



# CALN TOWNSHIP

DEPARTMENT OF ENGINEERING

Jeffrey W. McClintock, PE, CFM, Township Engineer  
Cheryl A. Lafferty, Administrative Assistant

[www.calntownship.org](http://www.calntownship.org)

610-384-0600 fax: 610-384-0617 Email: [jmccclintock@calntownship.org](mailto:jmccclintock@calntownship.org)  
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  
ZONING HEARING BOARD APPLICATION**

APPLICATION / DEVELOPMENT NAME: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_ APPLICATION # \_\_\_\_\_

LOCATION OF PROPERTY: \_\_\_\_\_

TAX PARCEL ID NUMBER: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

<p><b>TYPE OF APPLICATION:</b></p> <p>_____ VARIANCE APPLICATION</p> <p>_____ SPECIAL EXCEPTION APPLICATION</p> <p>_____ ZONING OFFICER APPEAL</p> <p>_____ PLANNED RESIDENTIAL DISTRICT (see attached for PRD)</p>	<p>_____ CONDITIONAL USE APPLICATION</p> <p>_____ LANGUAGE OR TEXT REVISION</p> <p>_____ REZONING APPLICATION</p> <p>_____ ZONING MAP REVISION</p> <p>_____ LAND USE REVISION</p> <p>_____ OTHER</p>
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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: \_\_\_\_\_

BASIS FOR ZONING VARIANCE AND/OR SPECIAL EXCEPTION APPLICATION	
SECTION(s) OF ZONING ORDINANCE INVOLVED	PROVIDE A BRIEF DESCRIPTION OF ACTION REQUESTED

**THE APPLICANT SHALL SUBMIT THE FOLLOWING DOCUMENTATION WITH THIS APPLICATION:**

- (1) A DETAILED WRITTEN DESCRIPTION OF THE ACTION REQUESTED BY THIS APPLICATION;
- (2) TWENTY-FIVE (25) COPIES OF A PLOT PLAN OR TAX MAP, ACCURATELY DRAWN TO SCALE;
- (3) TWENTY-FIVE (25) COPIES OF A SKETCH PLAN ILLUSTRATING THE ACTION REQUESTED;
- (4) PHOTOGRAPHS OF THE PROPERTY;
- (5) PROOF OF OWNERSHIP OR THE RIGHT TO UTILIZE THE PROPERTY FOR THE ACTION REQUESTED;
- (6) LIST OF NAMES AND ADDRESSES OF ALL ADJOINING PROPERTY OWNERS;
- (7) LIST OF NAMES AND ADDRESSES OF ALL PROPERTY OWNERS WITHIN 500 FEET OF THE LOT;
- (8) THE REQUIRED APPLICATION FEE AS PRESCRIBED BY CALN TOWNSHIP

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

HAS THE APPLICANT REVIEWED THE PROVISIONS REGARDING SPECIAL EXCEPTIONS AS SPECIFIED UNDER SECTION 155-164.C OF THE CALN TOWNSHIP CODE? \_\_\_\_\_

HAS THE APPLICANT REVIEWED THE PROVISIONS REGARDING ZONING VARIANCES AS SPECIFIED UNDER SECTION 155-164.D OF THE CALN TOWNSHIP CODE? \_\_\_\_\_

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

WILL THE ZONING RELIEF REQUESTED BY THIS APPLICATION ADVERSELY EFFECT THE PUBLIC HEALTH, SAFETY AND/OR GENERAL WELFARE OF THE COMMUNITY? \_\_\_\_\_

WILL THE ZONING RELIEF REQUESTED BY THIS APPLICATION IMPAIR THE FUTURE USE OF LAND FOR ANY ADJOINING PROPERTY OWNERS? \_\_\_\_\_

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 COMP

- (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 UNDERSTAND THAT THE ZONING HEARING BOARD IS NOT OBLIGATED TO APPROVE 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: \_\_\_\_\_

DATE APPLICATION WILL BE CONSIDERED BY THE CALN TWP. ZONING HEARING BOARD: \_\_\_\_\_

APPLICATION COMPLETENESS REVIEW: \_\_\_\_\_ DATE: \_\_\_\_\_

**BASIS FOR PLANNED RESIDENTIAL DEVELOPMENT APPLICATION**

Total Acreage of Tract: \_\_\_\_\_ (min 50 acres)      Total Lineal Feet of new Streets: \_\_\_\_\_  
 Total Acreage to be Developed: \_\_\_\_\_      Proposed Public Streets (LF): \_\_\_\_\_  
    Proposed Private Streets (LF): \_\_\_\_\_

**For TENTATIVE Approval, modifications or waivers requested:**

Section _____	Description _____	Section _____	Description _____
Section _____	Description _____	Section _____	Description _____

**For FINAL Approval, modifications or waivers requested:**

Section _____	Description _____	Section _____	Description _____
Section _____	Description _____	Section _____	Description _____

**PHASING SCHEDULE**

PHASE	FINAL APPLICATION DATE SUBMITTAL
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total number of Phases: \_\_\_\_\_  
 Phase number of this application (if final): \_\_\_\_\_  
 Total Acres of PRD: \_\_\_\_\_  
 Total Acres of this Phase: \_\_\_\_\_  
 Total lots in PRD: \_\_\_\_\_  
 Number of Lots in this Phase: \_\_\_\_\_

**DWELLING UNITS: Mater Plan**

\_\_\_\_\_ SFD # of Units  
 \_\_\_\_\_ Town Home # of Units  
 \_\_\_\_\_ Apartments # of Units  
 \_\_\_\_\_ Duplex # of Units  
 \_\_\_\_\_ Three-Fam. # of Units  
 \_\_\_\_\_ Multi-Fam. # of Units

**DWELLING UNITS: PHASE # \_\_\_\_\_**

\_\_\_\_\_ SFD # of Units  
 \_\_\_\_\_ Town Home # of Units  
 \_\_\_\_\_ Apartments # of Units  
 \_\_\_\_\_ Duplex # of Units  
 \_\_\_\_\_ Three-Fam. # of Units  
 \_\_\_\_\_ Multi-Fam. # of Units

**PROOF OF STANDING:** Applicant shall attach deed, notarized authorization, or applicable agreement of sale to this application to satisfy this requirement.

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

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

DATE ADOPTED: December 18, 2014

Return to: Chester County Planning Commission  
 601 Westtown Road-Suite 270  
 P.O. Box 2747  
 West Chester, PA 19380-0990

# Act 247 County Referral

<b>To:</b> Chester County Planning Commission  <b>Subject:</b> Request for review of a subdivision, land development proposal, or ordinances pursuant to the Pennsylvania Municipalities Planning Code, Act 247. This application must be completed by the applicant, and submitted by the municipality to the above address, along with one (1) complete set of plans and accompanying documents and the required fee for review (see reverse side)	<b>TO BE COMPLETED BY THE MUNICIPALITY</b>  <b>From:</b> (Municipality) _____ <b>Date:</b> _____ <b>Official's Name:</b> _____ <b>Position:</b> _____ <b>Official's signature:</b> _____ <b>Applications with ORIGINAL signatures must be submitted to CCPC.</b>
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## TO BE COMPLETED BY THE APPLICANT

Development name (if applicable): \_\_\_\_\_ Location: \_\_\_\_\_  
 Owner's name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Owner's address: \_\_\_\_\_  
 Applicant's name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Applicant's address: \_\_\_\_\_  
 Architect/Engineer/Surveyor name: \_\_\_\_\_ Phone #: \_\_\_\_\_

<b>TYPE OF REVIEW REQUESTED</b> (Check all appropriate boxes)  <input type="checkbox"/> Unofficial sketch plan (no fee) <input type="checkbox"/> Subdivision plan <input type="checkbox"/> Land development plan <input type="checkbox"/> Planned residential development <input type="checkbox"/> Zoning ordinance (no fee) <input type="checkbox"/> Curative amendment (no fee) <input type="checkbox"/> Subdivision ordinance (no fee) <input type="checkbox"/> Comprehensive plan (no fee) <input type="checkbox"/> Other	<b>REVIEW FEE</b> (Fee schedule on other side)  <input type="checkbox"/> Attached \$ _____ <input type="checkbox"/> Not applicable	<b>TYPE OF SUBMISSION</b>  <input type="checkbox"/> New proposal <input type="checkbox"/> Revision to a prior proposal <input type="checkbox"/> Phase of a prior proposal <input type="checkbox"/> Amendment/Revision to recorded plan is a new proposal  Tax parcel(s):# _____ # _____ # _____  Total area (gross acres): _____
<b>TYPE OF PLAN</b>  <input type="checkbox"/> Unofficial sketch <input type="checkbox"/> Preliminary <input type="checkbox"/> Final		

<b>PLAN INFORMATION</b>  Length of new roads: _____ Number of new parking spaces: _____ Ownership of roads: <input type="checkbox"/> Public <input type="checkbox"/> Private  Open space: <input type="checkbox"/> Public <input type="checkbox"/> Private Acres: _____ Acres: _____  HOA responsible for common facilities/areas: <input type="checkbox"/> Yes <input type="checkbox"/> No  HOA documents provided: <input type="checkbox"/> Yes <input type="checkbox"/> No  Traffic study included: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not conducted	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">LAND USE</th> <th style="text-align: center;">Number of lots/units</th> </tr> <tr><td style="text-align: center;">Agriculture</td><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;">Single family</td><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;">Townhouses</td><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;">Twin units</td><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;">Apartments</td><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;">Mobile homes</td><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;">* Commercial</td><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;">* Industrial</td><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;">* Institutional</td><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;">Other</td><td style="text-align: center;"> </td></tr> </table>	LAND USE	Number of lots/units	Agriculture		Single family		Townhouses		Twin units		Apartments		Mobile homes		* Commercial		* Industrial		* Institutional		Other		<b>ZONING DISTRICT OF PROPOSAL</b>  Existing: _____ Proposed: _____ Variances/Special exception granted: _____	<b>PROPOSED UTILITIES</b> (Check appropriate boxes)  <div style="text-align: right;">Water Sewer</div> Public <input type="checkbox"/> <input type="checkbox"/> On-site <input type="checkbox"/> <input type="checkbox"/> Package <input type="checkbox"/> <input type="checkbox"/>  No new sewage disposal or water supply proposed <input type="checkbox"/>
LAND USE	Number of lots/units																								
Agriculture																									
Single family																									
Townhouses																									
Twin units																									
Apartments																									
Mobile homes																									
* Commercial																									
* Industrial																									
* Institutional																									
Other																									

*Information to be filled in for <b>Commercial, Industrial or Institutional</b> land use <b>ONLY</b>  *Total square footage of addition to existing building: _____ *Total structure(s) sq. footage: _____	<b>ADDITIONAL INFORMATION</b> (This plan has been submitted to):  <input type="checkbox"/> County Health Department    Date _____ <input type="checkbox"/> PennDOT    Date _____ <input type="checkbox"/> DEP    Date _____ <input type="checkbox"/> Other    Date _____
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### THE TERM "LOTS"

The term "Lots" includes conveyance, tracts or parcels of land for the purpose, whether immediate or future, of lease, transfer of ownership or building or development, as well as residue parcels, annexations, or the correction of lot lines.



## FEE SCHEDULE

The following fees shall apply to each land subdivision or land development submitted to the Chester County Planning Commission for review in accordance with Article V, Section 502, Pennsylvania Municipalities Planning Code, Act 247, as amended.

Fees shall be levied depending on whether the proposal is for a subdivision or a land development and whether it is for residential or non-residential use.

### **CATEGORY I RESIDENTIAL SUBDIVISION FOR LAND DEVELOPMENT**

These fees apply to residential projects for sale, condominium ownership, or rental; any type of buildings, either as a subdivision or single tract land development; or an agricultural subdivision (except for guidelines in Article I, Section 107, Subdivision, Pennsylvania Municipal Planning Code, Act 247, as amended).

<u>Number of lots and dwelling units</u>	<u>Base fees</u>	<u>Fees for each lot and/or unit</u>
1 lot land development	\$25.00	None
1-5 lots/units	\$75.00	Plus \$10.00/lot/unit
6-15 lots/units	\$100.00	Plus \$10.00/lot/unit
Over 15 lots/units	\$100.00	Plus \$10.00/lot/unit

### **CATEGORY II NON-RESIDENTIAL SUBDIVISIONS**

These fees apply to applications for subdivision and conveyance of land for non-residential uses, not proposed for land development as defined in Section 107 of the Planning Code.

<u>Number of lots and dwelling units</u>	<u>Base fees</u>	<u>Fees for each lot and/or unit</u>
1-5 lots/units	\$150.00	Plus \$30.00/lot/unit
Over 5 lots	\$200.00	Plus \$25.00/lot/unit
Financial subdivisions	\$75.00	Plus \$25.00/lot/unit

### **CATEGORY III NON-RESIDENTIAL LAND DEVELOPMENT**

These fees apply to all projects or sections of mixed projects which are for non-residential use for sale, condominium, lease or rent in any type of building on a single tract of land.

<u>Number of developed acres</u>	<u>Base fees</u>	<u>Fees for gross floor area</u>
1 building under 250 sq. ft.	\$25.00	None
Under 5 acres	\$250.00	Plus \$30.00/1,000 sq. ft. of gross floor area
5-49.99 acres	\$300.00	Plus \$30.00/1,000 sq. ft. of gross floor area
50-99.99 acres	\$300.00	Plus \$20.00/1,000 sq. ft. of gross floor area
Over 100 acres	\$300.00	Plus \$20.00/1,000 sq. ft. of gross floor area

### **CATEGORY IV SECOND REVIEWS**

These fees apply to each review conducted after the first review (within a three (3) year period of the initial review) and only if requested by the municipality.

- Flat fee of \$100.00 for residential subdivisions/land developments
- Flat fee of \$150.00 for non-residential subdivisions/land developments

### **CHECKS OR MONEY ORDERS SHOULD BE PAYABLE TO: County of Chester** (cash will not be accepted)

All fees are to be submitted to the Chester County Planning Commission (CCPC) through the appropriate township or borough at the time of application; and in accordance with the administrative guidelines established by CCPC.

**INFORMAL REVIEWS AND ADDITIONAL WORK:** An informal review request to CCPC (such as meetings and discussions prior to the formal development application) shall be free of charge if said written request is from the municipality, or from an applicant with the knowledge and written consent of the municipality. In no case will informal review by CCPC replace the need for a formal review which would include the submission of the required fee listed above pursuant to the Municipalities Planning Code.

**TIME LIMITATIONS:** The review time period will begin from the date of receipt by CCPC of the application requesting a review by CCPC. CCPC has thirty (30) days within which to review subdivision and land development applications and submit review comments. The review period may be extended if requested by the applicant or a time extension has been granted by the municipality with the concurrence of the applicant. When the time period has been stopped due to an incomplete application package, incorrect fee or other reasons, the time period will continue from the day in which the application package is complete. CCPC has thirty (30) days within which to review ordinance amendments, and forty-five (45) days within which to review comprehensive plans, official maps, and complete ordinances.