



THE COUNTY OF CHESTER

COMMISSIONERS

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PLANNING COMMISSION

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September 13, 2006

To Whom it May Concern:

Please be aware that the Chester County Planning Commission has lately been receiving plans for endorsement that have not been properly prepared. We would like to extend a friendly reminder to all municipalities of the information required for Chester County's endorsement so that your plans can be recorded in an efficient manner:

- All municipal signatures on the plan must include the approval date from the Board of Supervisors or the Borough Council.
- Any plans submitted more than 90 days after the approval date must be accompanied by a letter from a municipal official, stating the municipality has waived the 90 day timeframe for recording purposes.
- Municipalities should inform the courier who brings the plans for county endorsement of the 90-day timeframe required for county endorsement.
- If signature blocks appear on multiple pages of the plan, each page which includes the signature blocks, must be signed and dated.
- Chester County Planning Commission cannot endorse a plan with photocopied signatures. All signatures must be original.
- Chester County Planning Commission cannot endorse plans printed on mylar, vellum or any material other than bond paper.
- Tax parcel numbers must appear on the plan as required by the County Recorder of Deeds.
- If it is the intention to have the plan recorded on the same day, the courier should bring the plans to the County Planning Commission no later than 3:15pm. Due to a lengthy recording process, the Recorder of Deeds stops accepting plans at 4:00.

- Be aware that Chester County will retain 1 copy of the plan and the Recorder of Deeds will retain a minimum of 3 copies. Additional copies beyond the prescribed minimum must be presented at the time of recording.
- The County Recorder of Deeds cannot record plans smaller than 17" X 22" or larger than 34" X 44".

Thank you in advance for taking the time to review these requirements to ensure a smooth County endorsement on all plans. Questions you may have regarding the recording process should be directed to the County Recorder of Deeds office at (610) 344-6330.

Sincerely,

A handwritten signature in black ink, appearing to read 'DDW', with a stylized flourish at the end.

David D. Ward, AICP
Interim Secretary

DDW/sd

Honey Brook Borough

Application for Approval of (Preliminary) (Final) (please indicate) Subdivision/Land Development Plan

(If not applicable please indicate NA)

Attach additional sheets where necessary.

Application No. _____

Date Filed _____

Applicant's Name _____

Address _____

Telephone _____

Record Owner of Land _____

Address _____

Telephone _____

Attorney, if any _____

Address _____

Telephone _____

Registered Engineer or
Surveyor who prepared plans _____

Address _____

Telephone _____

The Subdivision will be called _____

And will be located at: _____

Applicant is (check one): Owner; Agent; Prospective purchaser

The Subdivision tract includes _____ Acres in total; and land contained within the

Subdivision boundaries is recorded in Chester County Deed Book(s) _____

At page(s) _____, respectively. County Tax Map Lot No.(s) _____

Zoning _____ . Total number of lots in the subdivision: _____

Area of the smallest lot: _____ acres.

Type of Subdivision (check):

_____ Agricultural purpose

_____ Lease, transfer of ownership or encumbrance

_____ Development purpose.

Type of Development (check)

_____ Single family residence.

_____ Semidetached, duplex

_____ Apartments

_____ Townhouses

_____ Other, explain _____

Type of structure (check):

_____ One story

_____ Two story

_____ Other, explain _____

Type of construction (check): steel brick stone frame

Proposed sewage system or septic system for the subdivision: _____

The improvements contemplated in the subdivision will include:

	<u>No. of Units</u>	<u>Estimate Cost</u>
Streets		
Widening of existing streets		
Curbs		
Sidewalks		
Park Land/Open Space		
Storm Drainage		
Water supply and fire hydrants		
Monuments		
Trees		
Street lighting		
Sewage Treatment Plant		
Miscellaneous		

Has this tract been the subject of a subdivision pursuant to

Honey Brook Borough Zoning Ordinance in the past 3 years?

Yes

No.

Recreation area, parks, play areas, additional right-of-way, etc. as may or may not be dedicated for public use are as follows:

Types of Submission -- (Township Secretary to fill out)

☐ Preliminary Plan -- Section 405 Subdivision Ordinance ☐ Final Plan -- Section 407 Subdivision Ordinance

NOTE: Requirements for this submission are

This application

☐ 12 copies of plan

☐ 3 copies of planning module

(Preliminary Plan only)

It is the responsibility of the applicant:

☐ a) To submit one copy of the plan with appropriate referral letters and supporting data when necessary to the Chester County Planning Commission for comments and recommendations.

☐ b) To submit two copies of the plan (two copies of the planning module -- Preliminary Plan only) with appropriate referral letter and supporting data when necessary to the Chester County Health Department for its comments and recommendations.

N.B. Proof of both submissions is to be provided to the Honey Brook Borough Planning Commission.

(Preliminary and Final Plan) – Actual costs for township technical and professional services for such plan -- Section 405 of the Subdivision Ordinance

Amount: \$ _____ Paid: \$ _____

Chester County Planning Commission and Chester County Health Department as per their fee schedule.

I/We agree to reimburse the Honey Brook Borough for such fees and expenses as said the Borough may incur for the services of an engineer or engineers in connection with the investigation and study of the plans submitted.

I/We, further, do swear and/or affirm that the information given in this application is true and accurate to the best of my/our knowledge and intentions and is in accordance with the ordinances of the Borough of Honey Brook.

Signature

Record Owner

Date

Signature

Applicant

Date

Received by:

Signature

Borough Secretary

Date

