



KENNETT TOWNSHIP **LAND DEVELOPMENT SUBMITTAL REQUIREMENTS**

Please review the checklist prior to submission.

Incomplete submissions will delay the review process.

PLEASE NOTE: An appointment must be scheduled to drop off your application. Walk-ins will not be accepted. Appointments are Mondays- Thursdays 9:00 am- 3:30 pm.

To schedule an appointment email us at permits@kennett.pa.us or call us at 610-388-1300 ext 110.

View the [Fee Schedule](#) for the appropriate application fees and escrow requirements. We require all plan sheets to be on minimum 22" x 34" paper. All plans must be folded, no rolled plans will be accepted. All preliminary applications must be received **21 days** prior to the next regularly scheduled Planning Commission meeting. Click here for the **FEE SCHEDULE**.

As part of the Land Development application process, you are generally required to complete a Chester County Act 247 Application, **click here to view form**. A separate check is required made out to "County of Chester".

For additional information, or to visit the **Chester County Planning Commission Website**, **click here**.

If **DEP** forms are required, for more information on the [Department of Environmental protection](#), **click here**.

Chester County Conservation District forms may also be required. A letter of adequacy is required for projects with planned erosion and sediment control. To view the forms, **click here**.



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 **21 days prior** to the applicant's intended Planning Commission Meeting appearance. The Planning Commission meets the second Tuesday of each month.

Reminder: An appointment must be made to drop off your packet. No walk-ins will be accepted.

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 refer to our Subdivision/Land Development Code here.



KENNETT TOWNSHIP LAND DEVELOPMENT APPLICATION PACKET CHECKLIST

Please email us with any questions:

permits@kennett.pa.us

Please Note: No partial applications will be accepted

- One week before submission: sign is posted on property.
- One week before submission: Notification is sent certified mail/return receipts requested to contiguous properties.

Checklist Items:

- 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 drive or drop box.
- 5 Full sized folded copies** (no rolled plans) of Signed and Sealed LD site plan featuring:

**Size & location of all new construction and existing structures on site, including commonly accepted drafting and engineering industry standards for layers, but as a minimum requirement include descriptive information layers regarding lot lines, right-of-way lines, street center lines, curb lines, easements, water, sanitary sewer, and stormwater.*

**Distances from lot lines to all structures and applicable features.*

**Plan shall be of entire lot & show street lines and Tax Parcel numbers (UPI).*

**Current detailed Zoning table (updated February 2023).*

**Plan must show any easements and protected property,*

**Plan must clearly show the ownership of drainage systems and any drainage easements.*

**Final plans must list Conditional Use conditions (if applicable)*

- 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
- Picture of sign posted on property
- Certified mail/return receipts from contiguous properties
- 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

OFFICE USE ONLY
Date Filed: _____
PC Meeting Date: _____

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:

(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".



KENNETT TOWNSHIP LAND DEVELOPMENT AND
SUBDIVISION ESCROW AGREEMENT

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, nor if the Applicant's does not have the sufficient funds in escrow.

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 Escrow Deposit: \$_____

Once depleted, a deposit of \$_____ will be required, as applicant is required to maintain a balance of 50% of the initial deposit. Applicant will be notified when balance drops below 50%.

Printed Name of Applicant:_____

Signature of Applicant:_____

Title of Applicant:_____

Party Responsible for Escrow Replenishment: _____

Project Location Address:_____

Phone Number of Applicant:_____

Email of Applicant:_____

Township Use Only:

Received by:_____ Date:_____



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 (2nd 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 (2nd 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.