



**EASTTOWN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**APPLICATION FOR  
ZONING PERMIT**

**566 Beaumont Road  
Devon, PA 19333  
610-687-3000  
610-687-9666 (Fax)**

**PART I – INSTRUCTIONS**

- Review Chapter 274 Natural Resource Protection and Chapter 455 Zoning of the Code of the Township of Easttown, available online at [www.easttown.org](http://www.easttown.org), for purchase at the Township Building or review at the Township Building.
- Submit three (3) sets of Plot Plans drawn to scale, including but not limited to, setbacks, existing and proposed improvements and tables for the Net Lot Area calculation, Maximum Impervious Surface calculation, and existing vs. proposed conditions for the dimensional requirements of the applicable Zoning District.
- Submit an Administrative Fee of \$75.00 payable to Easttown Township.
- Submit the Consultant Fee Reimbursement Contract signed by the Property Owner.
- For sign proposals, submit three (3) sets of Signage Plans in place of the above-referenced Plot Plan, showing compliance with Article XI of Chapter 455 Zoning, and complete Parts II, III, IV, V, and XI of this Application.
- For fence proposals, submit three (3) sets of fence plans in place of the above-referenced Plot Plan and complete Parts II, III, IV, V, and XI of this Application. Also, submit the Contractor's Workman's Compensation Insurance showing Easttown Township as insured and the Contractor's PA Home Improvement Contractor's Registration Number.

**PART II – PROPERTY OWNER INFORMATION (person or entity responsible for all costs)**

Owner Name (person or entity that will own the Improved Property upon completion of work):

Owner Street Address (if P.O. Box, include street address also):

City, State, and Zip Code:

Telephone Number:

Fax Number:

Email Address:

**PART III – PROPERTY INFORMATION**

Street Address of Property for which Zoning Permit is being sought (if P.O. Box, include street address also):

City, State, and Zip Code:

Tax Map ID#:

Subdivision Name (if applicable):

Lot # (if applicable):

**PART IV – DESCRIPTION OF WORK**

Check all that apply:

☐ Residential    ☐ Non-Residential    ☐ Demolition    ☐ Fence    ☐ Sign    ☐ Principal Building  
☐ Viable Tree Removal    ☐ Addition/Alteration    ☐ Temporary Structure or Use  
☐ Accessory Building (Type: \_\_\_\_\_)  
☐ Accessory Structure (Type: \_\_\_\_\_)

Detail what is proposed:

**PART V – LAND USE TYPE**

Existing Land Use (check all that apply):	<input type="checkbox"/> Residential Dwelling <input type="checkbox"/> Single-Family <input type="checkbox"/> Townhouse <input type="checkbox"/> Two-Family <input type="checkbox"/> Multi-Family	<input type="checkbox"/> Non-Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Educational <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Other _____
Proposed Land Use (check all that apply):	<input type="checkbox"/> Residential Dwelling <input type="checkbox"/> Single-Family <input type="checkbox"/> Townhouse <input type="checkbox"/> Two-Family <input type="checkbox"/> Multi-Family	<input type="checkbox"/> Non-Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Educational <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Other: _____

**PART VI – DIMENSIONAL REQUIREMENTS (complete if applicable)**

Zoning District

(check all that apply):

☐ AA    ☐ R-1    ☐ R-2    ☐ R-3    ☐ R-4    ☐ R-5    ☐ PBO    ☐ VB    ☐ VT    ☐ VR

Zoning Overlay District:

☐ MF-A    ☐ MF-B    ☐ PA

	Required	Existing	Proposed
Minimum Lot Size (based on Part VII)			
Minimum Lot Frontage (width) at Building Setback Line			
Maximum Impervious Surface (based on Part VIII)			
Minimum Front Yard Setback (from rights-of-way)			
Minimum Right Side Yard Setback			
Minimum Left Side Yard Setback			
Minimum Aggregate Side Yard Setback			
Minimum Rear Yard Setback			
Maximum Height Principal Building			
Maximum Height Accessory Building			
Accessory Building Restrictions			
Number of Principal Buildings			
Minimum Building Separation			
Build-to Line			
Minimum Lot Width at Building-to Line			
Minimum Lot Width at Street Line			
Building Coverage (based on Net Lot Area)			
Green Area (based on Net Lot Area)			

**PART VII – NET LOT AREA CALCULATION (complete if applicable)**

Gross Lot Area = \_\_\_\_\_ Square Feet  
 Rights-of-way = \_\_\_\_\_ Square Feet  
 Utility Easements = \_\_\_\_\_ Square Feet  
 Flag Lot Access Strips = \_\_\_\_\_ Square Feet  
 Very Steep Slopes = \_\_\_\_\_ Square Feet  
 Moderately Steep Slopes (at 50% of total) = \_\_\_\_\_ Square Feet  
 Aboveground Stormwater Management Basins (>18 inches in depth) = \_\_\_\_\_ Square Feet  
 Below ground Stormwater Management Basins = \_\_\_\_\_ Square Feet  
 Watercourses = \_\_\_\_\_ Square Feet  
 Flood Hazard Area (100-year floodplain) = \_\_\_\_\_ Square Feet  
 Wetlands = \_\_\_\_\_ Square Feet  
 Riparian Buffer = \_\_\_\_\_ Square Feet  
 Net Lot Area = \_\_\_\_\_ Square Feet

**PART VIII – MAXIMUM IMPERVIOUS SURFACE CALCULATION (complete if applicable)**

Gross Lot Area = \_\_\_\_\_ Square Feet  
 Rights-of-way = \_\_\_\_\_ Square Feet  
 Utility Easements = \_\_\_\_\_ Square Feet  
 Flag Lot Access Strips = \_\_\_\_\_ Square Feet  
 Aboveground Stormwater Management Basins (>18 inches in depth) = \_\_\_\_\_ Square Feet  
 Below ground Stormwater Management Basins = \_\_\_\_\_ Square Feet  
 Maximum Impervious Surface = \_\_\_\_\_ Square Feet

**PART IX – IMPERVIOUS SURFACE (complete if applicable)**

Existing Impervious Surface = \_\_\_\_\_ Square Feet  
 Impervious Surface to be Removed = \_\_\_\_\_ Square Feet  
 Proposed Impervious Surface = \_\_\_\_\_ Square Feet  
 Total Impervious Surface (if approved) = \_\_\_\_\_ Square Feet

**PART X – CERTIFICATION**

- ☐ I am the Property Owner, or  
☐ am an officer or official of the Property Owner, or  
☐ have the authority to make this application on behalf of the Property Owner (attach delegation of signatory authority),  
 acknowledge that the information provided in this Application, including any plans and specifications, is true and correct to the best of my knowledge and belief.

Name (type or print legibly)

Official Title

Street Address

City, State, Zip

Phone Number

E-Mail Address

Signature

Date

**PART XI – TOWNSHIP ACTION**
 Permit Application Fee: \$  
 Sign Permit Application Fee: \$
☐ Paid☐ Cash☐ Check No. \_\_\_\_\_☐ Paid☐ Cash☐ Check No. \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Not PaidApplication  
Status:☐ Approved\*☐ Disapproved

Permit #:

Zoning Officer's Signature:

Date:

**\* Approved permit is valid for one (1) year from date of Approval.**

Zoning Officer's Comments:

# ***EASTTOWN TOWNSHIP***



## ***Consultant Fee Reimbursement Policy and Procedures***

**Approved by the  
Board of Supervisors on  
August 17, 2015**

# **EASTTOWN TOWNSHIP**

## **Consultant Fee Reimbursement**

### **Policy and Procedures**

#### **Policy**

It is the policy of Easttown Township ("Township") to appoint private consultants ("Consultants") to assist the Township Staff ("Staff") from time to time. These Consultants are hired to augment the Staff's capabilities with professional expertise in specific disciplines necessary to help promote the public health, safety, and general welfare of the Township and its residents. The Township engages its Consultants on projects that benefit either the community as a whole or the individual property owner. For those projects that benefit the individual property owner, it is the policy of the Township to impose reasonable fees on the individual property owner to cover project specific costs. Furthermore, it is the Township's policy to require the individual property owner to fully reimburse the Township for its Consultants' time and materials necessary to ensure that those projects benefiting the individual property owner comply with the Township Code.

#### **Procedures**

The Township establishes fees from time to time by resolution to cover its costs to process various applications for those projects directly benefiting individual property owners ("Property Owner"). These application fees include, but are not limited to, appeals, banners, buildings, drainage, driveways, fireworks, pools, subdivisions, land developments, sanitary sewers, and zoning. In addition to the above referenced fees, the Township's Consultants' rate tables are incorporated into the Township's fees schedule by resolution. In those instances where the Township requires or desires Consultant participation in reviewing the applications, the procedures for reimbursement are as follows:

1. The Property Owner is required to submit a completed and notarized Easttown Township Consultant Fee Reimbursement Contract ("Contract") and any necessary application forms required for their project to the Front Office Staff at the Township, along with the required permit fees and escrow amount. Applications will not be deemed complete or processed without the submission of a completed and notarized Contract and the requisite fees and escrow. A copy of the Contract is attached as Exhibit "A".
2. The Front Office Staff will forward the submitted materials to the Township Manager, or his designee, for review. If the application is deemed complete, the Township Manager or his designee will authorize the Consultants to begin work and direct the Finance Staff to establish an escrow account for the project. Prior to circulation of the application for review by the Staff and/or Consultants, a copy

of the Contract will be forwarded to the Finance Staff and a copy placed in the project file with the application.

3. Each Consultant shall establish a separate project number for the purpose of invoicing. Consultant invoices shall be submitted monthly to the Township Manager or his designee and include charges itemized by date and time, identifying the person performing the work, and sufficient detail on the work performed to support the billing.
4. Within fourteen (14) calendar days of receipt of a Consultant invoice, the Township Manager or his designee will review the invoice(s). The Township Manager or his designee will direct any questions regarding the invoice to the Consultant. Once the review of the invoice is completed by the Township Manager or his designee, then the invoice will be forwarded to the Finance Staff for consideration of payment by the Board of Supervisors ("Board") at its next regularly scheduled meeting.
5. Within fourteen (14) calendar days after the Board approves payment of the invoice, the Finance Staff will mail a Payment Reimbursement Letter ("Letter") to the Property Owner identifying a reimbursement deadline of thirty (30) calendar days from the date of the Letter and advising that non-payment will delay the processing applications and/or issuance of permits/approvals. If there is any dispute by the Property Owner with regard to a Consultant invoice, such disputes shall be handled as provided for in the Municipalities Planning Code.
6. Should the Property Owner fail to return full payment within the thirty (30) calendar day deadline, the Finance Staff is authorized to withdrawal the appropriate amount of funds from the escrow account established for the project to reimburse the Township for the paid Consultant invoice. A second letter shall then be sent notifying the Property Owner that additional funds are required to be submitted to the Township to fund the escrow account to the required level within fifteen (15) calendar days of the date of the second letter. In the event that there were insufficient funds in the escrow account to fully reimburse the Township for the paid Consultant invoice, the Property Owner shall be so notified of the requirement to reimburse the Township within fifteen (15) calendar days of the date of the second notice letter and appropriately fund the escrow account.
7. Should the Property Owner fail to return full payment within the fifteen (15) day deadline and/or fund the escrow account to the required level, the Finance Staff shall issue a final letter advising the Property Owner that the processing of all Township applications and issuance of approvals/permits for the Project are suspended until the Property Owner meets his/her financial obligations to the Township.
8. Township approvals and permits will not be issued until all outstanding invoice(s) are paid in full.

**Exhibit A**  
**Easttown Township Contract for Professional Services**





**EASTTOWN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

566 Beaumont Road  
Devon, PA 19333  
610-687-3000  
610-687-9666 (Fax)

**Consultant Fee Reimbursement Contract**

**THIS CONTRACT** is made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ (the "Property Owner"), whose mailing address is: \_\_\_\_\_.

WHEREAS, the Property Owner is the legal or equitable owner of certain real estate bearing Chester County Tax Map Parcel No. 55 – \_\_\_\_\_, located at address \_\_\_\_\_ in Easttown Township (hereinafter referred to as the "Site"); and

WHEREAS, the Property Owner has presented to Easttown Township (the "Township") plans for grading, subdivision, land development, zoning or other building development of the Site (hereinafter referred to as the "Project"); and

WHEREAS, the Property Owner has requested and/or requires the Township's approval for the Project and/or review of the Property Owner's plans and proposals concerning the Project, and the Township is willing to authorize its Consultants to review said plans and proposals concerning the Project upon execution of this Contract.

NOW, THEREFORE, the Property Owner agrees as follows:

1. The Property Owner acknowledges that the Township will incur costs and fees relating to the review of the Project by the Consultants, and the Property Owner agrees to pay and/or reimburse the Township for such costs in accordance with this Contract. The Property Owner has received, read, and understands the Township's Consultant Fee Reimbursement Policy and Procedures, which are incorporated into this Contract by reference.
2. The Property Owner shall pay the Township's Consultants' costs and fees for the following: (a) review of any and all plans, proposals, studies or other correspondence relating to the Project; (b) attendance at any and all meetings relating to the Project; (c) preparation of any documents related to the Project, including, but not limited to: studies, reports, engineered plans, surveys, appraisals, agreements, deeds, declarations, easements, other legal documents or other correspondence; and (d) monitoring, testing, and inspecting of the work conducted by the Property Owner and/or its agents, contractors, representatives or employees in conjunction with the Project. It is understood by executing this Contract that the Property Owner specifically accepts the fee schedules currently

in effect and the fee schedules for Consultants that may come in effect during the duration of the Project.

3. The Property Owner further agrees that all fees or costs arising out of this Contract shall be fully paid prior to the issuance of any permit or approval for Project. The Property Owner agrees and acknowledges that no permit, occupancy issuance or recordable plans shall be released by the Township until all outstanding Consultant fees and costs are paid to the Township, provided that the Property Owner is not otherwise in default under this Contract.
4. The Property Owner may at any time terminate all future obligations under this Contract by giving written notice to the Township that it does not desire to proceed with the Project. Upon receipt of such written notice by the Township, the Property Owner shall only be liable to the Township for the Township and its Consultant's expenses, costs, charges, and fees incurred prior to the receipt of the written notice. Property Owner acknowledges and agrees that invoices for services performed on all dates prior to the date of receipt of the termination notice by the Township shall remain the responsibility of the Property Owner regardless of the date of the mailing of such invoice to the Township or the Property Owner.
5. The Property Owner and the Township agree that the Township shall have the rights and privilege to sue the Property Owner in assumpsit for reimbursement, to lien the Site or both, in its sole discretion, for any expense incurred by the Township's Consultants for the Project in excess of the then current balance of the established escrow with the Township. The Township's election of remedies under this paragraph shall not constitute a waiver of any other remedies the Township may have at law or in equity.
6. This Contract shall be binding on and inure to the benefit of the successors and assigns of the Property Owner. The Property Owner shall provide the Township with at least thirty (30) calendar days advance written notice of any proposed assignment of the Property Owner's rights and responsibilities under this Contract.
7. This Contract shall be governed by and construed under the laws of the Commonwealth of Pennsylvania and all actions shall be brought in the Court of Common Pleas for Chester County.
8. If any provision of this Contract is determined by a court of competent jurisdiction to be illegal, invalid, unenforceable, unconstitutional or void, for any reason, only that provision shall be illegal, invalid, unenforceable, unconstitutional or void and the remainder of this Contract shall be in full force and effect.

IN WITNESS WHEREOF, and intending to be legally bound, the Property Owner has caused his/her signatures to be affixed and have affixed their hands and seals the day and year first above written.

WITNESS the following signatures and seals:

Attest:

Property Owner:

\_\_\_\_\_

\_\_\_\_\_

COMMONWEALTH OF PENNSYLVANIA

:

:

:

SS

COUNTY OF CHESTER

On this, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me the undersigned, a notary public for the Commonwealth of Pennsylvania, residing in the County of Chester, personally appeared \_\_\_\_\_ and that he/she, being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing his/her name as such person or officer.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public