



## 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: 8 paper copies + 1 Electronic version.**
  - *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.*
  - *Electronic version must be on a Flash Drive or Thumb Drive. The electronic submission shall be prepared to meet commonly accepted drafting and engineering industry standards for layers, but shall as a minimum include descriptive information layers regarding lot lines, right-of-way lines, street center lines, curb lines, easements, water, sanitary sewer and stormwater.*
  - *A revised electronic submission MUST be included with each plan revision.*
- **Reports & Accompanying Studies: 2 copies each + 1 electronic version.**
- **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 s.f. of Lot Coverage \$90 |

- **Township Cash Escrow Agreement:**
  - *Original signed copy ([Click Here](#))*
  - *Checks made payable to: Kennett Township Escrow Fund*
  - *\*See Cash Escrow Resolution [2023-2](#) and fee schedule [2023-3](#)*
- **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. <http://www.depweb.state.pa.us>
- **Chester County Conservation District (CCCD):** A letter of adequacy is required from the CCCD for Erosion & Sedimentation Pollution Control Pan. <http://dsf.chesco.org/conservation/cwp/view.asp?A=3&Q=612776>
- **Other Related Resolutions:** 2004-15 – Fee-In Lieu & 2010-14 Sub/LD Review ([CLICK HERE](#)).  
The Township Code is available online: [https://library.municode.com/pa/kennett\\_township/codes/code\\_of\\_ordinances](https://library.municode.com/pa/kennett_township/codes/code_of_ordinances) Search Request: Kennett Township  
Select Code: Township of Kennet



## KENNETT TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT APPLICATION FORM

To ensure adequate time for review of application materials, Kennett Township requires applicants to submit completed applications no less than 30 days prior to the applicant's intended Planning Commission Meeting appearance. The Planning Commission meets the second Tuesday of each month.

Please refer to the Subdivision and Land Development application checklist for all submission requirements related to filing a subdivision or land development application.

For specific questions please email  
Diane Hicks, Director of Planning and Zoning at:  
[diane.hicks@kennett.pa.us](mailto:diane.hicks@kennett.pa.us)



## Kennett Township Planning Commission Procedures Subdivision and/or Land Development Applications

In order for any application to be considered by the Planning Commission it must be submitted to the Township with all required documentation as per the Township Code and with all applicable fees paid.

The Township will use a checklist to verify all required documentation has been submitted.

Incomplete applications will not be considered "filed" by Township staff nor will they be considered by the Planning Commission.

All materials to be considered at the next regular meeting of the Planning Commission (2<sup>nd</sup> Tuesday of each month) must be submitted at least 30 days prior to the regular meeting.

Applicants or their representatives are required to attend meetings to answer questions or address issues regarding their submission. A Kennett Township staff member will let the applicants know when the meeting is scheduled. This is typically done by email, so it is important to have email addresses for all involved.

Any changes or revisions must be submitted no later than 12pm on the Thursday before the regular meeting. The commission will not review new or updated materials for an upcoming meeting that are submitted past this time and date.

Applicants should not distribute material to the Planning Commission during a meeting unless it is directly related to the initial presentation of the application.

The burden of supplying necessary materials to the Planning Commission in a timely manner is on the applicant. Late delivery of materials may require an extension or denial of application.

Formal application presentations to the Planning Commission will only be made at the REGULAR meeting (2<sup>nd</sup> Tuesday of each month).

The application will appear on the Planning Commission's agenda for initial submission (preliminary) and again for final submission, at which time the Commission will make a recommendation to the Board of Supervisors. As a general rule, after a recommendation is made it will be between 3-4 weeks to be placed on the Board of Supervisors agenda.



KENNETT TOWNSHIP  
COMMERCIAL  
SUBDIVISION AND LAND DEVELOPMENT  
PLAN SUBMITTAL CHECKLIST

Please email us with any questions:

[permits@kennett.pa.us](mailto:permits@kennett.pa.us)

*Please Note: No partial applications will be accepted*

- Cover letter including brief narrative of project
- Signed Land Development Application **including email addresses for applicant, property owner, engineer and lawyer, if applicable.**
- Electronic Submission- thumb or zip drive.
- 8 Full sized folded copies** (no rolled plans) of Signed and Sealed LD site plan  
*Size & location of all new construction and existing structures on site. • Distances from lot lines to all structures and applicable features. • Plan shall be of entire lot & show street lines.*
- Chester County Act 247 Form
- Check made out to "Chester County" for applicable fee
- Kennett Township Escrow Agreement
- Checks made out to "Kennett Township" for applicable fees
- DEP Planning Module Waiver Form
- 2 Copies of the Stormwater Report and Calculations
- 2 Copies of supplementary studies (if required)
  - \_\_\_\_\_Traffic Impact Study
  - \_\_\_\_\_Water Study
  - \_\_\_\_\_Other Study

Applicant Signature: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_



**LAND DEVELOPMENT SUBDIVISION APPLICATION**

801 Burrows Run Road  
Chadds Ford, PA 19317  
Phone: 610-388-1300

|  |
|--|
| <p><b>OFFICE USE ONLY</b></p> <p>Date Filed: _____</p> <p>PC Meeting Date: _____</p> |
|--|

**Application Type:**

Check all that apply: \_\_\_\_\_ Subdivision \_\_\_\_\_ Lot Line Change \_\_\_\_\_ Land Development

Check One: \_\_\_\_\_ Preliminary Plan \_\_\_\_\_ Final Plan \_\_\_\_\_ Amended Plan \_\_\_\_\_ Sketch Plan

**Applicant/Petitioner**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Property Owner Check here if same as Applicant**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

*If the applicant is not the legal owner, proof of equitable ownership must be provided with the application, i.e., agreement of sale/lease.*

**Professional Services (Attorney Representing Applicant)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**(Architect/Designer/Engineer if Applicable)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Property Description**

Location (Address, intersection of cross street, general area):

\_\_\_\_\_

Tax Parcel # 62-\_\_\_\_\_ Present Zoning \_\_\_\_\_

Total Land Area \_\_\_\_\_ (Square Feet) \_\_\_\_\_ (Acres)

Number of Planned Parcels/Lots of Land: \_\_\_\_\_

Number of Streets and Roads with Length and Width Right of Way: \_\_\_\_\_

Present Land Use: \_\_\_\_\_

Planned Use: \_\_\_\_\_

**Ordinance Section:** \_\_\_\_\_





## KENNETT TOWNSHIP LAND DEVELOPMENT AND SUBDIVISION ESCROW AGREEMENT

CASH AGREEMENT FOR PLAN REVIEW AND FEES INCURRED WITH DOCUMENT  
PREPARATION BY ENGINEER, SOLICITOR, AND TOWNSHIP.

This AGREEMENT made this Day \_\_\_\_\_ Month of \_\_\_\_\_ year of \_\_\_\_\_  
between \_\_\_\_\_ (hereinafter referred to as  
"The Applicant" and Kennett Township of the second class of the Commonwealth of  
Pennsylvania (hereinafter referred to as "The Township").

WITNESSETH:

1. Applicant has filed the Subdivision or Land Development Application, together with plans and supporting documentation required by the Kennett Township Subdivision and Land Development Ordinance, as amended (hereinafter referred to as "The Ordinance"), for a Subdivision and Land Development Plan known as:

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*(Name of Project)*

2. The Applicant hereby authorizes and directs the Township's Engineer to review the application, together with the plans, surveys, schedules, modules, design criteria, and other documents submitted or required to be submitted hereafter as part of the application procedure, together with any and all amendments thereto, and to prepare a report of their findings and recommendations with respect to the same for the Township as may be required in order to process and review the application, both prior to and following issuance of any permits or plan approvals. In addition, the Applicant hereby authorizes and directs the Township Engineer to perform all inspections required, both during and following construction. Such reviews and inspections and all services performed relative thereto shall be carried out in accordance with good engineering practices, the requirements of "The Ordinance" and the rules and regulations of the Township with respect thereto.
3. The creation of this Agreement shall in no way require the Township, its engineer, or solicitor to approve the Applicant's proposed subdivision or land development application or any plan related thereto, either as originally submitted or as thereafter modified.
4. The Applicant hereby authorizes and directs the Township solicitor to review such portion of the plans and documents submitted with the application or submitted in conjunction with the application as the Township may require, and to prepare such additional documentation including reports, agreements, easements and other legal documents necessary to ensure compliance with provisions of "The Ordinance".



5. The Applicant hereby pays to the Township the sum as established by Resolution for all costs and expenses, charges and fees as herein above described, which may be incurred by the Township. Neither the Township nor its engineer or solicitor shall commence in processing the Applicant's application until the required fees have been paid to the Township.
6. The Township agrees and acknowledges that its engineering and solicitor fees shall be equal to such hourly rate in effect with the Township at the time such services are performed.

Initial Deposit Required: \$\_\_\_\_\_

\*Applicant is required to maintain a balance of 50% of the initial deposit.

Printed Name of Applicant:\_\_\_\_\_

Signature of Applicant:\_\_\_\_\_

Title of Applicant:\_\_\_\_\_

Project Location Address:\_\_\_\_\_

Phone Number of Applicant:\_\_\_\_\_

Email of Applicant:\_\_\_\_\_

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