



## KENNETT TOWNSHIP SUBDIVISION AND/OR LAND DEVELOPMENT SUBMITTAL REQUIREMENTS

Please review checklist prior to submittal. **Incomplete submittals will delay the review process.** Township 90-day time clock begins upon submission of **complete packet**.

- **Cover letter must accompany all submissions.**
- **Plans : 3 paper copies + 1 Electronic version of all documents.**
  - All plans must be folded and must contain tax parcel or UPI Numbers.
  - All plans must have any easements and protected properties noted on them.
  - All plans must clearly note the ownership of drainage systems.
  - All plans must include a detailed Zoning Table and list of agency approvals.
  - All plans must list Conditional Use conditions (if applicable).
  - Electronic version must be on a compact disc (CD) or Flash Drive.
  - A revised electronic submission **MUST** be included with each plan revision.
  - Final plans are to include **not more than one (1)** signature block for the Board of Supervisors (on front/cover page). There should not be any signature blocks for Township Committee Members or Consultants including the Township Planning Commission.
  - Revision submittals require that all changes be noted on the revised plan with a Revision Number (example: Rev#1) and be submitted with a revision document describing each of the revisions.
- **Reports & Accompanying Studies: 2 copies each + 1 electronic version.**
- **Copy of notification to as well as certified mail/return receipt requested to contiguous properties.**
- **Picture of posted sign/notice on property with date posted (must be posted 1 week prior to application).**
- **Township Application: 1 signed original.**

\*\*\*\*\*Checks made payable to Kennett Township unless otherwise noted\*\*\*\*\*

Lot Line Changes	Subdivision	Land Development
Residential \$550	Per Lot Created \$400	Residential Units \$400
Commercial \$800	Minimum Fee \$600	Commercial, per 1,000 sf. of Lot Coverage \$90

\*\*See official Township Fee schedule for all fee's.

- **Township Cash Escrow Agreement:**
  - Original signed copy ([Click Here](#))
  - Checks made payable to: Kennett Township Escrow Fund
  - \*See Cash Escrow Resolution [2020-2](#) and fee schedule [2020-3](#)
- **Chester County Planning Commission Application (Act 247):** ([Click Here](#))
  - Original Copy of the Act 247 County Referral Form Must Be Returned with Initial Submission.
  - Checks made payable to County of Chester
- **County of Chester Subdivision/Land Development Information Form:** ([Click Here](#))
- **Department of Environmental Protection:** (4) signed original Planning Module Forms with DEP Fee. [Click Here for information and forms](#)
- **Chester County Conservation District (CCCD):** A letter of adequacy is required from the CCCD for Erosion & Sedimentation Pollution Control Plan. [Click Here](#) for information and forms
- **Other Related Resolutions to review :** [2004-15 – Fee-In Lieu](#) & [2010-14 Sub/LD Review](#)
- **The Township Code is available online:** [CLICK HERE](#)



**KENNETT TOWNSHIP SUBDIVISION AND/OR LAND DEVELOPMENT  
CHECKLIST  
CHESTER COUNTY, PA**

This checklist outlines the steps and items needed to insure completeness of the application and to insure the application follows the process and conforms to the timeframe outlined by the State of Pennsylvania and Kennett Township. This checklist is broken into two parts, the Application Process and the Review Process. The application process must be completed in its entirety prior to the advancement into the Review Process.

Application Process Checklist (For Applicants Administrative use only): Item Included

Cover Letter
Electronic Submission
Completed Township Application Form
Township Application & Fee's Paid
County Act 247 Form Complete
Appropriate County Fees Included
3 Copies of Sealed Sub 1 LD plans
Electronic Version of all documents
DEP Planning Module Waiver Form
2 Copies of the stormwater report and Calculations and 1 Electronic
2 Copies of supplementary studies (if required) _ Traffic Impact Study _ Water Study _ Other Study
Notice to contiguous properties (proof of certified mail.
Picture of posting on property with date posted
Township Escrow Agreement
Rules/Regulations for development
Extension of Time (recommended, not required)

Application accepted on \_\_\_\_\_ by \_\_\_\_\_

Official Signature \_\_\_\_\_ Title \_\_\_\_\_



**Kennett Township**  
**Application for Approval of Subdivision of Lands**  
**Under Kennett Township Subdivision Regulations**

Type of Application:     Sketch     Preliminary     Final

Name of Owners:

Phone Numbers:

Email Address:

Address:

Location of premises:

Tax Parcel #(s):

Area of Proposed Subdivision:

Zoning Classification:

Ordinance Section:

Numbers of Planned Lots of Parcels of Land:

Planned Uses:

Number of Streets and Roads with Length and Width of Right-of-Way:

Width and Construction of Surface of Roadways of Streets, Lanes, Roads and Alleys:

Proposed Street Names:

Are these names duplicated within Postal Codes 19311, 19317, 19348, 19357, 19374 or 19375?     Yes     No

Nature, Character and Source of existing or proposed water supply:  
 Public     Central/Private     Individual     Other

Are there any mortgages, judgments, easements, liens, contracts, deed restrictions or agreements of record affecting the property?     Yes     No

If yes, explain:

Erosion Sedimentation Control Plan attached?     Yes     No

Water runoff increase?     Yes     No    (attach basic assumptions, calculations and planned control)  
 Down Stream property owners, culverts, and bridges should not be unduly affected (specify instance the adequacy of your provisions)

State Department of Environmental Resources approval obtained for total areas greater than 25 acres     Yes     No     N/A

County Board of Health Report attached?     Yes     No     N/A



County Soil Conservation Department Approval for Smaller Plots with greater than 5 percent slope? Yes No N/A

Number of Trees to be removed greater than 12" caliper: [ ]

Is common open space planned? [ ] Yes [ ] No If Yes, Amount? [ ]

Attach copy of proposed deed restrictions, dedication, agreements or other documents to insure maintenance of open space in perpetuity.

Report of County Planning Commission attached? [ ] Yes [ ] No [ ] N/A

Land Planning Module Supplement to Township Sewage Plan attached? Yes No N/A

A schedule of development for Subdivision is provided [ ] Yes [ ] No [ ] N/A

Has notice of application been posted on property for one week ? [ ] Yes [ ] No [ ] N/A

Has a notice to contiguous property owners been sent via certified mail? [ ] Yes [ ] No [ ] N/A

I/We hereby agree, upon the approval of the within application, to open, lay out, and improve the roads, streets, lanes and alleys above mentioned, and to construct all improvements, including sewerage and drainage facilities, as shown on the attached plans (listed below) within the time or times specified in this application and approved by the Board of Supervisors of Kennett Township, and to enter into a contract so to do, to pay all cost of Township Engineer in approving these plans and in road inspection prior to acceptance for dedication, and to give security for performance of said contract, in accordance with the terms of the Subdivision Regulations of Kennett Township. Applicant hereby agrees to provide Cash Escrow based on Resolution 2019-6.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owners Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicants Signature

Received by \_\_\_\_\_ Date: \_\_\_\_\_

This plan has been checked for conformance with all pertinent regulations and is accepted for review.

\_\_\_\_\_  
Township Secretary

\_\_\_\_\_  
Date



***EXTENSION OF TIME***

DATE: \_\_\_\_\_

APPLICATION NAME: \_\_\_\_\_

On \_\_\_\_\_ (date of submission), I (we) submitted the referenced plan for official filing.

Please be advised that notwithstanding any contrary provision of the Pennsylvania Municipalities Planning Code or the Kennett Township Subdivision and Land Development Ordinance, this letter will serve as notice to Kennett Township that the requirement that action be taken on this Plan within ninety (90) days, is hereby waived, without limitation as to time.

This waiver is granted to permit us to make such adjustments or revisions to the Plan as may be required during the Plan review process.

If we ever deem it necessary to limit the time of the subdivision or land development review process, we may revoke this extension of time in writing, sent certified mail, return receipt requested, and the Township shall be obligated to render a decision on our plans within sixty (60) days after the date on which the written revocation notice was received.

If the Township determines that insufficient progress is being made towards concluding the subdivision or land development review process, the Township may revoke this extension of time in writing, certified mail, return receipt requested. For purposes of this provision, the Township's written notice shall be deemed received, if sent certified mail, on the date of written receipt on certified mail return receipt, or, three (3) days after the date indicated on the Township's notification letter in the event the certified mail is returned as "refused", "unclaimed", or is otherwise returned undeliverable without indication of receipt, if addressed as follows (or to a subsequent address specifically provided to the Township by us for the purposes of notice):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

At any time 60 days after our receipt of such notice from the Township, we understand that



the Township may take (but shall not be obligated to take) such action with regard to our plans as the Township deems necessary or appropriate.

We further understand that nothing herein shall be construed to prevent us from offering, and the Township from accepting, additional extensions of time in the future, but neither party shall be obligated to do so by the terms in this agreement.

Very truly yours,

By: \_\_\_\_\_

Signature

\_\_\_\_\_

Print Name, Title

\_\_\_\_\_

Date

Accepted by:

\_\_\_\_\_

Township Manager

Attest:

\_\_\_\_\_



Review Process Checklist  
(For Township Administrative use only)

Date of first Planning Commission Meeting following complete submission of application (Day 1)	
Date Submitted to Township Engineer	
Date Submitted to CCPC	
Date Submitted to Landscape Architect	
Date Submitted to Township Sewer Engineer	
Date Submitted to CCHD	
Date Submitted to DEP	
Date Submitted to Roadmaster	
Date Submitted to Chief of Police	
Date Submitted to Zoning Officer	
Date Submitted to Codes Department	
Date Submitted to Fire Marshall	
Date Submitted to School District	
Date Submitted to Borough of Kennett Square	
Date 90 Day Clock Expires from Initial Submission	



(For Township Administrative use  
only)

Fees Collected:

\$ \_\_\_\_\_ Date \_\_\_\_\_ For: \_\_\_\_\_

\$ \_\_\_\_\_ Date \_\_\_\_\_ For: \_\_\_\_\_

\$ \_\_\_\_\_ Date \_\_\_\_\_ For: \_\_\_\_\_

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\$ \_\_\_\_\_ Date \_\_\_\_\_ For: \_\_\_\_\_

\$ \_\_\_\_\_ Date \_\_\_\_\_ For: \_\_\_\_\_