



CALN TOWNSHIP

DEPARTMENT OF ENGINEERING

Jeffrey W. McClintock, PE, CFM, Township Engineer
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253 Municipal Drive, P.O. Box 72149 Thorndale, Pa. 19372-0149

MEMORANDUM

TO: Planning & Zoning Applicants

FROM: Jeffrey W. McClintock, PE, CFM
Township Engineer

DATE: January 6, 2015

SUBJECT: Planning & Zoning Applications

Attached you will find the necessary applications that pertain to Planning and Zoning activities in the Township. In conjunction with Andrew F. Reczek, Township Zoning Officer, all applications pertaining to Conditional Use, Zoning, Re-Zoning and Zoning Text Amendment will be processed through the Department of Code Enforcement. All Subdivision/Land Development applications will be processed through the Engineering Department. Please refer to the Caln Township Fee Schedule, regarding fees. The following should be noted:

1. The Township utilizes the following Professional Consultants.
 - a. **SOLICITOR:** BUCKLEY, BRION, MCGUIRE, MORRIS & SOMMER LLP
 - b. **GEOTECHNICAL ENGINEERING CONSULTANT:** ADVANTAGE ENGINEERING, LLC
 - c. **TRAFFIC ENGINEERING CONSULTANT:** F. TAVANI & ASSOC., INC.
 - d. **STORMWATER MANAGEMENT CONSULTANT:** BECKER ENGINEERING, LLC
 - e. **SEWER ENGINEERING CONSULTANT:** GILMORE & ASSOCIATES, INC.
 - f. **MUNICIPAL AUTHORITY SOLICITOR:** LAMB MCERLANE PC

- In accordance with the MPC, plan review fees and inspection of improvements fees will be assessed to the applicant.
2. The Township's Wastewater Operations Department is responsible for review of all sewer related items in the Township. For sewer issues, the Township utilizes Gilmore & Associates, Inc. for professional services.
 3. All Conditional Use applications will be logged into the system, and a hearing date will be established in accordance with the MPC once the application is deemed complete.
 4. All Subdivision/Land Development applications will be logged into the system, and the "start date" for the Township's action on the plan will be established in accordance with the MPC once the application is deemed complete.
 5. All correspondence relating to Subdivision/Land Development and Planning activities shall be directed to the attention of Mr. Jeffrey W. McClintock, PE, CFM, Township Engineer, at the above address.

6. All correspondence and applications relating to the Zoning activities shall be directed to the attention of Mr. Andrew F. Reczek, Director of Code Enforcement, at the above address.
7. All correspondence relating to Wastewater Operations shall be directed to the attention of Mr. Scot Gill, Director, Department of Wastewater Operations, at the above address.

**CALN TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA
SUBDIVISION / LAND DEVELOPMENT PLAN APPLICATION**

APPLICATION / DEVELOPMENT NAME: _____	
DATE OF APPLICATION: _____	SUBMISSION # _____
LOCATION OF PROPERTY: _____	
TAX PARCEL ID NUMBER: _____	ZONING DISTRICT: _____

TYPE OF SUBMISSION: ____ SKETCH PLAN (10 copies) ____ PRELIMINARY PLAN (16 copies) ____ FINAL PLAN (16 copies)	 ____ REVISED PLAN OF RECORD ____ OTHER
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APPLICANT'S NAME: _____
MAILING ADDRESS: _____
PHONE NUMBER: _____ FAX NUMBER: _____
E-MAIL ADDRESS: _____

OWNER OF RECORD: _____
MAILING ADDRESS: _____
PHONE NUMBER: _____ FAX NUMBER: _____
E-MAIL ADDRESS: _____

PROJECT ATTORNEY: _____
MAILING ADDRESS: _____
PHONE NUMBER: _____ FAX NUMBER: _____
E-MAIL ADDRESS: _____

PROJECT ENGINEER _____
MAILING ADDRESS: _____
PHONE NUMBER: _____ FAX NUMBER: _____
E-MAIL ADDRESS: _____

PROPOSED LAND USE (X)	SPECIFIC TYPE OF USE, AS DEFINED BY CALN TOWNSHIP	TOTAL NUMBER OF LOTS / UNITS	TOTAL SQ. FOOTAGE OF NON-RESID. BUILDINGS
AGRICULTURAL			
CONSERVATION			
RESIDENTIAL			
COMMERCIAL			
INDUSTRIAL			
INSTITUTIONAL			
MUNICIPAL			
OTHER			

TOTAL LAND AREA (ACRES): _____ RESIDENTIAL DENSITY: _____

TOTAL LAND AREA BEING DEVELOPED: _____ TOTAL PHASES: _____

TOTAL LENGTH OF NEW ROADS (LINEAR FEET): _____

PROPOSED METHOD OF SEWAGE DISPOSAL: _____

PROPOSED METHOD OF WATER SUPPLY: _____

THE APPLICANT SHALL ANSWER THE FOLLOWING QUESTIONS WITH A **YES**, **NO** OR **N/A** RESPONSE. THE APPLICANT IS STRONGLY ADVISED TO REVIEW THE CALN TOWNSHIP CODE AND CONFER WITH THEIR PROFESSIONAL CONSULTANTS OR REPRESENTATIVES PRIOR TO ANSWERING EACH QUESTION.

DOES THIS APPLICATION COMPLY WITH CHAPTER 155 OF THE CALN TOWNSHIP CODE? _____

WILL A ZONING VARIANCE, SPECIAL EXCEPTION OR CONDITIONAL USE APPLICATION BE REQUIRED TO PERMIT THE PROPOSED USE PRIOR TO THE APPROVAL OF THIS PLAN? _____

HAS THERE BEEN ANY SPECIAL ZONING RELIEF GRANTED FOR THIS SITE IN THE PAST? _____

DOES THIS APPLICATION COMPLY WITH CHAPTER 137 OF THE CALN TOWNSHIP CODE? _____

WILL ANY WAIVERS BE REQUESTED OF THE REQUIREMENTS OF CHAPTER 137? _____

HAVE ALL UTILITY COMPANIES BEEN NOTIFIED REGARDING SERVICE OR CONFLICTS? _____

WILL A HOME OWNERS ASSOCIATION BE CREATED AS A RESULT OF THIS PROJECT? _____

ARE THE PROPOSED STREETS TO BE OFFERED FOR DEDICATED TO CALN TOWNSHIP? _____

HAS A TRAFFIC IMPACT STUDY BEEN PREPARED AND SUBMITTED WITH THIS PLAN? _____

HAS AN ENVIRONMENTAL ASSESSMENT REPORT BEEN SUBMITTED WITH THIS PLAN? _____

HAS A STORMWATER MANAGEMENT PLAN/REPORT BEEN SUBMITTED WITH THIS PLAN? _____

HAS AN EROSION/SEDIMENTATION CONTROL PLAN BEEN SUBMITTED WITH THIS PLAN? _____

DOES THE PLAN COMPLY WITH THE REQUIREMENTS FOR CARBONATE GEOLOGY? _____

FIFTEEN (15) COMPLETE SETS OF PLANS, SEVEN (7) COPIES OF THE APPLICATIONS AND SEVEN (7) COPIES OF ALL SUPPLEMENTAL DOCUMENTS OR REPORTS SHALL BE SUBMITTED TO CALN TOWNSHIP IN ACCORDANCE WITH THE PROCEDURES ADOPTED BY THE CALN TOWNSHIP BOARD OF COMMISSIONERS. THE FOLLOWING INFORMATION HAS BEEN SUBMITTED WITH THIS APPLICATION:

TITLE OF SUBMISSION AND DESCRIPTION CONTENTS	COPIES	REFERENCE NUMBER	DATE

I _____ (AUTHORIZED REPRESENTATIVE OF THE APPLICANT) HEREBY REQUEST REVIEW OF THIS APPLICATION BY CALN TOWNSHIP. TO THE BEST OF MY KNOWLEDGE, ALL OF THE INFORMATION CONTAINED WITHIN THIS APPLICATION IS TRUE, CORRECT AND COMPLETE. FURTHER, I HEREBY AGREE TO THE FOLLOWING SPECIFIC TERMS AND CONDITIONS:

- (1) I HEREBY PERMIT ANY ELECTED, APPOINTED AND/OR ASSIGNED STAFF MEMBER OF CALN TOWNSHIP TO ENTER THE EXTERIOR PREMISES OF THE PROPERTY, IN WHICH THIS APPLICATION PERTAINS, FOR THE PURPOSES OF CONDUCTING SITE INSPECTIONS WHILE THE PROPOSED APPLICATION IS BEING CONSIDERED BY CALN TOWNSHIP.
- (2) I HEREBY AGREE TO PAY ALL CONSULTANT, ADMINISTRATIVE AND/OR APPLICATION FEES REQUIRED FOR THE REVIEW OF THIS APPLICATION.
- (3) I HEREBY AGREE TO COMPLETE AND SUBMIT TO CALN TOWNSHIP, THE CHESTER COUNTY REFERRAL FORM AND APPLICABLE FEES WITH THIS APPLICATION.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE OF APPLICATION

SIGNATURE OF WITNESS

DATE

FOR MUNICIPAL USE ONLY

AUTHORIZED STAFF MEMBER: _____

APPLICATION NAME: _____ APPLICATION # _____

SUBMISSION DATE: _____ SUBMISSION NUMBER: _____

CALN TWP. FEE: _____ CHECK NUMBER: _____ DATE: _____

CHESTER COUNTY PC FEE: _____ OTHER APPLICATION FEES: _____

DATE APPLICATION WILL BE REVIEWED BY CALN TOWNSHIP PLANNING COMMISSION: _____

APPLICATION COMPLETENESS REVIEW: _____ DATE: _____

SUBDIVISION AND LAND DEVELOPMENT PLAN APPLICATIONS

I. Notes

- A. The Filing Fees are NON-REFUNDABLE.
- B. If a project is proposing a subdivision and a land development, both subdivision and land development fees apply.
- C. The Township will invoice each applicant for professional consultant costs incurred, and include a copy of the consultants' bills with each Township invoice.
- D. The Township invoices will include a three percent (3%) administrative fee for the Township.
- E. The Applicant shall pay all invoices within 30 days of the billing day; otherwise a one-and-one half percent (1-1/2 percent) per month interest charge will be assessed.
- F. Invoices that are over due by more than 60 days will be referred to the Township Solicitor to secure payment of funds.
- G. No plans will be released for recording until all outstanding invoices are paid in full by the applicant.

II. Inspection of Subdivision and/or Land Development Projects

Prior to the commencement of construction of a subdivision and/or land development project, the Township Engineer shall recommend an amount to be escrowed after review and approval of the project's Opinion of Probable Cost, and said amount shall be included as a line item in the Financial Security Agreement associated with the subdivision and/or land development. This amount shall not be greater than five percent (5%) of the subtotal of the Opinion of Probable Cost. Concurrently, the Applicant shall establish a cash deposit with the Township in an amount equal to the amount listed in the Financial Security Agreement. Said amount shall not be less than \$2,500.00 unless otherwise specified by the Township Engineer. Further, the amount recommended by the Township Engineer shall be considered an estimate and not a budget number, thus allowing for more monies than recommended to be utilized for the compensation of the inspection duties associated with the construction of said project.

As the Township and its' consultants perform activities associated with said project, the invoices generated will be paid from the cash amount deposited with the Township as outlined in the preceding paragraph. As the monies in the project's account diminish, the project's escrow account held by the Township shall be replenished from the monies held as part of the Financial Security Agreement.

III. Application Fees and Escrow Deposits

See Exhibit A

IV. Other Fees

See Exhibit B

**Township of Cain
2015 Fee Schedule
Exhibit A**

APPLICATION FEES					
SKETCH					
	All Applications	\$500.00	base fee	+ \$15.00	Per lot
MINOR					
	Land Development	\$500.00	base fee	+ \$15.00	Per acre (rounded up)
	Subdivision	\$500.00	base fee	+ \$15.00	Per lot or unit, whichever is greater
PRELIMINARY					
	Land Development	\$600.00	base fee	+ \$60.00	Per acre (rounded up)
	Subdivision	\$800.00	base fee	+ \$45.00	Per lot or unit, whichever is greater
FINAL					
	Land Development	\$300.00	base fee	+ \$45.00	Per acre (rounded up)
	Subdivision	\$400.00	base fee	+ \$30.00	Per lot or unit, whichever is greater
ESCROW DEPOSITS					
MINOR					
	Land Development	\$500.00	base fee	+ \$50.00	Per acre (rounded up)
	Subdivision	\$500.00	base fee	+ \$50.00	Per lot or unit, whichever is greater
RESIDENTIAL					
	Less than 5 Lots	\$2,000.00	base fee	+ \$50.00	Per lot or unit, whichever is greater
	5 lots and greater	\$5,000.00	base fee	+ \$50.00	Per lot or unit, whichever is greater
COMMERCIAL, INDUSTRIAL, INSTITUTIONAL					
	To Be Determined by the Township Engineer	Minimum Fee = \$2500.00			

DATE ADOPTED: December 18, 2014

**Township of Caln
2015 Fee Schedule
Exhibit B**

OTHER FEES	
A. Residential Property Accessory Structure Variance	
Filing Fee (for up to two subsections of the ordinance)	\$300.00
Additional Fees (per subsection above the two included in Filing Fee)	\$50.00
Additional Fees (for each additional hearing)	\$500.00
B. Special Exception, Variance, or other matter pursuant to Section 909.1 of the Municipalities Planning Code (MPC) (if different from I and II above)	
Filing Fee (for up to two subsections of the ordinance)	\$1,000.00
Additional Fees (per subsection above the two included in Filing Fee)	\$250.00
Additional Fees (for each additional hearing)	\$500.00
C. Conditional Use Application	
Filing Fee	\$2,000.00
Additional Fees (for each additional hearing)	\$500.00
D. Planned Residential Development Application	
Filing Fee	\$2,000.00
Additional Fees (for each additional hearing)	\$500.00
E. Petition for a Zoning Text Amendment	
Filing Fee	\$1,500.00
Additional Fees (for each additional hearing)	\$500.00
F. Petition for a Curative Amendment	
Filing Fee	\$1,750.00
Additional Fees (for each additional hearing)	\$500.00
G. Petition for a Substantive Challenge	
Filing Fee	\$1,500.00
Additional Fees (for each additional hearing)	\$500.00
H. Petition for a Validity Challenge	
Filing Fee	\$1,500.00
Additional Fees (for each additional hearing)	\$500.00
I. Appeal to the Interpretation of the Zoning Officer	
Filing Fee	\$1,000.00
Additional Fees (for each additional hearing)	\$500.00
J. Appeal to the Interpretation of the Township Engineer	
Filing Fee	\$1,000.00
Additional Fees (for each additional hearing)	\$500.00
K. Appeal to the Interpretation of the Code Official or Housing Official	
Filing Fee	\$1,200.00
L. Copies of Official Transcripts	
Fee	Per MPC

DATE ADOPTED: December 18, 2014