communicate same to the applicant and to Borough Council within 45 days after receipt of the sketch plan submittal, except where an extension of time is formally granted by an applicant.
- (7) At a regularly scheduled public meeting after receipt of written comments from the Planning Commission, the Borough Council may consider the written comments of the Planning Commission, Borough engineering and planning consultants, and any other agencies, commissions, committees or individuals deemed to have an interest. The Borough Council may offer opinion(s) in regard to all comment received or other concerns of Council or the applicant.
- (8) All comments and recommendations made by Borough representatives in regard to sketch plan review shall be considered nonbinding opinions. No comment or recommendation, nor the failure of the Planning Commission or Borough Council, or both, to proceed or act in accordance with this section, shall be deemed to be a decision with respect to any subdivision or land development plan or to vest any rights in the applicant.