



**EAST COVENTRY TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

SUBDIVISION AND/OR LAND DEVELOPMENT

**SKETCH PLAN
CHECKLIST AND DISTRIBUTION LIST**

855 Ellis Woods Road
Pottstown, PA 19465
610-495-5443
610-495-9925 (Fax)

PART I – INFORMATION AND INSTRUCTIONS

The Checklist and Distribution List that follow are furnished by the Township to assist the Applicant in making application for Township approval of Subdivisions and Land Developments. Please note that the Checklist is not inclusive of all Applicant responsibilities under the Township's Codes and Ordinances. It is the Applicant's responsibility to review and comply with all applicable regulations of the Township.

PART II – SKETCH PLAN CHECKLIST

Name of Subdivision and/or Land Development Plan:

Original Plan Date:

Last Revised Date:

= Submitted = Omitted **NA** = Not Applicable **TBD** = To Be Determined **WR** = Wavier Requested

NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	303.1.A.(1)	Complete Official Application	
	303.1.A.(2)	Additional copies of the Plan Set for Township Historical Commission and/or Parks, Recreation and Conservation Committee	
	303.1.B	Five (5) Copies of the Plan Set	
	303.1.D	Additional Copies of the Plan Set for Township Consultant Review	
	303.1.E	Fee for Township Consultant Review	

PART III – SKETCH PLAN DISTRIBUTION LIST



**EAST COVENTRY TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

**855 Ellis Woods Road
Pottstown, PA 19465
610-495-5443
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SUBDIVISION AND/OR LAND DEVELOPMENT

	Township File	Township Planning Commission	Township Engineer	Township Planner	Township Traffic Engineer	Township Solicitor	Total
Official Application	1	0	0	0	0	0	1
Plan Set	0	5	0	0	0	0	5
Additional Plan Set	0	0	0	0	0	0	0
Consultant Review Fee	0	0	0	0	0	0	0



**EAST COVENTRY TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

MINOR SUBDIVISION

855 Ellis Woods Road
Pottstown, PA 19465
610-495-5443
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**ORIGINAL LOT LINE ADJUSTMENT
PRELIMINARY/FINAL PLAN
CHECKLIST AND DISTRIBUTION LIST**

PART I – INFORMATION AND INSTRUCTIONS

The Checklist and Distribution List that follow are furnished by the Township to assist the Applicant in making application for Township approval of Minor Subdivisions. Please note that the Checklist is not inclusive of all Applicant responsibilities under the Township's Codes and Ordinances. It is the Applicant's responsibility to review and comply with all applicable regulations of the Township.

PART II – ORIGINAL LOT LINE ADJUSTMENT PRELIMINARY/FINAL PLAN CHECKLIST

Name of Minor Subdivision Plan:	Original Plan Date:
	Last Revised Date:

✓ = Submitted O = Omitted NA = Not Applicable TBD = To Be Determined WR = Wavier Requested

NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	304.1.B	Signed East Coventry Contract for Professional Services	
	304.1.F.(1)	Two (2) Copies of the Plan Set for the Township Files	
		Two (2) Copies of the Complete Official Application for the Township Files	
		Township Escrow Fee	
		Township Application Fee	
		Two (2) Copies of All Supporting Information for the Township Files	
	304.1.F.(2)	One (1) Copy of the Plan Set for the Chester County Planning Commission	
		One (1) Copy of the Act 247 Referral Form for the Chester County Planning Commission	
		Act 247 Referral Form Fee	
		One (1) Copy of All Supporting Information for the Chester County Planning Commission	
	304.1.F.(4)	Five (5) Copies of the Plan Set for the Township Planning Commission	
		Five (5) Copies of Supporting Information for the Township Planning Commission	
	304.1.F.(5)	Four (4) Copies of the Plan Set for the Township Engineer, Planner, Traffic Engineer, and Solicitor	
		Four (4) Copies of Supporting Information for the Township Engineer, Planner, Traffic Engineer, and Solicitor	
	304.1.F.(6)	One (1) Copy of the Plan Set for the Township Historical Commission	
		One (1) Copy of the Cultural Resource Notice for the Township Historical Commission	
		One (1) Copy of Related Supporting Information for the Township Historical Commission	
	304.1.F.(7)	One (1) Copy of the Plan Set for the Township Parks, Recreation, and Conservation Committee	
		One (1) Copy of Related Supporting Information for the Township Parks, Recreation, and Conservation Committee	
	304.1.F.(8)	One (1) Copy of the Plan Set for an Adjacent Township or Governmental Agency Affected	
	304.1.F.(9)	One (1) Copy of the Plan Set (size 11" x 17") for the Township File	
	304.3.A.(1)	Names, Addresses, and Telephone Numbers of Applicant or Authorized Agent and Owner	
	304.3.A.(2)	Name of Minor Subdivision	

PART II – ORIGINAL LOT LINE ADJUSTMENT PRELIMINARY/FINAL PLAN CHECKLIST (continued)

Name of Minor Subdivision Plan:	Original Plan Date:
	Last Revised Date:

✓ = Submitted O = Omitted NA = Not Applicable TBD = To Be Determined WR = Wavier Requested

NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	304.3.A.(3)	Names, Addresses, and Telephone Numbers of Engineer, Surveyor, and/or Architect and Landscape Architect Responsible for the Plan	
		Boundary Survey Signed and Sealed by a Registered Surveyor	
	304.3.A.(4)	Written and Graphic Scale not Greater Than One (1) Inch = Two Hundred (200) Feet	
	304.3.A.(5)	"Preliminary/Final Plan" in the Title	
	304.3.A.(6)	North Arrow	
	304.3.A.(7)	Location Map at a Scale not Less Than Two Thousand (2,000) Feet to One (1) Inch Showing Adjoining Properties, Streets, and Township Boundaries within One Thousand (1,000) Feet of the Property	
		Delineation of Exelon's Exclusionary Zone if within the Area Depicted on the Location Map	
	304.3.A.(8)	Applicable Ordinance Information from SALDO and Zoning Ordinance in accordance with this Section	
	304.3.A.(9)	Lot Numbers and Gross and Net Lot Areas in Feet and Acres, Listing Portions of the Lots to be Excluded by the Lot Area Definition	
		Statement of the Number of Lots and Parcels	
	304.3.A.(10)	Original Plan Set Date	
	304.3.A.(11)	Total Tract Boundary Showing Bearings and Distances, Including Along Existing Rights-of-way Defined in Feet and Hundredths of a Foot by Distances and Degrees, Minutes, and Seconds Either by Magnetic Bearings or Angles of Deflection	
	304.3.A.(12)	Total Tract Boundary with Accurate Distances to One Hundredth (1/100 th) of a Foot and Bearings in Degrees, Minutes, and Seconds	
		Boundaries with an Error of Closure not to Exceed One (1) Foot in Twenty-five Thousand (25,000) Feet	
		Monuments Indicated on the Plan Set	
		Statement of the Total Area Being Subdivided	
		Applicant Engineer or Surveyor Certification to the Accuracy of the Survey, Plan, and Monument Placement	
	304.3.A.(13)	Location of Existing and Proposed Monuments	
	304.3.A.(14)	Names of Property Owners and Tax Parcel Numbers of Adjacent Lands and on Both Sides of Adjacent Streets	
		Names of Existing and Proposed Adjacent Subdivisions	
		Locations and Dimensions of Streets or Right-of-way Easements	
	304.3.A.(15)	Locations and Dimensions of Existing Streets	
		Locations and Dimensions of Railroads	
		Locations and Dimensions of Sewers and Sewage Systems	
		Locations and Dimensions of Aqueducts	
		Locations and Dimensions of Water Mains and Feeder Lines	
		Locations and Dimensions of Fire Hydrants	
		Locations and Dimensions of Gas, Electric, and Oil Transmission Lines	
		Locations and Dimensions of Water Courses	
		Locations and Dimensions of Sources of Water Supply	
		Locations and Dimensions of Easements	
		Locations and Dimensions of Significant Features within the Subject Property	
		Locations and Dimensions of Driveways, Intersections, and Utilities within One Hundred (100) Feet of the Subject Property	
		304.3.A.(21)	Locations and Widths of Any Street or Public Ways/Area Shown on an Adopted Local Plan
	304.3.A.(22)	Locations of Existing Structures on the Tract and Their Distances from Lot Lines	
		Locations of Historic Resources on the Tract and Their Distances from Lot Lines	

PART II – ORIGINAL LOT LINE ADJUSTMENT PRELIMINARY/FINAL PLAN CHECKLIST (continued)

Name of Minor Subdivision Plan:	Original Plan Date:
	Last Revised Date:

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NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	304.3.A.(23)	Topography using U.S.G.S. or Chester County GIS Data	
	304.3.A.(25)	Certification of the Accuracy of the Plan and Details being Prepared	
	304.3.A.(26)	Statement of Consistency with the Township Comprehensive Plan; Township Open Space, Recreation, and Environmental Resources Plan; and the Pottstown Metropolitan Regional Comprehensive Plan.	
	304.3.A.(27)	Note on Sheet 1 of the Plan Set Naming and Citing the Subsection of Features Listed in SALDO Section 304.3.A that do not Exist	
	304.3.B.(1)	Plan Scale no Greater Than One (1) Inch = Fifty (50) Feet	
		For Lots Greater Than Ten (10) Acres, a Plan Scale of One (1) Inch = One Hundred (100) Feet may be Used	
	304.3.B.(2)	Dimensions in Feet, Bearing in Degrees, Minutes, and Seconds with Errors of Closure Not Exceeding One (1) Part per Twenty-Five Thousand (25,000)	
	304.3.B.(3)	Each Sheet Numbered Showing its Relation to the Total Number of Plan Sheets	
	304.3.B.(4)	Plan Legend Clearly Indicating Existing Features	
	304.3.B.(5)	Plan Sheets of Twenty-four (24) Inches by Thirty-six (36) Inches	
	304.3.B.(6)	Master Sheet at a Scale of Not More than One (1) Inch = Four Hundred (400) Feet Showing the Location of Each Section Affixed to the Plan Set	
	304.3.B.(7)	Key Provided Indicating the Different Scales Used within the Plan Set	
	304.3.B.(8)	Notations on the Plan Set with a Minimum Font Size of Ten (10)	
	304.3.C	Site Context Map Meeting the Requirements of this Section Affixed to the Plan Set	
	304.3.E.(1)	Location and Width of Existing Streets and Rights-of-way, Including Distances to the Nearest Intersections	
		Statement of Conditions Governing the Existing Streets and Rights-of-way Use	
	304.3.E.(2)	Location and Dimensions of Existing Streets and Utility Easements	
	304.3.E.(3)	Proposed Lot Lines with Dimensions and Gross and Net Lot Areas, Indicating Limitations Excluded from Net Lot Area	
	304.3.E.(4)	Land Used for Utilities are on a Conforming Lot or within an Easement on a Conforming Lot and Eligible to be Utilized as a Legal Conforming Use	
	304.3.E.(5)	Proposed Building Setback and Yard Line Requirements for Each Lot	
	304.3.E.(6)	First Floor Elevations for All Structures Being a Minimum of One (1) Foot Above the Elevation of Final Grade	
	304.3.E.(7)	Statement of the Intended Use of Nonresidential Lots	
		Statement of Restrictions which Exist as Covenants in the Deed, Including Deed Book and Page Number	
		Copy of Instruments Containing Covenants or Restrictions	
	304.3.E.(8)	Lot Numbers	
		Statement of the Total Number of Lots and Parcels	
	304.3.E.(9)	Location, Size, Material Used, and Invert Elevations of Existing Facilities	
		Location, Size, Material Used, Invert Elevations, and Percent Grade of Sanitary Sewers, Including Manholes, Inlets, and Culverts	
		Location, Size, Material Used, Invert Elevations, and Percent Grade of Storm Sewers, Including Manholes, Inlets, and Culverts	
	304.3.E.(13)	Location and Conceptual Design of Lot Size and Layout on Land Located within Adjoining Township	
		Evidence of Adjoining Township Approval of Lot Size and Layout within its Jurisdiction	

PART II – ORIGINAL LOT LINE ADJUSTMENT PRELIMINARY/FINAL PLAN CHECKLIST (continued)

Name of Minor Subdivision Plan:

Original Plan Date:

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NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	304.3.E.(15)	Location of Existing Vegetation to be Retained	
	304.3.E.(16)	Location and Dimension of Emergency Access Drives, Fire Lane Easements, and Other Easements and Rights-of-way	
	304.3.E.(17)	Dimensions Shown Between Driveways and Property Lines and Structures	



**EAST COVENTRY TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

MINOR SUBDIVISION

**REVISED LOT LINE ADJUSTMENT
PRELIMINARY/FINAL PLAN
CHECKLIST AND DISTRIBUTION LIST**

855 Ellis Woods Road
Pottstown, PA 19465
610-495-5443
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PART I – INFORMATION AND INSTRUCTIONS

The Checklist and Distribution List that follow are furnished by the Township to assist the Applicant in making application for Township approval of Minor Subdivisions. Please note that the Checklist is not inclusive of all Applicant responsibilities under the Township's Codes and Ordinances. It is the Applicant's responsibility to review and comply with all applicable regulations of the Township.

PART II – REVISED LOT LINE ADJUSTMENT PRELIMINARY/FINAL PLAN CHECKLIST

Name of Minor Subdivision Plan:	Original Plan Date:
	Last Revised Date:

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NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	304.1.E	Review Comments Response Letter Itemizing Response to All Comments	
	304.1.G.(1)	Two (2) Copies of the Plan Set for the Township File	
		Two (2) Copies of All Supporting Information for the Township File*	
	304.1.G.(3)	One (1) Copy of the Plan Set for the Township Engineer	
		One (1) Copy of All Supporting Information for the Township Engineer*	
	304.1.G.(4)	One (1) Copy of the Plan Set for the Township Traffic Engineer*	
	304.1.G.(5)	One (1) Copy of the Plan Set for the Township Planner	
	304.1.G.(6)	Five (5) Copies of the Plan Set for the Township Planning Commission	
	304.1.G.(7)	One (1) Copy of the Plan Set for the Township Solicitor	
		One (1) Copy of All Supporting Information for the Township Solicitor*	
	304.1.G.(8)	One (1) Copy of the Plan Set for the Township Historical Commission	
		One (1) Copy of Related Supporting Information for the Township Historical Commission*	
	304.1.G.(9)	One (1) Copy of the Plan Set for the Township Parks, Recreation, and Conservation Committee	
		One (1) Copy of Related Supporting Information for the Township Parks, Recreation, and Conservation Committee*	
	304.3.A.(1)	Names, Addresses, and Telephone Numbers of Applicant or Authorized Agent and Owner	
	304.3.A.(2)	Name of Minor Subdivision	
	304.3.A.(3)	Names, Addresses, and Telephone Numbers of Engineer, Surveyor, and/or Architect and Landscape Architect Responsible for the Plan	
		Boundary Survey Signed and Sealed by a Registered Surveyor	
	304.3.A.(4)	Written and Graphic Scale not Greater Than One (1) Inch = Two Hundred (200) Feet	
	304.3.A.(5)	"Preliminary/Final Plan" in the Title	
	304.3.A.(6)	North Arrow	
	304.3.A.(7)	Location Map at a Scale not Less Than Two Thousand (2,000) Feet to One (1) Inch Showing Adjoining Properties, Streets, and Township Boundaries within One Thousand (1,000) Feet of the Subject Parcel	
		Delineation of Exelon's Exclusionary Zone if within the Area Depicted on the Location Map	
	304.3.A.(8)	Applicable Ordinance Information from SALDO and Zoning Ordinance in accordance with this Section	

PART II – REVISED LOT LINE ADJUSTMENT PRELIMINARY/FINAL PLAN CHECKLIST (continued)

Name of Minor Subdivision Plan:

Original Plan Date:

Last Revised Date:

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NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	304.3.A.(9)	Lot Numbers and Gross and Net Lot Areas in Feet and Acres, Listing Portions of the Lots to be Excluded by the Lot Area Definition	
		Statement of the Number of Lots and Parcels	
	304.3.A.(10)	Original Plan Set Date	
		Revision Dates with Revision Descriptions	
	304.3.A.(11)	Total Tract Boundary Showing Bearings and Distances, Including Along Existing Rights-of-way Defined in Feet and Hundredths of a Foot by Distances and Degrees, Minutes, and Seconds Either by Magnetic Bearings or Angles of Deflection	
	304.3.A.(12)	Total Tract Boundary with Accurate Distances to One Hundredth (1/100 th) of a Foot and Bearings in Degrees, Minutes, and Seconds	
		Boundaries with an Error of Closure not to Exceed One (1) Foot in Twenty-five Thousand (25,000) Feet	
		Monuments Indicated on the Plan Set	
		Statement of the Total Area being Subdivided	
	304.3.A.(13)	Applicant Engineer or Surveyor Certification to the Accuracy of the Survey, Plan, and Monument Placement	
	304.3.A.(13)	Location of Existing and Proposed Monuments	
	304.3.A.(14)	Names of Property Owners and Tax Parcel Numbers of Adjacent Lands and on Both Sides of Adjacent Streets	
		Names of Existing and Proposed Adjacent Subdivisions	
		Locations and Dimensions of Streets or Right-of-way Easements	
	304.3.A.(15)	Locations and Dimensions of Existing Streets	
		Locations and Dimensions of Railroads	
		Locations and Dimensions of Sewers and Sewage Systems	
		Locations and Dimensions of Aqueducts	
		Locations and Dimensions of Water Mains and Feeder Lines	
		Locations and Dimensions of Fire Hydrants	
		Locations and Dimensions of Gas, Electric, and Oil Transmission Lines	
		Locations and Dimensions of Water Courses	
		Locations and Dimensions of Sources of Water Supply	
		Locations and Dimensions of Easements	
		Locations and Dimensions of Significant Features within the Subject Property	
	304.3.A.(15)	Locations and Dimensions of Driveways, Intersections, and Utilities within One Hundred (100) Feet of the Subject Property	
	304.3.A.(21)	Locations and Widths of Any Street or Public Ways/Area Shown on an Adopted Local Plan	
	304.3.A.(22)	Locations of Existing Structures on the Tract and Their Distances from Lot Lines	
		Locations of Historic Resources on the Tract and Their Distances from Lot Lines	
	304.3.A.(23)	Topography using U.S.G.S. or Chester County GIS Data	
	304.3.A.(25)	Certification of the Accuracy of the Plan and Details being Prepared	
	304.3.A.(26)	Statement of Consistency with the Township Comprehensive Plan; Township Open Space, Recreation, and Environmental Resources Plan; and the Pottstown Metropolitan Regional Comprehensive Plan.	
	304.3.A.(27)	Note on Sheet 1 of the Plan Set Naming and Citing the Subsection of Features Listed in SALDO Section 304.3.A that do not Exist	
	304.3.B.(1)	Plan Scale no Greater Than One (1) Inch = Fifty (50) Feet	
		For Lots Greater Than Ten (10) Acres, a Plan Scale of One (1) Inch = One Hundred (100) Feet may be Used	
	304.3.B.(2)	Dimensions in Feet, Bearing in Degrees, Minutes, and Seconds with Errors of Closure Not Exceeding One (1) Part per Twenty-Five Thousand (25,000)	

PART II – REVISED LOT LINE ADJUSTMENT PRELIMINARY/FINAL PLAN CHECKLIST (continued)

Name of Minor Subdivision Plan:

Original Plan Date:

Last Revised Date:

✓ = Submitted O = Omitted NA = Not Applicable TBD = To Be Determined WR = Wavier Requested

NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	304.3.B.(3)	Each Sheet Numbered Showing its Relation to the Total Number of Plan Sheets	
	304.3.B.(4)	Plan Legend Clearly Indicating Existing Features	
	304.3.B.(5)	Plan Sheets of Twenty-four (24) Inches by Thirty-six (36) Inches	
	304.3.B.(6)	Master Sheet at a Scale of Not More than One (1) Inch = Four Hundred (400) Feet Showing the Location of Each Section Affixed to the Plan Set	
	304.3.B.(7)	Key Provided Indicating the Different Scales Used within the Plan Set	
	304.3.B.(8)	Notations on the Plan Set with a Minimum Font Size of Ten (10)	
	304.3.C	Site Context Map Meeting the Requirements of this Section Affixed to the Plan Set*	
	304.3.E.(1)	Location and Width of Existing Streets and Rights-of-way, Including Distances to the Nearest Intersections	
		Statement of Conditions Governing the Existing Streets and Rights-of-way Use	
	304.3.E.(2)	Location and Dimensions of Existing Streets and Utility Easements	
	304.3.E.(3)	Proposed Lot Lines with Dimensions and Gross and Net Lot Areas, Indicating Limitations Excluded from Net Lot Area	
	304.3.E.(4)	Land Used for Utilities are on a Conforming Lot or within an Easement on a Conforming Lot and Eligible to be Utilized as a Legal Conforming Use	
	304.3.E.(5)	Proposed Building Setback and Yard Line Requirements for Each Lot	
	304.3.E.(6)	First Floor Elevations for All Structures Being a Minimum of One (1) Foot Above the Elevation of Final Grade	
	304.3.E.(7)	Statement of the Intended Use of Nonresidential Lots	
		Statement of Restrictions which Exist as Covenants in the Deed, Including Deed Book and Page Number	
		Copy of Instruments Containing Covenants or Restrictions*	
	304.3.E.(8)	Lot Numbers	
		Statement of the Total Number of Lots and Parcels	
	304.3.E.(9)	Location, Size, Material Used, and Invert Elevations of Existing Facilities	
		Location, Size, Material Used, Invert Elevations, and Percent Grade of Sanitary Sewers, Including Manholes, Inlets, and Culverts	
	304.3.E.(13)	Location, Size, Material Used, Invert Elevations and Percent Grade of Storm Sewers, Including Manholes, Inlets, and Culverts	
		Location and Conceptual Design Lot Size and Layout on Land Located within Adjoining Township	
		Evidence of Adjoining Township Approval of Lot Size and Layout within its Jurisdiction*	
	304.3.E.(15)	Location of Existing Vegetation to be Retained	
	304.3.E.(16)	Location and Dimension of Emergency Access Drives, Fire Lane Easements, and Other Easements and Rights-of-way	
	304.3.E.(17)	Dimensions Shown Between Driveways and Property Lines and Structures	

* = If revised.

PART III - REVISED LOT LINE ADJUSTMENT, PRELIMINARY/FINAL PLAN DISTRIBUTION LIST



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CHESTER COUNTY, PENNSYLVANIA**

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MINOR SUBDIVISION

	Township File	Township Planning Commission	Township Engineer	Township Planner	Township Traffic Engineer	Township Solicitor	Township Historic Commission	Township Parks, Recreation, and Conservation	CCPC	CCHD	CCCD	Adjacent Township	Total
Review Comments Response Letter	2	5	1	1	1	1	1	1	0	0	0	0	13
Plan Set (24" x 36"), including Site Context Map	2	5	1	1	1	1	1	1	0	0	0	?	13
Instruments Containing Covenants or Restrictions	2	0	1	0	0	1	0	0	0	0	0	0	4
Adjacent Township Evidence of Approval	2	0	1	0	0	1	0	0	0	0	0	0	4



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PART II – ORIGINAL PRELIMINARY PLAN CHECKLIST

Name of Subdivision and/or Land Development Plan:	Original Plan Date:
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NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	301.5.B.(1)	Documentation of Mail Notifications to Property Owners within Five Hundred (500) Feet of the Property for Residential Development	
	301.5.B.(2)	Documentation of Mail Notifications to Property Owners within One Thousand (1,000) Feet for Nonresidential Developments	
	301.5.E.	Sign(s) of Notice Placed on the Property Adjacent to Each Right-of-Way	
	301.5.E.(4)	Photographic Proof of Sign Posting and a Signed Affidavit	
	304.1.B	Signed East Coventry Contract for Professional Services	
	304.1.F.(1)	Two (2) Copies of the Plan Set for the Township Files	
		Two (2) Copies of the Complete Official Application for the Township Files	
		One (1) Copy of the Sewage Facilities Planning Module for the Township Files	
		Township Escrow Fee	
		Township Application Fee	
		Two (2) Copies of All Supporting Information for the Township Files	
	304.1.F.(2)	One (1) Copy of the Plan Set for the Chester County Planning Commission	
		One (1) Copy of the Act 247 Referral Form for the Chester County Planning Commission	
		One (1) Copy of the Sewage Facilities Planning Module for the Chester County Planning Commission	
		Act 247 Referral Form Fee	
	304.1.F.(3)	One (1) Copy of All Supporting Information for the Chester County Planning Commission	
		Two (2) Copies of the Plan Set for the Chester County Health Department	
		Two (2) Copies of the Sewage Facilities Planning Module for the Chester County Health Department	
	304.1.F.(4)	Chester County Health Department Fee	
		Five (5) Copies of the Plan Set for the Township Planning Commission	
		One (1) Copy of the Stormwater Impact Study Executive Summary for the Township Planning Commission	
		One (1) Copy of the Traffic Impact Study Executive Summary for the Township Planning Commission	
		Five (5) Copies of Supporting Information for the Township Planning Commission	

PART II – ORIGINAL PRELIMINARY PLAN CHECKLIST (continued)

Name of Subdivision and/or Land Development Plan:	Original Plan Date:
	Last Revised Date:

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NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	304.1.F.(5)	Four (4) Copies of the Plan Set for the Township Engineer, Planner, Traffic Engineer, and Solicitor	
		One (1) Electronic Copy of All Traffic Count Data for the Township Traffic Engineer	
		Four (4) Copies of Supporting Information for the Township Engineer, Planner, Traffic Engineer, and Solicitor	
	304.1.F.(6)	One (1) Copy of the Plan Set for the Township Historical Commission	
		One (1) Copy of the Cultural Resource Notice for the Township Historical Commission	
		One (1) Copy of Related Supporting Information for the Township Historical Commission	
	304.1.F.(7)	One (1) Copy of the Plan Set for the Township Parks, Recreation, and Conservation Committee	
		One (1) Copy of Related Supporting Information for the Township Parks, Recreation, and Conservation Committee	
	304.1.F.(8)	One (1) Copy of the Plan Set for an Adjacent Township or Governmental Agency Affected	
	304.1.F.(9)	One (1) Copy of the Plan Set (size 11" x 17") for the Township File	
	304.3.A.(1)	Names, Addresses, and Telephone Numbers of Applicant or Authorized Agent and Owner	
	304.3.A.(2)	Name of Subdivision or Land Development	
	304.3.A.(3)	Names, Addresses, and Telephone Numbers of Engineer, Surveyor, and/or Architect and Landscape Architect Responsible for the Plan	
		Boundary Survey Signed and Sealed by a Registered Surveyor	
	304.3.A.(4)	Written and Graphic Scale not Greater Than One (1) Inch = Two Hundred (200) Feet	
	304.3.A.(5)	"Preliminary Plan" in the Title	
	304.3.A.(6)	North Arrow	
	304.3.A.(7)	Location Map at a Scale not Less Than Two Thousand (2,000) Feet to One (1) Inch Showing Adjoining Properties, Streets, and Township Boundaries within One Thousand (1,000) Feet of the Property	
		Delineation of Exelon's Exclusionary Zone if within the Area Depicted on the Location Map	
	304.3.A.(8)	Applicable Ordinance Information from SALDO, Zoning Ordinance, Stormwater Management Ordinance, and Driveway Ordinance in accordance with this Section	
	304.3.A.(9)	Lot Numbers and Gross and Net Lot Areas in Feet and Acres, Listing Portions of the Lots to be Excluded by the Lot Area Definition	
		Statement of the Number of Lots and Parcels	
	304.3.A.(10)	Original Plan Set Date	
	304.3.A.(11)	Total Tract Boundary Showing Bearings and Distances, Including Along Existing Rights-of-way Defined in Feet and Hundredths of a Foot by Distances and Degrees, Minutes, and Seconds Either by Magnetic Bearings or Angles of Deflection	
	304.3.A.(12)	Total Tract Boundary with Accurate Distances to One Hundredth (1/100 th) of a Foot and Bearings in Degrees, Minutes, and Seconds	
		Boundaries with an Error of Closure not to Exceed One (1) Foot in Twenty-five Thousand (25,000) Feet	
		Monuments Indicated on the Plan Set	
		Statement of the Total Area Being Subdivided	
		Applicant Engineer or Surveyor Certification to the Accuracy of the Survey, Plan, and Monument Placement	

PART II – ORIGINAL PRELIMINARY PLAN CHECKLIST (continued)

Name of Subdivision and/or Land Development Plan:	Original Plan Date:
	Last Revised Date:

✓ = Submitted O = Omitted NA = Not Applicable TBD = To Be Determined WR = Wavier Requested

NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	304.3.A.(13)	Location of Existing and Proposed Monuments	
	304.3.A.(14)	Names of Property Owners and Tax Parcel Numbers of Adjacent Lands and on Both Sides of Adjacent Streets	
		Names of Existing and Proposed Adjacent Subdivisions	
	304.3.A.(15)	Locations and Dimensions of Streets or Right-of-way Easements	
		Locations and Dimensions of Existing Streets	
		Locations and Dimensions of Railroads	
		Locations and Dimensions of Sewers and Sewage Systems	
		Locations and Dimensions of Aqueducts	
		Locations and Dimensions of Water Mains and Feeder Lines	
		Locations and Dimensions of Fire Hydrants	
		Locations and Dimensions of Gas, Electric, and Oil Transmission Lines	
		Locations and Dimensions of Water Courses	
		Locations and Dimensions of Sources of Water Supply	
		Locations and Dimensions of Easements	
		Locations and Dimensions of Significant Features within the Subject Property	
	304.3.A.(16)	Locations and Dimensions of Driveways, Intersections, and Utilities within One Hundred (100) Feet of the Subject Property	
		Locations and Dimensions of Trails	
	304.3.A.(17)	Locations and Dimensions of Significant Natural Features as Indicated from the Site Analysis Required by SALDO Section 304.3.H.	
		Wetlands Survey Prepared in Accordance with PADEP Criteria and Federal Manual for Identifying and Delineating Jurisdictional Wetlands	
	304.3.A.(18)	Statement Indicating that no Wetlands Exist on the Property	
		Indicate Proposed Improvements Requiring a Permit from the U.S. Army Corps of Engineer or PADEP	
	304.3.A.(19)	Location of Percolation Test Pits, Probes, and Holes for Both Primary and Replacement On-lot Sewage Disposal Fields, if Required by the Chester County Health Department	
	304.3.A.(20)	Location of the Proposed Individual or Community Well and One Hundred (100) Foot Radius Separation Distance	
	304.3.A.(21)	Locations and Widths of Any Street or Public Ways/Area Shown on an Adopted Local Plan	
	304.3.A.(22)	Locations of Existing Structures on the Tract and Their Distances from Lot Lines	
		Locations of Historic Resources on the Tract and Their Distances from Lot Lines	
	304.3.A.(23)	Contour Lines at Two (2) Foot Intervals	
	304.3.A.(24)	Location and Elevation of the NGVD Datum, to which Contour Elevations Refer	
	304.3.A.(25)	Certification of the Accuracy of the Plan and Details being Prepared	
	304.3.A.(26)	Statement of Consistency with the Township Comprehensive Plan; Township Open Space, Recreation, and Environmental Resources Plan; and the Pottstown Metropolitan Regional Comprehensive Plan.	
	304.3.A.(27)	Note on Sheet 1 of the Plan Set Naming and Citing the Subsection of Features Listed in SALDO Section 304.3.A that do not Exist	
	304.3.B.(1)	Plan Scale no Greater Than One (1) Inch = Fifty (50) Feet	
		For Lots Greater Than Ten (10) Acres, a Plan Scale of One (1) Inch = One Hundred (100) Feet may be Used	

PART II – ORIGINAL PRELIMINARY PLAN CHECKLIST (continued)

Name of Subdivision and/or Land Development Plan:	Original Plan Date:
	Last Revised Date:

✓ = Submitted O = Omitted NA = Not Applicable TBD = To Be Determined WR = Waiver Requested

NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	304.3.B.(2)	Dimensions in Feet, Bearing in Degrees, Minutes, and Seconds with Errors of Closure Not Exceeding One (1) Part per Twenty-Five Thousand (25,000)	
	304.3.B.(3)	Each Sheet Numbered Showing its Relation to the Total Number of Plan Sheets	
	304.3.B.(4)	Plan Legend Clearly Indicating Existing and Proposed Features	
	304.3.B.(5)	Plan Sheets of Twenty-four (24) Inches by Thirty-six (36) Inches	
	304.3.B.(6)	Master Sheet at a Scale of Not More than One (1) Inch = Four Hundred (400) Feet Showing the Location of Each Section Affixed to the Plan Set	
	304.3.B.(7)	Key Provided Indicating the Different Scales Used within the Plan Set	
	304.3.B.(8)	Notations on the Plan Set with a Minimum Font Size of Ten (10)	
	304.3.C	Site Context Map Meeting the Requirements of this Section Affixed to the Plan Set	
	304.3.D	Resource Impact and Conservation Plan Meeting the Requirements of this Section Affixed to the Plan Set	
	304.3.E.(1)	Location and Width of Existing and Proposed Streets and Rights-of-way, Including Distances to the Nearest Intersections	
		Statement of Conditions Governing the Existing and Proposed Streets and Rights-of-way Use	
	304.3.E.(2)	Location and Dimensions of Existing and Proposed Streets and Utility Easements	
	304.3.E.(3)	Proposed Lot Lines with Dimensions and Gross and Net Lot Areas, Indicating Limitations Excluded from Net Lot Area	
	304.3.E.(4)	Land Used for Utilities are on a Conforming Lot or within an Easement on a Conforming Lot and Eligible to be Utilized as a Legal Conforming Use	
	304.3.E.(5)	Proposed Building Setback and Yard Line Requirements for Each Lot	
		Proposed Placement of Each Building	
		Proposed Location of On-site Water Facilities	
		Proposed Location of On-site Sanitary Sewer Facilities	
	304.3.E.(6)	First Floor Elevations for All Structures Being a Minimum of One (1) Foot Above the Elevation of Final Grade	
	304.3.E.(7)	Statement of the Intended Use of Nonresidential Lots	
		Statement of Restrictions which Exist as Covenants in the Deed, Including Deed Book and Page Number	
		Copy of Instruments Containing Covenants or Restrictions	
	304.3.E.(8)	Lot Numbers	
		Statement of the Total Number of Lots and Parcels	
	304.3.E.(9)	Location, Size, Material Used, Invert Elevations, and Proposed Connection to Existing Facilities	
		Location, Size, Material Used, Invert Elevations, Proposed Connection, and Percent Grade of Sanitary Sewers, Including Manholes, Inlets, and Culverts	
		Location, Size, Material Used, Invert Elevations, Proposed Connection, and Percent Grade of Storm Sewers, Including Manholes, Inlets, and Culverts	
	304.3.E.(10)	Location and Dimensions of Proposed Parks, Playgrounds, Trails, and Open Spaces to be Dedicated or Reserved for Public Use	
		Ownership, Maintenance, and Conditions Governing the Use of Proposed Public Parks, Playgrounds, Trails, and Open Spaces	
	304.3.E.(11)	Limit of Disturbance Line	
	304.3.E.(12)	Typical Street Cross Sections for Proposed Streets, Including Details on Thickness, Crowning, and Construction Materials	
	304.3.E.(13)	Location and Conceptual Design of Streets, Lot Size and Layout, Public Improvements on Land Located within Adjoining Township	
		Evidence of Adjoining Township Approval of Public Improvements within its Jurisdiction	

PART II – ORIGINAL PRELIMINARY PLAN CHECKLIST (continued)

Name of Subdivision and/or Land Development Plan:

Original Plan Date:

Last Revised Date:

✓ = Submitted O = Omitted NA = Not Applicable TBD = To Be Determined WR = Waiver Requested

NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	304.3.E.(14)	Delineation of Proposed Sections and a Schedule of Deadlines for Application for Final Approval by Section to be Filed, when Improvements are Proposed to be Installed in Phases	
	304.3.E.(15)	Location of Proposed Trees and Shrubs	
		Location of Existing Vegetation to be Retained	
	304.3.E.(16)	Location and Dimension of Emergency Access Drives, Fire Lane Easements, and Other Easements and Rights-of-way	
	304.3.E.(17)	Driveway Compliance with the Township Standard Public Improvement Specifications	
		Driveway Profiles Demonstrate Compliance with the Township Driveway Ordinance	
		Dimensions Shown Between Driveways and Property Lines and Structures	
	304.3.E.(18)	Plan Notation that Reserves the Right for the Township and Developer to Enter Lots During the Maintenance Period Following Dedication of Public Improvements	
	304.3.F.(1)	Comprehensive Stormwater Management Plan in Accordance with Chapter 9, Grading and Excavating, Part 1 Stormwater Management of the Township Code of Ordinances	
	304.3.F.(2)	Landscaping, Screening and Buffering Plan in Accordance with SALDO Section 428	
	304.3.F.(3)	Conservation Plan in Accordance with SALDO Section 306.(1)	
	304.3.F.(4)	Construction Improvements Plan in Accordance with SALDO Section 306.(2)	
	304.3.G	Four-step Design Process Meeting the Requirements of this Section Affixed to the Plan Set	
	304.3.H	Site Analysis Meeting the Requirements of this Section Affixed to the Plan Set	
	304.3.I.(1)	Documentation that the Applicant has Initiated the PennDOT Highway Occupancy Permit Process	
	304.3.I.(2)	Documentation that the Applicant has Scheduled a PennDOT Scoping Meeting for the Traffic Impact Study	
	306.3.D.(1)	Traffic Impact Study in Accordance with this Section	
	306.3.D.(2)	Utilities Impact Study in Accordance with this Section	
	306.3.D.(3)	Fiscal Impact Study in Accordance with this Section	
	306.3.D.(4)	Well Withdrawal Impact Study in Accordance with this Section	
	306.3.D.(5)	Historic Resources Impact Study in Accordance with this Section	
	306.3.D.(6)	Environmental Impact Study in Accordance with this Section	

PART III - ORIGINAL PRELIMINARY PLAN DISTRIBUTION LIST



EAST COVENTRY TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA
SUBDIVISION AND/OR LAND DEVELOPMENT

855 Ellis Woods Road
Pottstown, PA 19465
610-495-5443
610-495-9925 (Fax)

	Township File	Township Planning Commission	Township Engineer	Township Planner	Township Traffic Engineer	Township Solicitor	Township Historic Commission	Township Parks, Recreation, and Conservation	CCPC	CCHD	CCOD	Adjacent Township	Total
Documentation of Mail Notifications	2	5	1	1	1	1	0	0	1	0	0	0	12
Photographic Proof of Sign Posting and Sign Affidavit	2	5	1	1	1	1	0	0	1	0	0	0	12
Official Application	2	5	1	1	1	1	0	0	1	0	0	0	12
Township Application Fee	1	0	0	0	0	0	0	0	0	0	0	0	1
Act 247 Referral Form	2	5	1	1	1	1	0	0	1	0	0	0	12
Act 247 Referral Form Fee	0	0	0	0	0	0	0	0	1	0	0	0	1
Chester County Health Department Fee	0	0	0	0	0	0	0	0	0	1	0	0	1
Escrow Fee	1	0	0	0	0	0	0	0	0	0	0	0	1
East Coventry Contract for Professional Services	1	0	0	0	0	0	0	0	0	0	0	0	1
Plan Set (24" x 36"), Including Site Context Map, Resource Impact and Conservation Plan, Four-Step Design Process, and Site Analysis	2	5	1	1	1	1	1	1	1	2	0	?	16
Plan Set (11" x 17")	1	0	0	0	0	0	0	0	0	0	0	0	1
Sewage Facilities Planning Module	2	5	1	1	1	1	0	0	1	2	0	0	14
Stormwater Impact Study Executive Summary	2	5	1	1	1	1	0	0	1	0	0	0	12
Traffic Impact Study Executive Summary	2	5	1	1	1	1	0	0	1	0	0	0	12
Traffic Count Data in Electronic Format	2	5	1	1	1	1	0	0	1	0	0	0	12
Cultural Resource Notice	2	5	1	1	1	1	1	0	1	0	0	0	13
Instruments Containing Covenants or Restrictions	2	5	1	1	1	1	0	0	1	0	0	0	12
Adjacent Township Evidence of Approval	2	5	1	1	1	1	0	0	1	0	0	0	12
Comprehensive Stormwater Management Plan	2	5	1	1	1	1	0	0	1	0	0	0	13
Landscaping, Screening, and Buffering Plan	2	5	1	1	1	1	0	0	1	0	0	0	12
Conservation Plan	2	5	1	1	1	1	0	0	1	0	0	0	12
Construction Improvements Plan	2	5	1	1	1	1	0	0	1	0	0	0	12
PennDOT Highway Occupancy Permit Documentation	2	5	1	1	1	1	0	0	1	0	0	0	12
PennDOT Traffic Impact Study Scoping Meeting Documentation	2	5	1	1	1	1	0	0	1	0	0	0	12
Traffic Impact Study	2	5	1	1	1	1	0	0	1	0	0	0	12
Utilities Impact Study	2	5	1	1	1	1	0	0	1	0	0	0	12
Fiscal Impact Study	2	5	1	1	1	1	0	0	1	0	0	0	12
Well Withdrawal Impact Study	2	5	1	1	1	1	0	0	1	0	0	0	12
Historic Resources Impact Study	2	5	1	1	1	1	1	0	1	0	0	0	13
Environmental Impact Study	2	5	1	1	1	1	0	0	1	0	0	0	13



**EAST COVENTRY TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

SUBDIVISION AND/OR LAND DEVELOPMENT

**REVISED PRELIMINARY PLAN
CHECKLIST AND DISTRIBUTION LIST**

855 Ellis Woods Road
Pottstown, PA 19465
610-495-5443
610-495-9925 (Fax)

PART I – INFORMATION AND INSTRUCTIONS

The Checklist and Distribution List that follow are furnished by the Township to assist the Applicant in making application for Township approval of Subdivisions and Land Developments. Please note that the Checklist is not inclusive of all Applicant responsibilities under the Township's Codes and Ordinances. It is the Applicant's responsibility to review and comply with all applicable regulations of the Township.

PART II – REVISED PRELIMINARY PLAN CHECKLIST

Name of Subdivision and/or Land Development Plan:

Original Plan Date:

Last Revised Date:

= Submitted = Omitted **NA** = Not Applicable **TBD** = To Be Determined **WR** = Waiver Requested

NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	304.1.E	Review Comments Response Letter Itemizing Response to All Comments	
		Two (2) Copies of the Plan Set for the Township File	
	304.1.G.(1)	Two (2) Copies of the Sewage Facilities Planning Module for the Township File*	
		Two (2) Copies of All Supporting Information for the Township File*	
	304.1.G.(2)	Two (2) Copies of the Plan Set for the Chester County Health Department	
		Two (2) Copies of the Sewage Facilities Planning Module for the Chester County Health Department*	
	304.1.G.(3)	One (1) Copy of the Plan Set for the Township Engineer	
		One (1) Copy of All Supporting Information for the Township Engineer*	
	304.1.G.(4)	One (1) Copy of the Plan Set for the Township Traffic Engineer*	
		One (1) Copy of the Traffic Impact Study for the Township Traffic Engineer*	
	304.1.G.(5)	One (1) Copy of the Plan Set for the Township Planner	
	304.1.G.(6)	Five (5) Copies of the Plan Set for the Township Planning Commission	
	304.1.G.(7)	One (1) Copy of the Plan Set for the Township Solicitor	
		One (1) Copy of All Supporting Information for the Township Solicitor*	
	304.1.G.(8)	One (1) Copy of the Plan Set for the Township Historical Commission	
		One (1) Copy of Related Supporting Information for the Township Historical Commission*	
	304.1.G.(9)	One (1) Copy of the Plan Set for the Township Parks, Recreation, and Conservation Committee	
		One (1) Copy of Related Supporting Information for the Township Parks, Recreation, and Conservation Committee*	
	304.3.A.(1)	Names, Addresses, and Telephone Numbers of Applicant or Authorized Agent and Owner	
	304.3.A.(2)	Name of Subdivision or Land Development	
	304.3.A.(3)	Names, Addresses, and Telephone Numbers of Engineer, Surveyor, and/or Architect and Landscape Architect Responsible for the Plan	
		Boundary Survey Signed and Sealed by a Registered Surveyor	
	304.3.A.(4)	Written and Graphic Scale not Greater Than One (1) Inch = Two Hundred (200) Feet	
	304.3.A.(5)	"Preliminary Plan" in the Title	
	304.3.A.(6)	North Arrow	

PART II – REVISED PRELIMINARY PLAN CHECKLIST (continued)

Name of Subdivision and/or Land Development Plan:

Original Plan Date:

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✓ = Submitted ○ = Omitted NA = Not Applicable TBD = To Be Determined WR = Wavier Requested

NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	304.3.A.(7)	Location Map at a Scale not Less Than Two Thousand (2,000) Feet to One (1) Inch Showing Adjoining Properties, Streets, and Township Boundaries within One Thousand (1,000) Feet of the Subject Parcel	
		Delineation of Exelon's Exclusionary Zone if within the Area Depicted on the Location Map	
	304.3.A.(8)	Applicable Ordinance Information from SALDO, Zoning Ordinance, Stormwater Management Ordinance, and Driveway Ordinance in accordance with this Section	
	304.3.A.(9)	Lot Numbers and Gross and Net Lot Areas in Feet and Acres, Listing Portions of the Lots to be Excluded by the Lot Area Definition	
		Statement of the Number of Lots and Parcels	
	304.3.A.(10)	Original Plan Set Date	
		Revision Dates with Revision Descriptions	
	304.3.A.(11)	Total Tract Boundary Showing Bearings and Distances, Including Along Existing Rights-of-way Defined in Feet and Hundredths of a Foot by Distances and Degrees, Minutes, and Seconds Either by Magnetic Bearings or Angles of Deflection	
	304.3.A.(12)	Total Tract Boundary with Accurate Distances to One Hundredth (1/100 th) of a Foot and Bearings in Degrees, Minutes, and Seconds	
		Boundaries with an Error of Closure not to Exceed One (1) Foot in Twenty-five Thousand (25,000) Feet	
		Monuments Indicated on the Plan Set	
		Statement of the Total Area being Subdivided	
	304.3.A.(13)	Applicant Engineer or Surveyor Certification to the Accuracy of the Survey, Plan, and Monument Placement	
		Location of Existing and Proposed Monuments	
	304.3.A.(14)	Names of Property Owners and Tax Parcel Numbers of Adjacent Lands and on Both Sides of Adjacent Streets	
		Names of Existing and Proposed Adjacent Subdivisions	
		Locations and Dimensions of Streets or Right-of-way Easements	
	304.3.A.(15)	Locations and Dimensions of Existing Streets	
		Locations and Dimensions of Railroads	
		Locations and Dimensions of Sewers and Sewage Systems	
		Locations and Dimensions of Aqueducts	
		Locations and Dimensions of Water Mains and Feeder Lines	
		Locations and Dimensions of Fire Hydrants	
		Locations and Dimensions of Gas, Electric, and Oil Transmission Lines	
		Locations and Dimensions of Water Courses	
		Locations and Dimensions of Sources of Water Supply	
		Locations and Dimensions of Easements	
		Locations and Dimensions of Significant Features within the Subject Property	
	304.3.A.(16)	Locations and Dimensions of Driveways, Intersections, and Utilities within One Hundred (100) Feet of the Subject Property	
		Locations and Dimensions of Trails	
	304.3.A.(17)	Locations and Dimensions of Significant Natural Features as Indicated from the Site Analysis Required by SALDO Section 304.3.H.	
		Wetlands Survey Prepared in Accordance with PADEP Criteria and Federal Manual for Identifying and Delineating Jurisdictional Wetlands	
	304.3.A.(18)	Statement Indicating that no Wetlands Exist on the Property	
		Indicate Proposed Improvements Requiring a Permit from the U.S. Army Corps of Engineer or PADEP	

PART II – REVISED PRELIMINARY PLAN CHECKLIST (continued)

Name of Subdivision and/or Land Development Plan:	Original Plan Date:
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NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	304.3.A.(19)	Location of Percolation Test Pits, Probes, and Holes for Both Primary and Replacement On-lot Sewage Disposal Fields, if Required by the Chester County Health Department	
	304.3.A.(20)	Location of the Proposed Individual or Community Well and One Hundred (100) Foot Radius Separation Distance	
	304.3.A.(21)	Locations and Widths of Any Street or Public Ways/Area Shown on an Adopted Local Plan	
	304.3.A.(22)	Locations of Existing Structures on the Tract and Their Distances from Lot Lines	
		Locations of Historic Resources on the Tract and Their Distances from Lot Lines	
	304.3.A.(23)	Contour Lines at Two (2) Foot Intervals	
	304.3.A.(24)	Location and Elevation of the NGVD Datum, to which Contour Elevations Refer	
	304.3.A.(25)	Certification of the Accuracy of the Plan and Details being Prepared	
	304.3.A.(26)	Statement of Consistency with the Township Comprehensive Plan; Township Open Space, Recreation, and Environmental Resources Plan; and the Pottstown Metropolitan Regional Comprehensive Plan.	
	304.3.A.(27)	Note on Sheet 1 of the Plan Set Naming and Citing the Subsection of Features Listed in SALDO Section 304.3.A that do not Exist	
	304.3.B.(1)	Plan Scale no Greater Than One (1) Inch = Fifty (50) Feet	
		For Lots Greater Than Ten (10) Acres, a Plan Scale of One (1) Inch = One Hundred (100) Feet may be Used	
	304.3.B.(2)	Dimensions in Feet, Bearing in Degrees, Minutes, and Seconds with Errors of Closure Not Exceeding One (1) Part per Twenty-Five Thousand (25,000)	
	304.3.B.(3)	Each Sheet Numbered Showing its Relation to the Total Number of Plan Sheets	
	304.3.B.(4)	Plan Legend Clearly Indicating Existing and Proposed Features	
	304.3.B.(5)	Plan Sheets of Twenty-four (24) Inches by Thirty-six (36) Inches	
	304.3.B.(6)	Master Sheet at a Scale of Not More than One (1) Inch = Four Hundred (400) Feet Showing the Location of Each Section Affixed to the Plan Set	
	304.3.B.(7)	Key Provided Indicating the Different Scales Used within the Plan Set	
	304.3.B.(8)	Notations on the Plan Set with a Minimum Font Size of Ten (10)	
	304.3.C	Site Context Map Meeting the Requirements of this Section Affixed to the Plan Set*	
	304.3.D	Resource Impact and Conservation Plan Meeting the Requirements of this Section Affixed to the Plan Set*	
	304.3.E.(1)	Location and Width of Existing and Proposed Streets and Rights-of-way, Including Distances to the Nearest Intersections	
		Statement of Conditions Governing the Existing and Proposed Streets and Rights-of-way Use	
	304.3.E.(2)	Location and Dimensions of Existing and Proposed Streets and Utility Easements	
	304.3.E.(3)	Proposed Lot Lines with Dimensions and Gross and Net Lot Areas, Indicating Limitations Excluded from Net Lot Area	
	304.3.E.(4)	Land Used for Utilities are on a Conforming Lot or within an Easement on a Conforming Lot and Eligible to be Utilized as a Legal Conforming Use	
	304.3.E.(5)	Proposed Building Setback and Yard Line Requirements for Each Lot	
		Proposed Placement of Each Building	
		Proposed Location of On-site Water Facilities	
		Proposed Location of On-site Sanitary Sewer Facilities	
	304.3.E.(6)	First Floor Elevations for All Structures Being a Minimum of One (1) Foot Above the Elevation of Final Grade	
	304.3.E.(7)	Statement of the Intended Use of Nonresidential Lots	
		Statement of Restrictions which Exist as Covenants in the Deed, Including Deed Book and Page Number	
		Copy of Instruments Containing Covenants or Restrictions*	

PART II – REVISED PRELIMINARY PLAN CHECKLIST (continued)

Name of Subdivision and/or Land Development Plan:

Original Plan Date:

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NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	304.3.E.(8)	Lot Numbers	
		Statement of the Total Number of Lots and Parcels	
	304.3.E.(9)	Location, Size, Material Used, Invert Elevations, and Proposed Connection to Existing Facilities	
		Location, Size, Material Used, Invert Elevations, Proposed Connection, and Percent Grade of Sanitary Sewers, Including Manholes, Inlets, and Culverts	
		Location, Size, Material Used, Invert Elevations, Proposed Connection, and Percent Grade of Storm Sewers, Including Manholes, Inlets, and Culverts	
	304.3.E.(10)	Location and Dimensions of Proposed Parks, Playgrounds, Trails, and Open Spaces to be Dedicated or Reserved for Public Use	
		Ownership, Maintenance, and Conditions Governing the Use of Proposed Public Parks, Playgrounds, Trails, and Open Spaces	
	304.3.E.(11)	Limit of Disturbance Line	
	304.3.E.(12)	Typical Street Cross Sections for Proposed Streets, Including Details on Thickness, Crowning, and Construction Materials	
	304.3.E.(13)	Location and Conceptual Design of Streets, Lot Size and Layout, Public Improvements on Land Located within Adjoining Township	
		Evidence of Adjoining Township Approval of Public Improvements within its Jurisdiction*	
	304.3.E.(14)	Delineation of Proposed Sections and a Schedule of Deadlines for Application for Final Approval by Section to be Filed, when Improvements are Proposed to be Installed in Phases	
	304.3.E.(15)	Location of Proposed Trees and Shrubs	
		Location of Existing Vegetation to be Retained	
	304.3.E.(16)	Location and Dimension of Emergency Access Drives, Fire Lane Easements, and Other Easements and Rights-of-way	
	304.3.E.(17)	Driveway Compliance with the Township Standard Public Improvement Specifications	
		Driveway Profiles Demonstrate Compliance with the Township Driveway Ordinance	
		Dimensions Shown Between Driveways and Property Lines and Structures	
	304.3.E.(18)	Plan Notation that Reserves the Right for the Township and Developer to Enter Lots During the Maintenance Period Following Dedication of Public Improvements	
	304.3.F.(1)	Comprehensive Stormwater Management Plan in Accordance with Chapter 9, Grading and Excavating, Part 1 Stormwater Management of the Township Code of Ordinances*	
	304.3.F.(2)	Landscaping, Screening and Buffering Plan in Accordance with SALDO Section 428*	
	304.3.F.(3)	Conservation Plan in Accordance with SALDO Section 306.(1) *	
	304.3.F.(4)	Construction Improvements Plan in Accordance with SALDO Section 306.(2) *	
	304.3.G	Four-step Design Process Meeting the Requirements of this Section Affixed to the Plan Set*	
	304.3.H	Site Analysis Meeting the Requirements of this Section Affixed to the Plan Set*	
	304.3.I.(1)	PennDOT Highway Occupancy Permit Documentation*	
	306.3.D.(1)	Traffic Impact Study in Accordance with this Section*	
	306.3.D.(2)	Utilities Impact Study in Accordance with this Section*	
	306.3.D.(3)	Fiscal Impact Study in Accordance with this Section*	
	306.3.D.(4)	Well Withdrawal Impact Study in Accordance with this Section*	
	306.3.D.(5)	Historic Resources Impact Study in Accordance with this Section*	
	306.3.D.(6)	Environmental Impact Study in Accordance with this Section*	

* = If revised.

PART III - REVISED PRELIMINARY PLAN DISTRIBUTION LIST



**EAST COVENTRY TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

**855 Ellis Woods Road
Pottstown, PA 19465
610-495-5443
610-495-8925 (Fax)**

SUBDIVISION AND/OR LAND DEVELOPMENT

	Township File	Township Planning Commission	Township Engineer	Township Planner	Township Traffic Engineer	Township Solicitor	Township Historic Commission	Township Parks, Recreation, and Conservation	CCPC	CCHD	CCCD	Adjacent Township	Total
Review Comments Response Letter	2	5	1	1	1	1	1	1	0	0	0	0	13
Plan Set (24" x 36"), Including Site Context Map, Resource Impact and Conservation Plan, Four-Step Design Process, and Site Analysis	2	5	1	1	1	1	1	1	0	2	0	?	15
Sewage Facilities Planning Module	2	0	1	0	0	1	0	0	0	2	0	0	6
Traffic Count Data in Electronic Format	2	0	1	0	0	1	0	0	0	0	0	0	4
Instruments Containing Covenants or Restrictions	2	0	1	0	0	1	0	0	0	0	0	0	4
Adjacent Township Evidence of Approval	2	0	1	0	0	1	0	0	0	0	0	0	4
Comprehensive Stormwater Management Plan	2	0	1	0	0	1	0	0	0	0	0	0	4
Landscaping, Screening, and Buffering Plan	2	0	1	0	0	1	0	0	0	0	0	0	4
Conservation Plan	2	0	1	0	0	1	0	0	0	0	0	0	4
Construction Improvements Plan	2	0	1	0	0	1	0	0	0	0	0	0	4
PermDOT Highway Occupancy Permit Documentation	2	0	1	0	0	1	0	0	0	0	0	0	4
Traffic Impact Study	2	0	1	0	1	1	0	0	0	0	0	0	5
Utilities Impact Study	2	0	1	0	0	1	0	0	0	0	0	0	4
Fiscal Impact Study	2	0	1	0	0	1	0	0	0	0	0	0	4
Well Withdrawal Impact Study	2	0	1	0	0	1	0	0	0	0	0	0	4
Historic Resources Impact Study	2	0	1	0	0	1	1	0	0	0	0	0	5
Environmental Impact Study	2	0	1	0	0	1	0	1	0	0	0	0	5



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CHESTER COUNTY, PENNSYLVANIA**

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610-495-5443
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SUBDIVISION AND/OR LAND DEVELOPMENT

**ORIGINAL FINAL PLAN
CHECKLIST AND DISTRIBUTION LIST**

PART I – INFORMATION AND INSTRUCTIONS

The Checklist and Distribution List that follow are furnished by the Township to assist the Applicant in making application for Township approval of Subdivisions and Land Developments. Please note that the Checklist is not inclusive of all Applicant responsibilities under the Township's Codes and Ordinances. It is the Applicant's responsibility to review and comply with all applicable regulations of the Township.

PART II – ORIGINAL FINAL PLAN CHECKLIST

Name of Subdivision and/or Land Development Plan:	Original Plan Date:
	Last Revised Date:

✓ = Submitted O = Omitted NA = Not Applicable TBD = To Be Determined WR = Wavier Requested

NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	304.3.A.(1)	Names, Addresses, and Telephone Numbers of Applicant or Authorized Agent and Owner	
	304.3.A.(2)	Name of Subdivision or Land Development	
	304.3.A.(3)	Names, Addresses, and Telephone Numbers of Engineer, Surveyor, and/or Architect and Landscape Architect Responsible for the Plan	
		Boundary Survey Signed and Sealed by a Registered Surveyor	
	304.3.A.(4)	Written and Graphic Scale not Greater Than One (1) Inch = Two Hundred (200) Feet	
	304.3.A.(5)	"Preliminary Plan" in the Title	
	304.3.A.(6)	North Arrow	
	304.3.A.(7)	Location Map at a Scale not Less Than Two Thousand (2,000) Feet to One (1) Inch Showing Adjoining Properties, Streets, and Township Boundaries within One Thousand (1,000) Feet of the Property	
		Delineation of Exelon's Exclusionary Zone if within the Area Depicted on the Location Map	
	304.3.A.(8)	Applicable Ordinance Information from SALDO, Zoning Ordinance, Stormwater Management Ordinance, and Driveway Ordinance in accordance with this Section	
	304.3.A.(9)	Lot Numbers and Gross and Net Lot Areas in Feet and Acres, Listing Portions of the Lots to be Excluded by the Lot Area Definition	
		Statement of the Number of Lots and Parcels	
	304.3.A.(10)	Original Plan Set Date	
	304.3.A.(11)	Total Tract Boundary Showing Bearings and Distances, Including Along Existing Rights-of-way Defined in Feet and Hundredths of a Foot by Distances and Degrees, Minutes, and Seconds Either by Magnetic Bearings or Angles of Deflection	
	304.3.A.(12)	Total Tract Boundary with Accurate Distances to One Hundredth (1/100 th) of a Foot and Bearings in Degrees, Minutes, and Seconds	
		Boundaries with an Error of Closure not to Exceed One (1) Foot in Twenty-five Thousand (25,000) Feet	
		Monuments Indicated on the Plan Set	
		Statement of the Total Area Being Subdivided	
	304.3.A.(13)	Applicant Engineer or Surveyor Certification to the Accuracy of the Survey, Plan, and Monument Placement	
	304.3.A.(13)	Location of Existing and Proposed Monuments	
	304.3.A.(14)	Names of Property Owners and Tax Parcel Numbers of Adjacent Lands and on Both Sides of Adjacent Streets	
		Names of Existing and Proposed Adjacent Subdivisions	
		Locations and Dimensions of Streets or Right-of-way Easements	

PART II – ORIGINAL FINAL PLAN CHECKLIST (continued)

Name of Subdivision and/or Land Development Plan:

Original Plan Date:

Last Revised Date:

✓ = Submitted O = Omitted NA = Not Applicable TBD = To Be Determined WR = Waiver Requested

NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	304.3.A.(15)	Locations and Dimensions of Existing Streets	
		Locations and Dimensions of Railroads	
		Locations and Dimensions of Sewers and Sewage Systems	
		Locations and Dimensions of Aqueducts	
		Locations and Dimensions of Water Mains and Feeder Lines	
		Locations and Dimensions of Fire Hydrants	
		Locations and Dimensions of Gas, Electric, and Oil Transmission Lines	
		Locations and Dimensions of Water Courses	
		Locations and Dimensions of Sources of Water Supply	
		Locations and Dimensions of Easements	
		Locations and Dimensions of Significant Features within the Subject Property	
		Locations and Dimensions of Driveways, Intersections, and Utilities within One Hundred (100) Feet of the Subject Property	
		304.3.A.(16)	Locations and Dimensions of Trails
	Locations and Dimensions of Significant Natural Features as Indicated from the Site Analysis Required by SALDO Section 304.3.H.		
	304.3.A.(17)	Wetlands Survey Prepared in Accordance with PADEP Criteria and Federal Manual for Identifying and Delineating Jurisdictional Wetlands	
		Statement Indicating that no Wetlands Exist on the Property	
	304.3.A.(18)	Indicate Proposed Improvements Requiring a Permit from the U.S. Army Corps of Engineer or PADEP	
	304.3.A.(19)	Location of Percolation Test Pits, Probes, and Holes for Both Primary and Replacement On-lot Sewage Disposal Fields, if Required by the Chester County Health Department	
	304.3.A.(20)	Location of the Proposed Individual or Community Well and One Hundred (100) Foot Radius Separation Distance	
	304.3.A.(21)	Locations and Widths of Any Street or Public Ways/Area Shown on an Adopted Local Plan	
	304.3.A.(22)	Locations of Existing Structures on the Tract and Their Distances from Lot Lines	
		Locations of Historic Resources on the Tract and Their Distances from Lot Lines	
	304.3.A.(23)	Contour Lines at Two (2) Foot Intervals	
	304.3.A.(24)	Location and Elevation of the NGVD Datum, to which Contour Elevations Refer	
	304.3.A.(25)	Certification of the Accuracy of the Plan and Details being Prepared	
	304.3.A.(26)	Statement of Consistency with the Township Comprehensive Plan; Township Open Space, Recreation, and Environmental Resources Plan; and the Pottstown Metropolitan Regional Comprehensive Plan.	
	304.3.A.(27)	Note on Sheet 1 of the Plan Set Naming and Citing the Subsection of Features Listed in SALDO Section 304.3.A that do not Exist	
	305.1.D	Signed East Coventry Contract for Professional Services	
	305.1.H.(1)	Two (2) Copies of the Plan Set for the Township Files	
		Two (2) Copies of the Complete Official Application for the Township Files	
		One (1) Copy of the Sewage Facilities Planning Module for the Township Files	
		Township Escrow Fee	
		Township Application Fee	
		Two (2) Copies of All Supporting Information for the Township Files	

PART II – ORIGINAL FINAL PLAN CHECKLIST (continued)

Name of Subdivision and/or Land Development Plan:

Original Plan Date:

Last Revised Date:

✓ = Submitted O = Omitted NA = Not Applicable TBD = To Be Determined WR = Wavier Requested

NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	305.1.H.(2)	One (1) Copy of the Plan Set for the Chester County Planning Commission	
		One (1) Copy of the Act 247 Referral Form for the Chester County Planning Commission	
		One (1) Copy of the Sewage Facilities Planning Module for the Chester County Planning Commission	
		Act 247 Referral Form Fee	
		One (1) Copy of All Supporting Information for the Chester County Planning Commission	
	305.1.H.(3)	Two (2) Copies of the Plan Set for the Chester County Health Department	
		Two (2) Copies of the Sewage Facilities Planning Module for the Chester County Health Department	
		Chester County Health Department Fee	
	305.1.H.(4)	Four (4) Copies of the Plan Set for the Township Engineer, Planner, Traffic Engineer, and Solicitor	
		One (1) Electronic Copy of All Traffic Count Data for the Township Traffic Engineer	
		Four (4) Copies of Supporting Information for the Township Engineer, Planner, Traffic Engineer, and Solicitor	
	305.1.H.(5)	Five (5) Copies of the Plan Set for the Township Planning Commission	
		Five (5) Copies of Supporting Information for the Township Planning Commission	
	305.1.H.(6)	One (1) Copy of the Plan Set for the Township Historical Commission	
		One (1) Copy of the Cultural Resource Notice for the Township Historical Commission	
		One (1) Copy of All Related Supporting Information for the Township Historical Commission	
	305.1.H.(7)	One (1) Copy of the Plan Set for the Township Parks, Recreation, and Conservation Committee	
		One (1) Copy of All Related Supporting information for the Township Parks, Recreation, and Conservation Committee	
	305.1.H.(8)	One (1) Copy of the Plan Set for an Adjacent Township or Governmental Agency Affected	
	305.1.H.(9)	Note on the Final Plan Submission Transmittal Letter Identifying the Supporting Documentation Submitted with the Preliminary Plan without Revisions	
	305.3.A.(1)	Plans Submitted on White Paper with Prints in Blue or Black Ink	
	305.3.A.(2)	Plan Sheets of Twenty-four (24) Inches by Thirty-six (36) Inches	
		Key Diagram with a Scale not Less Than One Hundred (100) Feet to the Inch when the Plans Need to be Drawn in More Than Two (2) Sections	
		Dimensions Shown in Feet and Hundredths of a Foot	
	305.3.B.(1)(a)	Easements and Rights-of-way for Public Services Described on the Plan with Limitations Noted	
		Legal Descriptions and Plot Plans, Including Metes and Bounds for All Easements	
	305.3.B.(1)(b)	Intersection Permit Numbers Indicated for Proposed Streets that Intersect State Roads	
	305.3.B.(1)(c)	Certification of Ownership, Acknowledgment of Plan, and Offer of Dedication Affixed to the Plan Set and Signed by the Owner(s) and Notarized	
	305.3.B.(1)(d)	Waiver Request Matrix Stated on the First Plan Sheet	
	305.3.B.(1)(e)	Street Name of All Existing Public Streets	
		Street Numbering as Approved by the Township for Each Lot	
		Cartway Width of All Existing Public Streets	
		Legal Right-of-way Lines of All Existing Public Streets	
		Ultimate Right-of-way Lines of All Existing Public Streets	
		Name and Location of All Other Roads within the Property	

PART II – ORIGINAL FINAL PLAN CHECKLIST (continued)

Name of Subdivision and/or Land Development Plan:

Original Plan Date:

Last Revised Date:

✓ = Submitted O = Omitted NA = Not Applicable TBD = To Be Determined WR = Wavier Requested

NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	305.3.B.(1)(f)	Courses, Distances, and Bearings of Straight Lines of All Cartway Centerlines of All Streets within and Adjacent to the Property	
		Radius and the Arc of All Curved Lines, Including Lot Lines, with Delta Angles of All Cartway Centerlines of All Streets within and Adjacent to the Property	
		Width in Feet and the Delta Angle of All Curved Lines, Including Lot Lines, of All Cartway Centerlines of All Streets within and Adjacent to the Property	
		Courses, Distances, and Bearings of Straight Lines of All Legal Rights-of-way of All Streets within and Adjacent to the Property	
		Radius and the Arc of All Curved Lines, Including Lot Lines, with Delta Angles of All Legal Rights-of-way of All Streets within and Adjacent to the Property	
		Width in Feet and the Delta Angle of All Curved Lines, Including Lot Lines, of All Legal Rights-of-way of All Streets within and Adjacent to the Property	
		Courses, Distances, and Bearings of Straight Lines of All Ultimate Rights-of-way of All Streets within and Adjacent to the Property	
		Radius and the Arc of All Curved Lines, Including Lot Lines, with Delta Angles of All Ultimate Rights-of-way of All Streets within and Adjacent to the Property	
	305.3.B.(1)(g)	Certification of the Accuracy of the Plans and Details	
	305.3.B.(1)(h)	Notations on the Plan Set with a Minimum Font Size of Ten (10)	
	305.3.B.(2)(a)	Conservation Plan in Accordance with SALDO Section 306.(1)	
	305.3.B.(2)(b)	Comprehensive Stormwater Management Plan in Accordance with Chapter 9, Grading and Excavating, Part 1 Stormwater Management of the Township Code of Ordinances	
	305.3.B.(2)(c)	Construction Improvements Plan in Accordance with SALDO Section 306.(2)	
	305.3.B.(2)(d)	Final Landscaping, Screening and Buffering Plan in Accordance with SALDO Section 428	
	305.3.B.(2)(e)	Homeowners Association Documents	
		Easement Documents	
	305.3.B.(3)	Note on Sheet 1 of the Plan Set Naming and Citing the Subsection of Features Listed in SALDO Sections 305.3.A and 306 that do not Exist	
	306.3.D.(1)	Traffic Impact Study in Accordance with this Section	
	306.3.D.(2)	Utilities Impact Study in Accordance with this Section	
	306.3.D.(3)	Fiscal Impact Study in Accordance with this Section	
	306.3.D.(4)	Well Withdrawal Impact Study in Accordance with this Section	
	306.3.D.(5)	Historic Resources Impact Study in Accordance with this Section	
	306.3.D.(6)	Environmental Impact Study in Accordance with this Section	

PART III - ORIGINAL FINAL PLAN DISTRIBUTION LIST



EAST COVENTRY TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA
SUBDIVISION AND/OR LAND DEVELOPMENT

855 Ellis Woods Road
Pottstown, PA 19465
610-495-5443
610-495-9925 (Fax)

	Township File	Township Planning Commission	Township Engineer	Township Planner	Township Traffic Engineer	Township Solicitor	Township Historic Commission	Township Parks, Recreation, and Conservation	CCPC	CCHD	CCCD	Adjacent Township	Total
Documentation of Mail Notifications	2	5	1	1	1	1	0	0	1	0	0	0	12
Official Application	2	5	1	1	1	1	0	0	1	0	0	0	12
Township Application Fee	1	0	0	0	0	0	0	0	0	0	0	0	1
Act 247 Referral Form	2	5	1	1	1	1	0	0	1	0	0	0	12
Act 247 Referral Form Fee	0	0	0	0	0	0	0	0	1	0	0	0	1
Chester County Health Department Fee	0	0	0	0	0	0	0	0	0	1	0	0	1
Escrow Fee	1	0	0	0	0	0	0	0	0	0	0	0	1
East Coventry Contract for Professional Services Plan Set (24" x 36")	1	0	0	0	0	0	0	0	0	0	0	0	1
Sewage Facilities Planning Module	2	5	1	1	1	1	1	1	1	2	0	0	16
Traffic Count Data in Electronic Format	2	5	1	1	1	1	0	0	1	2	0	0	14
Cultural Resource Notices	2	5	1	1	1	1	1	0	1	0	0	0	13
Comprehensive Stormwater Management Plan	2	5	1	1	1	1	0	0	1	0	0	0	12
Landscape, Screening, and Buffering Plan	2	5	1	1	1	1	0	0	1	0	0	0	13
Construction Plan	2	5	1	1	1	1	0	0	1	0	0	0	12
Construction Improvements Plan	2	5	1	1	1	1	0	0	1	0	0	0	12
Utilities Impact Study	2	5	1	1	1	1	0	0	1	0	0	0	12
Fiscal Impact Study	2	5	1	1	1	1	0	0	1	0	0	0	12
Well Withdrawal Impact Study	2	5	1	1	1	1	0	0	1	0	0	0	12
Historic Resources Impact Study	2	5	1	1	1	1	1	0	1	0	0	0	13
Environmental Impact Study	2	5	1	1	1	1	0	1	1	0	0	0	13
Homeowners Association Documents	2	5	1	1	1	1	1	0	1	0	0	0	13
Essement Documents	2	5	1	1	1	1	1	0	1	0	0	0	13



**EAST COVENTRY TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

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SUBDIVISION AND/OR LAND DEVELOPMENT

**REVISED FINAL PLAN
CHECKLIST AND DISTRIBUTION LIST**

PART I – INFORMATION AND INSTRUCTIONS

The Checklist and Distribution List that follow are furnished by the Township to assist the Applicant in making application for Township approval of Subdivisions and Land Developments. Please note that the Checklist is not inclusive of all Applicant responsibilities under the Township's Codes and Ordinances. It is the Applicant's responsibility to review and comply with all applicable regulations of the Township.

PART II – REVISED FINAL PLAN CHECKLIST

Name of Subdivision and/or Land Development Plan:	Original Plan Date:
	Last Revised Date:

✓ = Submitted ○ = Omitted NA = Not Applicable TBD = To Be Determined WR = Wavier Requested

NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	304.3.A.(1)	Names, Addresses, and Telephone Numbers of Applicant or Authorized Agent and Owner	
	304.3.A.(2)	Name of Subdivision or Land Development	
	304.3.A.(3)	Names, Addresses, and Telephone Numbers of Engineer, Surveyor, and/or Architect and Landscape Architect Responsible for the Plan	
		Boundary Survey Signed and Sealed by a Registered Surveyor	
	304.3.A.(4)	Written and Graphic Scale not Greater Than One (1) Inch = Two Hundred (200) Feet	
	304.3.A.(5)	"Preliminary Plan" in the Title	
	304.3.A.(6)	North Arrow	
	304.3.A.(7)	Location Map at a Scale not Less Than Two Thousand (2,000) Feet to One (1) Inch Showing Adjoining Properties, Streets, and Township Boundaries within One Thousand (1,000) Feet of the Property	
		Delineation of Exelon's Exclusionary Zone if within the Area Depicted on the Location Map	
	304.3.A.(8)	Applicable Ordinance Information from SALDO, Zoning Ordinance, Stormwater Management Ordinance, and Driveway Ordinance in accordance with this Section	
	304.3.A.(9)	Lot Numbers and Gross and Net Lot Areas in Feet and Acres, Listing Portions of the Lots to be Excluded by the Lot Area Definition	
		Statement of the Number of Lots and Parcels	
	304.3.A.(10)	Original Plan Set Date	
	304.3.A.(11)	Total Tract Boundary Showing Bearings and Distances, Including Along Existing Rights-of-way Defined in Feet and Hundredths of a Foot by Distances and Degrees, Minutes, and Seconds Either by Magnetic Bearings or Angles of Deflection	
	304.3.A.(12)	Total Tract Boundary with Accurate Distances to One Hundredth (1/100 th) of a Foot and Bearings in Degrees, Minutes, and Seconds	
		Boundaries with an Error of Closure not to Exceed One (1) Foot in Twenty-five Thousand (25,000) Feet	
		Monuments Indicated on the Plan Set	
		Statement of the Total Area Being Subdivided	
		Applicant Engineer or Surveyor Certification to the Accuracy of the Survey, Plan, and Monument Placement	
	304.3.A.(13)	Location of Existing and Proposed Monuments	
	304.3.A.(14)	Names of Property Owners and Tax Parcel Numbers of Adjacent Lands and on Both Sides of Adjacent Streets	
		Names of Existing and Proposed Adjacent Subdivisions	
		Locations and Dimensions of Streets or Right-of-way Easements	

PART II – REVISED FINAL PLAN CHECKLIST (continued)

Name of Subdivision and/or Land Development Plan:

Original Plan Date:

Last Revised Date:

✓ = Submitted O = Omitted NA = Not Applicable TBD = To Be Determined WR = Wavier Requested

NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	304.3.A.(15)	Locations and Dimensions of Existing Streets	
		Locations and Dimensions of Railroads	
		Locations and Dimensions of Sewers and Sewage Systems	
		Locations and Dimensions of Aqueducts	
		Locations and Dimensions of Water Mains and Feeder Lines	
		Locations and Dimensions of Fire Hydrants	
		Locations and Dimensions of Gas, Electric, and Oil Transmission Lines	
		Locations and Dimensions of Water Courses	
		Locations and Dimensions of Sources of Water Supply	
		Locations and Dimensions of Easements	
		Locations and Dimensions of Significant Features within the Subject Property	
		Locations and Dimensions of Driveways, Intersections, and Utilities within One Hundred (100) Feet of the Subject Property	
		304.3.A.(16)	Locations and Dimensions of Trails
		Locations and Dimensions of Significant Natural Features as Indicated from the Site Analysis Required by SALDO Section 304.3.H.	
	304.3.A.(17)	Wetlands Survey Prepared in Accordance with PADEP Criteria and Federal Manual for Identifying and Delineating Jurisdictional Wetlands	
		Statement Indicating that no Wetlands Exist on the Property	
	304.3.A.(18)	Indicate Proposed Improvements Requiring a Permit from the U.S. Army Corps of Engineer or PADEP	
	304.3.A.(19)	Location of Percolation Test Pits, Probes, and Holes for Both Primary and Replacement On-lot Sewage Disposal Fields, if Required by the Chester County Health Department	
	304.3.A.(20)	Location of the Proposed Individual or Community Well and One Hundred (100) Foot Radius Separation Distance	
	304.3.A.(21)	Locations and Widths of Any Street or Public Ways/Area Shown on an Adopted Local Plan	
	304.3.A.(22)	Locations of Existing Structures on the Tract and Their Distances from Lot Lines	
		Locations of Historic Resources on the Tract and Their Distances from Lot Lines	
	304.3.A.(23)	Contour Lines at Two (2) Foot Intervals	
	304.3.A.(24)	Location and Elevation of the NGVD Datum, to which Contour Elevations Refer	
	304.3.A.(25)	Certification of the Accuracy of the Plan and Details being Prepared	
	304.3.A.(26)	Statement of Consistency with the Township Comprehensive Plan; Township Open Space, Recreation, and Environmental Resources Plan; and the Pottstown Metropolitan Regional Comprehensive Plan.	
	304.3.A.(27)	Note on Sheet 1 of the Plan Set Naming and Citing the Subsection of Features Listed in SALDO Section 304.3.A that do not Exist	
	305.1.D	Complete Official Application	
	305.1.G	Review Comments Response Letter Itemizing Response to All Comments for Revised Plan Sets*	
	305.1.I.(1)	Two (2) Copies of the Plan Set for the Township File	
		Two (2) Copies of the Sewage Facilities Planning Module for the Township File*	
		Two (2) Copies of All Supporting Information for the Township File*	
	305.1.I.(2)	Two (2) Copies of the Plan Set for the Chester County Health Department	
		Two (2) Copies of the Sewage Facilities Planning Module for the Chester County Health Department*	
	305.1.I.(3)	One (1) Copy of the Plan Set for the Township Engineer	
		One (1) Copy of All Supporting Information for the Township Engineer*	

PART II – REVISED FINAL PLAN CHECKLIST (continued)

Name of Subdivision and/or Land Development Plan:

Original Plan Date:

Last Revised Date:

✓ = Submitted O = Omitted NA = Not Applicable TBD = To Be Determined WR = Wavier Requested

NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	305.1.I.(4)	One (1) Copy of the Plan Set for the Township Traffic Engineer*	
		One (1) Copy of the Traffic Impact Study for the Township Traffic Engineer*	
	305.1.I.(5)	One (1) Copy of the Plan Set for the Township Planner	
	305.1.I.(6)	Five (5) Copies of the Plan Set for the Township Planning Commission	
	305.1.I.(7)	One (1) Copy of the Plan Set for the Township Solicitor	
		One (1) Copy of All Supporting Information for the Township Solicitor*	
	305.1.I.(8)	One (1) Copy of Each Relevant Plan Sheet for the Township Historical Commission	
		One (1) Copy of All Relevant Supporting Information for the Township Historical Commission*	
	305.1.I.(9)	One (1) Copy of Each Relevant Plan Sheet for the Township Parks, Recreation, and Conservation Committee	
		One (1) Copy of All Relevant Supporting Information for the Township Parks, Recreation, and Conservation Committee*	
	305.3.A.(1)	Plans Submitted on White Paper with Prints in Blue or Black Ink	
	305.3.A.(2)	Plan Sheets of Twenty-four (24) Inches by Thirty-six (36) Inches	
		Key Diagram with a Scale not Less Than One Hundred (100) Feet to the Inch when the Plans Need to be Drawn in More Than Two (2) Sections	
	305.3.B.(1)(a)	Dimensions Shown in Feet and Hundredths of a Foot	
		Easements and Rights-of-way for Public Services Described on the Plan with Limitations Noted	
	305.3.B.(1)(c)	Legal Descriptions and Plot Plans, Including Metes and Bounds for All Easements	
		Certification of Ownership, Acknowledgment of Plan, and Offer of Dedication Affixed to the Plan Set and Signed by the Owner(s) and Notarized	
	305.3.B.(1)(d)	Waiver Request Matrix Stated on the First Plan Sheet	
	305.3.B.(1)(e)	Street Name of All Existing Public Streets	
		Street Numbering as Approved by the Township for Each Lot	
		Cartway Width of All Existing Public Streets	
		Legal Right-of-way Lines of All Existing Public Streets	
		Ultimate Right-of-way Lines of All Existing Public Streets	
	305.3.B.(1)(f)	Name and Location of All Other Roads within the Property	
		Courses, Distances, and Bearings of Straight Lines of All Cartway Centerlines of All Streets within and Adjacent to the Property	
		Radius and the Arc of All Curved Lines, Including Lot Lines, with Delta Angles of All Cartway Centerlines of All Streets within and Adjacent to the Property	
		Width in Feet and the Delta Angle of All Curved Lines, Including Lot Lines, of All Cartway Centerlines of All Streets within and Adjacent to the Property	
		Courses, Distances, and Bearings of Straight Lines of All Legal Rights-of-way of All Streets within and Adjacent to the Property	
		Radius and the Arc of All Curved Lines, Including Lot Lines, with Delta Angles of All Legal Rights-of-way of All Streets within and Adjacent to the Property	
		Width in Feet and the Delta Angle of All Curved Lines, Including Lot Lines, of All Legal Rights-of-way of All Streets within and Adjacent to the Property	
		Courses, Distances, and Bearings of Straight Lines of All Ultimate Rights-of-way of All Streets within and Adjacent to the Property	
	Radius and the Arc of All Curved Lines, Including Lot Lines, with Delta Angles of All Ultimate Rights-of-way of All Streets within and Adjacent to the Property		
		Width in Feet and the Delta Angle of All Curved Lines, Including Lot Lines, of All Ultimate Rights-of-way of All Streets within and Adjacent to the Property	

PART II – REVISED FINAL PLAN CHECKLIST (continued)

Name of Subdivision and/or Land Development Plan:	Original Plan Date:
	Last Revised Date:

✓ = Submitted ○ = Omitted NA = Not Applicable TBD = To Be Determined WR = Wavier Requested

NOTE: The bolded items listed below determine an application's completeness.

Applicant Response	Section	Item	Township Verification
	305.3.B.(1)(g)	Certification of the Accuracy of the Plans and Details	
	305.3.B.(1)(h)	Notations on the Plan Set with a Minimum Font Size of Ten (10)	
	305.3.B.(2)(a)	Conservation Plan in Accordance with SALDO Section 306.(1) *	
	305.3.B.(2)(b)	Comprehensive Stormwater Management Plan in Accordance with Chapter 9, Grading and Excavating, Part 1 Stormwater Management of the Township Code of Ordinances*	
	305.3.B.(2)(c)	Construction Improvements Plan in Accordance with SALDO Section 306.(2) *	
	305.3.B.(2)(d)	Final Landscaping, Screening and Buffering Plan in Accordance with SALDO Section 428*	
	305.3.B.(2)(e)	Homeowners Association Documents*	
		Easement Documents*	
	305.3.B.(3)	Note on Sheet 1 of the Plan Set Naming and Citing the Subsection of Features Listed in SALDO Sections 305.3.A and 306 that do not Exist	
	306.3.D.(1)	Traffic Impact Study in Accordance with this Section*	
	306.3.D.(2)	Utilities Impact Study in Accordance with this Section*	
	306.3.D.(3)	Fiscal Impact Study in Accordance with this Section*	
	306.3.D.(4)	Well Withdrawal Impact Study in Accordance with this Section*	
	306.3.D.(5)	Historic Resources Impact Study in Accordance with this Section*	
	306.3.D.(6)	Environmental Impact Study in Accordance with this Section*	

* = If revised.

PART III - REVISED FINAL PLAN DISTRIBUTION LIST



**EAST COVENTRY TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

**855 Ellis Woods Road
Pottstown, PA 19465
610-495-5443
610-495-9925 (Fax)**

SUBDIVISION AND/OR LAND DEVELOPMENT

	Township File	Township Planning Commission	Township Engineer	Township Planner	Township Traffic Engineer	Township Solicitor	Township Historic Commission	Township Parks, Recreation, and Conservation	CCPC	CCHD	CCCD	Adjacent Township	Total
Review Comments Response Letter	2	5	1	1	1	1	1	1	0	0	0	0	12
Plan Set (24" x 36")	2	5	1	1	1	1	1	1	0	2	0	?	15
Plan Sheets Relevant to the Historical Commission	0	0	0	0	0	0	1	0	0	0	0	0	1
Plan Sheets Relevant to the Township Parks, Recreation, and Conservation	0	0	0	0	0	0	0	1	0	0	0	0	1
Sewage Facilities Planning Module	2	0	1	0	0	1	0	0	0	2	0	0	6
Cultural Resource Notice	2	0	1	0	0	1	1	0	0	0	0	0	5
Comprehensive Stormwater Management Plan	2	0	1	0	0	1	0	0	0	0	0	0	4
Landscaping, Screening, and Buffering Plan	2	0	1	0	0	1	0	1	0	0	0	0	5
Conservation Plan	2	0	1	0	0	1	0	0	0	0	0	0	4
Construction Improvements Plan	2	0	1	0	0	1	0	0	0	0	0	0	4
Traffic Impact Study	2	0	1	0	1	1	0	0	0	0	0	0	5
Utilities Impact Study	2	0	1	0	0	1	0	0	0	0	0	0	4
Fiscal Impact Study	2	0	1	0	0	1	0	0	0	0	0	0	4
Well Withdrawal Impact Study	2	0	1	0	0	1	0	0	0	0	0	0	4
Historic Resources Impact Study	2	0	1	0	0	1	1	0	0	0	0	0	5
Environmental Impact Study	2	0	1	0	0	1	0	1	0	0	0	0	5
Homeowners Association Documents	2	0	1	0	0	1	0	0	0	0	0	0	4
Easement Documents	2	0	1	0	0	1	0	0	0	0	0	0	4