

APPLICATION PROCESS FOR SUBDIVISION & LAND DEVELOPMENT

COMPLETE APPLICATION FOR INITIAL SUBMISSION INCLUDES:

1. Seventeen (17) sets of Plans
2. Seven (7) copies of the Application
3. Seven (7) copies of Checklist
4. Act 247 Review
5. Original escrow deposit slip (with signature and social security number)
6. Signed and completed Reimbursement Acknowledgement Form
7. One (1) check for the Application Fee – Payable to Edgmont Township:
 - Minor¹\$300.00
 - Major²\$1,000.00
8. One (1) check for escrow - Payable to Edgmont Township:
 - Minor\$1,000.00
 - Major.....\$3,000.00 + \$300.00 per lot
 -\$3,000.00 if only one (1) lot
9. One (1) check for the Delaware County Review – Payable to the Treasurer of Delaware County (see Fee Schedule enclosed)
10. Current title report and evidence of legal standing
11. Four (4) complete planning module applications

} “Plan Packet”

RESUBMISSION

1. Thirteen (13) sets of Plans are required so long as there are no major changes within six (6) months of the Review by the Delaware County Planning Department
2. No fees are due on resubmission unless it has been six (6) months or more since the Application was originally reviewed by the Delaware County Planning Department

¹ Less than six (6) acres / 3 lots

² More than six (6) acres

APPLICATION PROCEDURE FOR SUBMITTING A SKETCH OR PRELIMINARY PLAN

NOTE: Although a sketch plan is not required, it is strongly recommended that one be submitted. The sketch plan may be a “concept” plan only, and does not necessarily require advanced engineering and calculations.

1. The Applicant submits all copies of the Plan, the Application, and the Checklist to the Township Manager along with the Act 247 review, the escrow deposit slip, the Reimbursement Form, and all required fees. The submission must be received at least 24 days before the regular meeting of the Township Planning Commission (4th Monday of every month).
2. If the Submission is complete, the Township Manager will time stamp all copies of the Plan, Application, and Checklist (known as the “Plan Packet”) and return the executed Act 247 form to the Applicant. The Applicant is then instructed to take 3 of the Plan Packets to the County Planning Department in Media. The remaining documents are distributed accordingly:
 - 5 Plan Packets are distributed to the Planning Commission
 - 3 Plan Packets are distributed to the Supervisors
 - 1 Plan Packet is distributed to the Planning Commission Solicitor
 - 1 Plan Packet is distributed to the Engineer
 - 1 Plan Packet is distributed to the Land Planner
 - 1 Plan Packet is distributed to the Building Department
 - 2 Plan Packets are reserved for the Trails / Historic Preservation Committees
 - 1 Plan Packet is filed in the Township Subdivision File
 - The signed Reimbursement Form is filed in the Township Subdivision File
 - The Application fee will be deposited to the General Fund
 - The Escrow Fee will be deposited to the Escrow Fund
3. Prior to the Planning Commission meeting, the Commission members will receive reviews from the County Planning Department, the Township Engineer, the Township Planner, Trails and Historic Preservation Committees, and the Township Manager. Reviews may also be solicited from the Sewage Enforcement Officer, and the Fire Marshall.
4. The Planning Commission will discuss the Application at their regular meeting, at which time they may (1) recommend approval of the Application to the Board of Supervisors or (2) they may ask the Applicant to revise the Plans. If the Applicant is required to revise their Application, they must re-submit 14 sets of the revised plans. No fees are required. However, if 6 or more months transpire since the County’s review, the Applicant will have to start the Application process again.
5. Once the Planning Commission is satisfied with the Application, they may recommend approval of the Application to the Board of Supervisors. The Supervisors will review the Application at their regular meeting, which is scheduled for the 3rd Wednesday of every month. The Board of Supervisors will either approve the Application, ask the Applicant to revise the Plan, or deny approval with cause.

APPLICATION PROCEDURE FOR SUBMITTING A FINAL PLAN

1. The Applicant submits all copies of the Plan, the Application, and the Checklist to the Township Manager along with the Act 247 review, the escrow deposit slip, the Reimbursement Form, the Planning Module (for land development), and all required fees. The submission must be received within 12 months of the Preliminary Plan approval by the Board of Supervisors, and at least 24 days before the regular meeting of the Township Planning Commission (4th Monday of every month).
2. If the Submission is complete, the Township Manager will time stamp all copies of the Plan, Application, and Checklist (known as the "Plan Packet") and return the executed Act 247 form to the Applicant. The Applicant is then instructed to take 3 of the Plan Packets to the County Planning Department in Media. The remaining documents are distributed accordingly:
 - 5 Plan Packets are distributed to the Planning Commission
 - 3 Plan Packets are distributed to the Supervisors
 - 1 Plan Packet is distributed to the Planning Commission Solicitor
 - 1 Plan Packet is distributed to the Engineer
 - 1 Plan Packet is distributed to the Land Planner
 - 1 Plan Packet is distributed to the Building Department
 - 2 Plan Packets are reserved for the Trails / Historic Preservation Committees
 - 1 Plan Packet is filed in the Township Subdivision File
 - The signed Reimbursement Form is filed in the Township Subdivision File
 - The Application fee will be deposited to the General Fund
 - The Escrow Fee will be deposited to the Escrow Fund
3. Prior to the Planning Commission meeting, the Commission members will receive reviews from the County Planning Department, the Township Engineer, the Township Planner, Trails and Historic Preservation Committees, and the Township Manager. Reviews may also be solicited from the Sewage Enforcement Officer, and the Fire Marshall.
4. The Planning Commission will discuss the Application at their regular meeting, at which time they may (1) recommend approval of the Application to the Board of Supervisors or (2) they may ask the Applicant to revise the Plans. If the Applicant is required to revise their Application, they must re-submit 14 sets of the revised plans. No fees are required. However, if 6 or more months transpire since the County's review, the Applicant will have to start the Application process again.
5. Once the Planning Commission is satisfied with the Application, they may recommend approval of the Application to the Board of Supervisors. The Supervisors will review the Application at their regular meeting, which is scheduled for the 3rd Wednesday of every month. The Board of Supervisors will either approve the Application, ask the Applicant to revise the Plan, or deny approval with cause.