

**RADNOR TOWNSHIP
301 IVEN AVE.
WAYNE, PA 19087
610 688 5600
WWW.RADNOR.COM**

SUBDIVISION AND LAND DEVELOPMENT SUBMISSION GUIDELINES

1. Complete the enclosed Radnor Township Subdivision and Land Development application form and the Delaware County Planning Department application form.
2. Submit the completed application forms, the three (3) required filing fees, and the appropriate number of copies of plans to the Township Engineer. **ALL DOCUMENTS MUST BE SUBMITTED NOT LESS THAN 31 CALENDAR DAYS PRIOR TO THE NEXT PLANNING COMMISSION MEETING DATE IN ORDER TO BE CONSIDERED TO BE PLACED ON THE AGENDA.**
3. The applicant or his/her representative must be present at all meetings (Planning Commission, Shade Tree Commission and Board of Commissioners) when the application is scheduled as an agenda item.
4. When recommended for approval/denial by the Planning Commission the application will go before the Radnor Township Board of Commissioners for their approval/denial. This will not occur any sooner than forty-five (45) days after first regular meeting of Planning Commission or until receipt of the Delaware County Planning Commission's comments.
5. The application will be approved/denied by the Township's Board of Commissioners within (90) days from the date of the first regular meeting of the Planning Commission, unless an extension is granted by the applicant.

Meeting Dates:

All meetings are held at the Township Municipal Building – 301 Iven Ave, Wayne, Pa.

Planning Commission - Regular Meetings – 1st Monday of the month – 6:30 PM

Shade Tree Commission - Regular Meetings – 4th Wednesday of the month – 6:30 PM

Board of Commissioner's - Regular Meetings – 2nd & 4th Monday of the month (except summer) – 6:30 PM

All meetings subject to change during summer months and around holidays

Required Dimensions and Number of Plans for Submission:

Plan Scale: Not less than 1"= 100'

Plan Size:

Plan Size: for all submissions 24" x 36"

SIX (6) 24" x 36" complete sets of plans FOLDED and STAPLED are required for all stages of plan reviews; Sketch Plan, Preliminary Plan and Final Plan. Notarized signature of owner on nine (9) of the 24" X 36" copies.

ONE

(1) thumb drive. *Thumb drive should contain complete paperwork submission including, but not limited to: all plans, all reports, all applications, deeds, title reports, etc.*

ONE (1) hard copies of all calculations/reports and include these on the thumb drives as well.

Any Waivers to the SALDO must be submitted **in writing at the time of the application.**

COPY OF THE DEED OR SALES AGREEMENT SHALL ACCOMPANY THIS SUBMISSION. TITLE REPORT AND ALL ATTACHMENTS REQUIRED – NOT A TITLE POLICY

Application Fee: Three (3) checks are required – (1) Delaware County Planning Department Review (payable to DCPD), (1) Radnor Township Application Fee, and (1) Professional Services Escrow Fee (Both payable to Radnor Township).