

West Pikeland Township Subdivision Application Instructions

Name of Subdivision: _____
 Land Owner: _____
 Architect/Engineer: _____
 Contact: _____

 Company _____
 Address: _____
 City _____ State _____ Zip _____
 Telephone: _____ Fax: _____ Email: _____

All Plans and requests must be submitted to the Township Secretary/Administrative Assistant at least fourteen (14) days prior to the next schedule meeting of the Township Planning Commission. Submissions must be complete prior to submission to the West Pikeland Township Planning Commission. Ninety (90) days are allowed under the Municipalities Planning Code for review of subdivision plans. Timing starts at the first meeting of the Township Planning Commission after a complete submission is made with all fees paid and the Planning Commission has formally accepted the plans via a vote of the members.

Please Note: The Subdivision process may begin with an Informal Review of a Sketch Plan with the West Pikeland Township Planning Commission or with the formal process that requires Preliminary Plans and a series of other steps. The Planning Commission recommends you begin with the Informal Review. You may begin with either.

The informal review of a Sketch Plan does not produce an “approval”, as it is not considered an “official submission”.

All actions for subdivisions are governed by the West Pikeland Township Subdivision Ordinance, the West Pikeland Township Zoning Ordinance, and the West Pikeland Township Comprehensive Plan. You may review these documents at the Township offices during business hours or purchase a copy.

The Township Ordinances require submission eight (8) days prior to the Planning Commission meeting, but it is recommended you submit them at least twenty (21) days to allow forwarding to all review agencies. This will expedite your plan review. The Township Engineer’s review comments must be by the Township Planning Commission prior to their review.

The Commonwealth of Pennsylvania Municipalities Planning Code defines the planning agencies and procedures in the Commonwealth and a copy for office-hour reading is at the Township office or the Commonwealth web page.

You may call or email the Township office with questions at (610)827-7660 or office@westpikeland.com

Informal Sketch Plan Review.

_____ Submit (15) fifteen copies of the Sketch Plan to the Township at least (14) days before the next Planning Commission meeting.

_____ Submit the appropriate fees

_____ Provide a Written authorization for members and ex-officio members of the Planning Commission and the Township Engineer to walk your property. Please note there may be several property walks performed under this Authorization and you will be notified of the time and dates in advance. A sample letter is provided.

WEST PIKELAND TOWNSHIP: 1645 Art School Road, Chester Springs, PA. 19425
Phone: 610-827-7660 Fax: 610-827-9141 www.westpikeland.com

_____ Should your development contemplate grading or excavating to change the contours of the land, you must consult with the Chester County Soil and Water Conservation District. The removal of Top Soil, trees and vegetation must also be reviewed with them.

You will be notified that your Sketch Plan will be reviewed by the Planning Commission on a certain date. The specific time of your agenda items cannot be determined in advance. We regret the inconvenience this may cause you and your representatives. Please be sure to attend the meeting.

Within (10) days following the completion of the Informal Review you and the Board of Supervisors will be notified of the issues relating to your plan in a letter mailed by the West Pikeland Township office.

Formal Plan Review:

_____ Submit (17) fifteen copies of the Preliminary Plan to the Township at least fourteen (14) days prior to the
next Township Planning Commission Meeting. As an option, you may submit copies of the Preliminary Plan on CD-ROM in AutoCAD format in addition to the required drawings.

_____ Submit the completed Application to the West Pikeland Township office with all required attachments. Incomplete submissions will be refused as the complete package begins the process.

_____ Submit the appropriate fees.

_____ Provide a Written authorization for members and ex-officio members of the Planning Commission and the
under Township Engineer to walk your property. Please note there may be several property walks performed this Authorization and you will be notified of the time and dates in advance. A sample letter is provided.

_____ Should your development contemplate grading or excavating to change the contours of the land, you must consult with the Chester County Soil and Water Conservation District. The removal of Top Soil, trees and vegetation must also be reviewed with them.

The West Pikeland Township office will acknowledge the receipt of the complete package in writing and schedule your subdivision at the next meeting of the West Pikeland Township Planning Commission. You will be notified when your application has been scheduled. The Township regrets they will be unable to provide a specific time for your agenda item. Please be sure to attend the scheduled meeting. The Formal Review process begins with a Vote by the Planning Commission to accept the Complete Package.

The Township administrative staff will, once your complete package has been received, distribute copies to:

Planning Commission
Township Engineer
Chester County Health Department
Penndot (If an exit to Commonwealth roads is planned)
Township Roadmaster
Chester County Conservation District
U. S. Army Corps of Engineers
Pennsylvania Department of Environmental Protection
Chester County Planning Commission

All Reviews must be received from the agencies above before the Township Planning Commission and the Board of Supervisors can unconditionally approve the Subdivision Plan. The Planning Commission, Township Engineer and the Board of Supervisors review all comments from the above organizations.

If the Township Planning Commission approves the Preliminary Plan it is forwarded to the Board of Supervisors for Approval at their next meeting. You must submit fifteen (17) copies of the Formal Plan eight (8) days prior to the Board of Supervisors meeting to the township office. You must post financial security or a bond with the Township.

The Board of Supervisors approves the Final Plan and signs the plan. You will receive written notice of approval and signed copies of the plans to be filed with the Chester County Planning Commission.

You have three months from the date of the Board of Supervisors approval to provide three (3) copies of the plan signed by the Chester County Planning Commission and proof of recording the Plan to the Township.