

SUBDIVISION & LAND DEVELOPMENT (SLDO) **APPLICATION PROCEDURE & CHECKLIST**

COMPLETE APPLICATION FOR INITIAL SUBMISSION INCLUDES:

- Eighteen (18) sets of Plans
 - Twelve (12) copies of the Application
 - Twelve (12) copies of the Plan Checklist
 - Five (5) copies of the Environmental Impact Assessment Report if required.
 - Two (2) copied of the Stormwater Impact Assessment Report if required
 - Two (2) copies of the Delaware County Act 247 Review
 - Original escrow deposit slip (Signed with social security No./EIN No.)
 - Signed and completed Reimbursement Agreement
 - Current title report and/or evidence of legal standing
 - Four (4) complete planning module applications
 - Submit ALL documents electronically to the Township Manager at, manager@edgmont.org
- } Application Packet

SEPTIC REVIEW (IF REQUIRED): As of June 1, 2023, the Delaware County Health Department (DCHD) will review all Subdivision and Land Development applications for PA Act 537 compliance. Plan review submissions for septic requirements are to be submitted directly to the DCHD. Reviews will need to be supplied to the Township once received by the applicant in response to SLDO application submissions. Information for the DCHD application review procedure can be found on the DCHD website or the Edgmont Township website: <https://delcopa.gov/health/licensepermitsinspection/sewagewater/subdivisions.html>

Bill Conrad, SEO

[\(484\) 276-2100](tel:(484)276-2100)

environmental@co.delaware.pa.us

DCHD, Environmental Health Division

1510 Chester Pike, Suite 700

Eddystone, PA 19022

REQUIRED SLDO APPLICATION CHECKS:

- One (1) check for the Application Fee – *Payable to “Edgmont Township”*
- One (1) check for escrow - *Payable to “Edgmont Township”*
- One (1) check for the Delaware County Act 247 Review – *Payable to the “Treasurer of Delaware County”*

RESUBMISSION:

- 1. Less than six (6) acres / 3 lots:** Six (6) sets of Plans are required as long as there are no major changes within six (6) months of review by the Delaware County Planning Department, in addition to any other information or requirements requested by the Planning Commission / Board of Supervisors.
- 2. More than six (6) acres:** No fees are due on resubmission unless it has been six (6) months or more since the Application was originally reviewed by the Delaware County Planning Department, in addition to any other information or requirements requested by the Planning Commission / Board of Supervisors.

SKETCH OR PRELIMINARY PLAN SUBMISSION APPLICATION PROCEDURE

NOTE: Although a sketch plan is not required, it is strongly recommended that one be submitted. The sketch plan may be a “concept” plan only and does not necessarily require advances engineering and calculations.

1. The Applicant submits all copies of the Plan, the Application, and the Plan Checklist to the Township Manager along with the Delaware County Act 247 review, the escrow deposit slip, the Reimbursement Agreement, and all required fees. The submission must be received at least 24 days before the regular meeting of the Township Planning Commission (typically 4th Monday of each month; check with Township for approved schedule).
2. If the Submission is complete, the Township Manager will date stamp all copies of the Plan, Application, Plan Checklist, and all other applicable documents (known as the “Application Packet”); and submit the executed Act 247 form, the Act 247 fee, and a copy of the application packet to the Delaware County Planning Department. The rest of the Packets will be distributed as follows:

Copies of Preliminary Plan to be Submitted to Township	Copies of Application and Plan Checklist to be Submitted to Township	Agency or Person to Whom Township Manager Will Send the Preliminary Plan and Application
5	5	Township Planning Commission members
1	1	Township file
4	1	County Planning Department
1	1	Township Engineer
1	1	Township Planning Consultant
3	1	Board of Supervisors
2	1	Construction Code Official and Fire Code Official
1	1	Conservation District
18	12	Total

- The signed Reimbursement Agreement is filed in the Subdivision File
 - The Application fee is deposited into the General Fund
 - The escrow fee is deposited into the Escrow Fund
 - The signed Informal Sketch Plan Acknowledgment Form
3. Prior to the Planning Commission meeting, the Commission members will receive reviews from the County Planning Department, the Township Engineer, and the Township Planning Consultant. Reviews may also be required by the Delaware County Health Department SEO, Township Zoning Officer, Township Sewer Engineer, and/or the Township Fire Marshall.
 4. The Planning Commission will discuss the Application at their regular meeting, at which time they MAY (1) recommend approval of the Application to the Board of Supervisors OR (2) they MAY ask the Applicant to revise the Plans. If the Applicant is asked to revise their Plans/Application, they must re-submit six (6) sets of the revised plans and any supplemental information requested, in addition to **submitting ALL documents electronically**. No fees are required. However, if six (6) or more months transpire since the County’s review of the Application, the Applicant will have to start the Application process again.
 5. Once the Planning Commission is satisfied with the Application, they may recommend approval of the Application to the Board of Supervisors (BOS). The BOS will review the Application at their regular meeting, which is scheduled for the 2nd Tuesday of every month. The BOS will either approve the Application, ask the Applicant to revise the Plan, or deny approval with cause.
 6. If the Application/Plan is APPROVED. The final plan shall be recorded. The final plan to be recorded shall be an exact counterpart of the approved final plan and shall be filed with the Recorder of Deeds within 90 days and before proceeding with the sale of lots or construction of buildings or other structures or improvements. Please note that the Recorder of Deeds of Delaware County will not accept prints larger than 24 inches by 36 inches for recording purposes.

Number of Prints for Recording	Recipient
1	Applicant
1	Recording
2	Township Files
1	Delaware County Planning Department
1	Township Engineer

FINAL PLAN SUBMISSION APPLICATION PROCEDURE

1. The Applicant submits all copies of the Plan, the Application, and the Plan Checklist to the Township Manager along with the Delaware County Act 247 review, the escrow deposit slip, the Reimbursement Form, the Planning Module (for land development), and all required fees. The submission must be received within 12 months of the Preliminary Plan approval by the Board of Supervisors, and at least 24 days before the regular meeting of the Township Planning Commission (typically 4th Monday of each month; check with Township for approved schedule).
2. If the Submission is complete, the Township Manager will date stamp all copies of the Plan, Application, Plan Checklist, and all other applicable documents (known as the "Application Packet"); and submit the executed Act 247 form, the Act 247 fee, and a copy of the application packet to the Delaware County Planning Department. The rest of the Packets will be distributed as follows:

Copies of Preliminary Plan to be Submitted to Township	Copies of Application and Checklist to be Submitted to Township	Agency or Person to Whom Township Manager Will Send the Preliminary Plan and Application
5	5	Township Planning Commission members
1	1	Township file
4	1	County Planning Department
1	1	Township Engineer
1	1	Township Planning Consultant
3	1	Board of Supervisors
2	1	Construction Code Official and Fire Code Official
1	1	Conservation District
18	12	Total

- The signed Reimbursement Agreement is filed in the Subdivision File
 - The Application fee is deposited into the General Fund
 - The escrow fee is deposited into the Escrow Fund
3. Prior to the Planning Commission meeting, the Commission members will receive reviews from the County Planning Department, the Township Engineer, and the Township Land Planner. Reviews may also be required by the Delaware County Health Department SEO, Township Zoning Officer, Township Sewer Engineer, and/or the Township Fire Marshall.
 4. The Planning Commission will discuss the Application at their regular meeting, at which time they MAY (1) recommend approval of the Application to the Board of Supervisors OR (2) they MAY ask the Applicant to revise the Plans. If the Applicant is asked to revise their Plans/Application, they must re-submit six (6) sets of the revised plans and any supplemental information requested, **in addition to submitting ALL documents electronically**. No fees are required. However, if six (6) or more months transpire since the County's review of the Application, the Applicant will have to start the Application process again.
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