

# Sketch Plan Requirements

A sketch plan for any proposed subdivision and/or land development may, at the option of the landowner or developer, be submitted to the Township Planning Commission for review. The submission of a sketch plan does not constitute submission of an application for approval of a subdivision and/or land development plan. However, it does represent a basis for an informal discussion between the Planning Commission and the landowner or developer which may prove to be valuable to the prospective applicant in formulating plans, documents and other submissions for preliminary plan approval. In the event that the landowner or developer submits a sketch plan, the following shall apply:

*An appointment is required to drop off your sketch plan. To schedule an appointment call 610.388.8800 or email [info@chaddsfordpa.gov](mailto:info@chaddsfordpa.gov)*

A. Twelve copies of the sketch plan may be submitted to the Township Secretary to be distributed as follows:[1]

- (1) One copy shall be retained by the Township Secretary for Township files.
- (2) One copy shall be forwarded to the Township Engineer for review and comment.
- (3) One copy shall be forwarded to the Township Manager.
- (4) Three copies shall be forwarded to the Board of Supervisors.
- (5) Six copies shall be forwarded to the Planning Commission Secretary, one of which shall be retained for Planning Commission files and five of which shall be used for informal review and discussion purposes by the Planning Commission.
- (6) In addition to the paper plans and documents submitted, the landowner or developer shall submit an electronic copy of all documents, plans, submittals, etc. in Adobe® Portable Document Format (PDF) in a version recommended by the Township Manager. Said PDF file(s) is to be delivered on a flash drive or other media as recommended by the Township Manager.

B. In addition to furnishing copies of the sketch plan, the landowner or developer shall identify the name, address and telephone number of the holder of legal title to the land involved, the nature of the landowner's interest in the land (whether holder of legal or equitable title or otherwise), and the name, address and telephone number of the agent, if any. Such information shall be provided in writing.

C. The sketch plan shall be submitted at least 14 days prior to the regular monthly public meeting of the Township Planning Commission at which the plan will be reviewed. Within this time period, the Township Engineer will submit review comments on said plan by letter or memorandum to the Secretary of the Planning Commission.

D. The Planning Commission shall review the sketch plan with the landowner or developer if such person attends the regular monthly public meeting of the Planning Commission. In the event such person does not attend said meeting, the Planning Commission Secretary shall indicate any and all review comments pertaining to the plan to the landowner or developer by written correspondence.

E. The Planning Commission's review shall take into consideration the requirements of this chapter and all other Township ordinances, codes, regulations, plans and maps and pay particular attention to the following: the arrangement, location and width of streets and their relation to the topography of the site; the arrangement, size and location of lots and proposed structures if any; drainage; the relation of the subdivision and/or land development to the natural features of the site; the potential further development of adjoining lands which may not yet be subdivided; the compatibility of the sketch plan with the Comprehensive Plan; and the requirements set forth in Article IV pertaining to the sketch plan submission.

**CHADDS FORD TOWNSHIP**

10 Ring Road  
Chadds Ford, PA 19317-9101  
Phone: (610)388-8800 Fax: (610)388-5057  
info@chaddsfordpa.gov

**APPLICATION FOR SKETCH PLAN**

TO: The Planning Commission of Chadds Ford Township

We, the undersigned, hereby make application for a Sketch Plan under the terms of the Chadds Ford Township Code, Chapter 110: Subdivision and Land Development, as amended and provide the following information related to our application:

1. APPLICANT

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

email \_\_\_\_\_

2. Basis of Applicant's Standing (e.g. record owner, equitable owner or lessee).

\_\_\_\_\_  
\_\_\_\_\_

3. Owner(s) of Property (if different from Applicant):

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

email \_\_\_\_\_

4. Attorney for Applicant (if any):

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Firm \_\_\_\_\_ Fax \_\_\_\_\_  
Address \_\_\_\_\_ email \_\_\_\_\_  
\_\_\_\_\_

5. Architect:

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Firm \_\_\_\_\_ Fax \_\_\_\_\_  
Address \_\_\_\_\_ email \_\_\_\_\_  
\_\_\_\_\_

6. Engineer:

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Firm \_\_\_\_\_ Fax \_\_\_\_\_  
Address \_\_\_\_\_ email \_\_\_\_\_  
\_\_\_\_\_

7. Exact Location of Subject Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Zoning District Where Subject Property is Located:

\_\_\_\_\_

9. Present Use of Subject Property:

\_\_\_\_\_  
\_\_\_\_\_

10. The current applicable non-refundable application fee and escrow deposit for costs accompanies this Application. (Checks are made payable to "Chadds Ford Township"). See **Fee Schedule** on the Chadds Ford Township Website, under the 'How Do I...' section.

11. The following items are attached hereto:

- Twelve (12) copies of the Sketch Plan depicting the entire property effected by the Application. An electronic copy must also be submitted in this application. The Sketch Plan and Sketch Plan Application need to be submitted at least 14 days prior to the next Planning Commission meeting, in order to be on the meeting agenda.