

**Township of Springfield
Subdivision and Land Development¹**

Submittal Packet

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*****MAKE ADDITIONAL COPIES OF ALL FORMS FOR FUTURE USE*****

¹ To facilitate your plan preparation you may purchase the following documents at the Township:

ZONING ORDINANCE (Chapter 143)\$20.00
ZONING MAP\$ 2.00
SUBDIVISION AND LAND DEVELOPMENT ORDINANCE (Chapter 123) \$18.00
1983 COMPREHENSIVE PLAN \$10.00

² Sketch plan submittal is optional, however, highly recommended.

³ Preliminary plan submittal is required. You may not file final plans prior to receiving at least a conditional preliminary plan approval. However, you may request at the time of preliminary submittal, that the plans be considered as final, provided that both preliminary and final review fees are paid.

⁴ Upon final plan approval, and prior to construction, a LAND DEVELOPMENT PERMIT must be secured.

⁵ Form to be used when submitting a revised plan.

⁶ If you want to withdraw your application and submit a revised plan at a later date (Maximum ninety days), use this form to draft your letter.

⁷ The original DCPC form will be obtained at the Township upon submittal.

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Sketch Plan Submittal

CHECKLIST

- ELEVEN (11) COPIES OF ALL REQUIRED PLANS AND DOCUMENTS (SEE SECTION 123-11). ALL PLANS MUST BE FOLDED TO = (8½" x 11") IN SIZE.
- COMPLETED TOWNSHIP APPLICATION FORM.
- A CHECK (MADE OUT TO THE TOWNSHIP OF SPRINGFIELD) FOR THE SKETCH PLAN APPLICATION FEE OF \$50.00.¹
- A CHECK (MADE OUT TO THE TOWNSHIP OF SPRINGFIELD) FOR THE SKETCH PLAN REVIEW FEE, SEE TOWNSHIP FEE SCHEDULE FOR AMOUNT.¹
- DCPC *APPLICATION FOR ACT 247 REVIEW* FORM.²
 1. A CHECK (MADE OUT TO TREASURER OF DELAWARE COUNTY) FOR THE COUNTY FEE, SEE DCPC FEE SCHEDULE FOR AMOUNT.
 2. AN APPROPRIATELY SIZED ENVELOPE ADDRESSED TO:

Mr. John E. Pickett, AICP
Delaware County Planning Commission
Courthouse & Government Center Building
201 West Front Street
Media, PA 19063
 3. THE ENVELOPE MUST HAVE THE APPROPRIATE **POSTAGE** IN ORDER TO FORWARD ONE (FROM THE TOTAL ELEVEN) COPY OF PLANS/DOCUMENTS, THE COUNTY CHECK, DCPC *APPLICATION FOR ACT 247 REVIEW* FORM, AND A TRANSMITTAL LETTER FROM THE TOWNSHIP.³

¹ Do not combine the fees in one check.

² The original DCPC form will be obtained at the Township upon submittal. Have all necessary information available so that the form can be completed and signed, by the applicant.

³ Do not seal envelope, package will be mailed by the Township.

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Preliminary Plan Submittal

CHECKLIST

- SIXTEEN (16) COPIES OF ALL REQUIRED PLANS AND DOCUMENTS (SEE SECTION 123-12). ALL PLANS MUST BE FOLDED TO = (8½" x 11") IN SIZE.
- COMPLETED TOWNSHIP APPLICATION FORM.
- COMPLETED TOWNSHIP PRELIMINARY PLAN CHECK LIST.
- A CHECK (MADE OUT TO THE TOWNSHIP OF SPRINGFIELD) FOR THE PRELIMINARY PLAN APPLICATION FEE OF \$100.00.¹
- A CHECK (MADE OUT TO THE TOWNSHIP OF SPRINGFIELD) FOR THE PRELIMINARY PLAN REVIEW FEE, SEE TOWNSHIP FEE SCHEDULE FOR AMOUNT.¹
- DCPC *APPLICATION FOR ACT 247 REVIEW* FORM.²
 1. A CHECK (MADE OUT TO THE TREASURER OF DELAWARE COUNTY) FOR THE COUNTY FEE, SEE DCPC FEE SCHEDULE FOR AMOUNT.
 2. AN APPROPRIATELY SIZED ENVELOPE ADDRESSED TO :

Mr. John E. Pickett, AICP
Delaware County Planning Commission
Courthouse & Government Center Building
201 West Front Street
Media, PA 19063

3. THE ENVELOPE MUST HAVE THE APPROPRIATE **POSTAGE** IN ORDER TO FORWARD TWO (FROM THE TOTAL SIXTEEN) COPIES OF PLANS/DOCUMENT, THE COUNTY CHECK, DCPC *APPLICATION FOR ACT 247 REVIEW* FORM, AND A TRANSMITTAL LETTER FROM THE TOWNSHIP.³

¹ Do not combine the fees in one check.

² The original DCPC form will be obtained at the Township upon submittal. Have all the necessary information available so that the form can be completed and signed, by the applicant, at the Township.

³ Do not seal envelope, package will be mailed by the Township

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Final Plan Submittal

CHECKLIST

- SIXTEEN (16) COPIES OF ALL REQUIRED PLANS AND DOCUMENTS (SEE SECTION 123-13). ALL PLANS MUST BE FOLDED TO = (8½" x 11") IN SIZE.
- COMPLETED TOWNSHIP APPLICATION FORM.
- COMPLETED TOWNSHIP FINAL PLAN CHECK LIST.
- A CHECK (MADE OUT TO THE TOWNSHIP OF SPRINGFIELD) FOR THE FINAL PLAN APPLICATION FEE OF \$150.00.¹
- A CHECK (MADE OUT TO THE TOWNSHIP OF SPRINGFIELD) FOR THE FINAL PLAN REVIEW FEE, SEE TOWNSHIP FEE SCHEDULE FOR AMOUNT.¹
- DCPC *APPLICATION FOR ACT 247 REVIEW FORM*.²
 1. A CHECK (MADE OUT TO THE TREASURER OF DELAWARE COUNTY) FOR THE COUNTY FEE, SEE DCPC FEE SCHEDULE FOR AMOUNT.
 2. AN APPROPRIATELY SIZED ENVELOPE ADDRESSED TO:
- 3. THE ENVELOPE MUST HAVE THE APPROPRIATE **POSTAGE** IN ORDER TO FORWARD TWO (FROM THE TOTAL SIXTEEN) COPIES OF PLANS/DOCUMENTS, THE COUNTY CHECK, DCPC *APPLICATION FOR ACT 247 REVIEW FORM*, AND A TRANSMITTAL LETTER FROM THE TOWNSHIP.³
- COMPLETED EROSION & SEDIMENT CONTROL PLAN REVIEW APPLICATION.
 1. A CHECK (MADE OUT TO THE DELAWARE COUNTY CONSERVATION DISTRICT)
 2. AN APPROPRIATELY SIZED ENVELOPE ADDRESSED TO:

Mr. John E. Pickett, AICP
Delaware County Planning Commission
Courthouse & Government Center Building
201 West Front Street
Media, PA 19063

Mr. Edward M. Magargee
Delaware County Conservation District
Rose Tree Park - Hunt Club
1521 North Providence Road
Media, PA 19063

4. THE ENVELOPE MUST HAVE THE APPROPRIATE **POSTAGE** IN ORDER TO FORWARD ONE (SEPARATE FROM THE TOTAL SIXTEEN) COPY OF PLANS/DOCUMENTS, THE REVIEW CHECK, APPLICATION FORM, AND A TRANSMITTAL LETTER FROM THE TOWNSHIP.³

¹Do not combine the fees in one check.

² The original DCPC form will be obtained at the Township upon submittal. Have all necessary information available so that the form can be completed and signed, by the applicant, at the Township.

³ Do not seal envelope; package will be mailed by the Township.