

**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: _____



Subdivision and Land Development Submission Checklist – Preliminary/Final

Project: _____

Checklist	REQUIRED SUBMISSIONS	# OF COPIES
_____	Subdivision/Land Development Application	5
_____	Application Fee (<i>Payable to Borough of Malvern</i>)	<i>N/A</i>
_____	Escrow Fee (<i>Payable to Borough of Malvern</i>)	<i>N/A</i>
_____	Chester County Act 247 Referral Form	1
_____	Application Fee (<i>Payable to County of Chester</i>)	<i>N/A</i>
_____	Preliminary/Final Plan – Full Size	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 (11 x 17 or 12 x 18)	17
_____	Borough Council (8)	
_____	Planning Commission (7)	
_____	Borough File (2)	
_____	Sewage Facilities Planning Module	5
_____	CAD File of Plan Submission	1
_____	Supplementary Studies (Specify): (<i>If Applicable</i>)	3
_____	Planning Commission (1)	
_____	Borough Engineer (1)	
_____	Borough File (1)	

_____ **Proof of Notification of Surrounding Property Owners** _____ **1 (Major Plan Submission)**

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Owner and/or Applicant Signature: _____

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Date Received: _____

Date Deemed Administratively Complete: _____ Review Completed By: _____