



**EASTTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

**PROPERTY OWNER GUIDANCE ON THE
TOWNSHIP ZONING, DRAINAGE, AND
BUILDING PERMIT PROCESS**

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The Township permitting process can be a somewhat confusing and sometimes frustrating experience for those Property Owners (Applicants) that have not gone through the process before or that have not gone through the process in a few years. This Guidance Document helps lay out the 9 steps in the general permitting process that an Applicant can expect in securing the necessary permits and complying with the Township Code throughout the life of the project.

Step 1 – Before Submitting the Permit Application(s) – Completion Timeframe: Depends on Applicant

- Visit the Township’s Website or Building to read the Township Code.
- Visit the Township’s Website or Building to obtain a copy of the Permit Applications.
- Call the Township with questions.
- Schedule a meeting(s) with Township Staff.
- Completely fill out the Permit Application(s) and provide all supporting documentation.

Step 2 – Submit the Permit Application(s) – Completion Timeframe: Depends on Applicant

- Deliver the Permit Application(s), all supporting documentation, and fees to the Township.
- Township Staff will perform a Completeness Review.
- If complete, then Township Staff will forward the Permit Application(s) to the appropriate Staff member to begin the Permit Application review.
- If incomplete, then Township Staff contacts the Applicant with a list of needed items before the Permit Application(s) will be forwarded to the appropriate Staff member to begin the Permit Application review.

Step 3 – Floodplain Permit Application – Completion Timeframe: Depends on Applicant

- Zoning Officer reviews the Floodplain Permit Application and supporting documentation for compliance with Floodplain regulations.
- Zoning Officer will contact the Applicant for needed information, clarifications, and/or revisions to the Floodplain Permit Application and supporting documentation.
- If the Floodplain Permit cannot be approved, then the Zoning Officer will deny the Floodplain Permit and the Applicant will be notified and the processing of all submitted Permit Applications ends.
- If the Floodplain Permit is approved, then the proposed project will be moved to the Zoning Permit Application review stage or Step 4.

Step 4 – Zoning Permit Application – Completion Timeframe: 30 Calendar Days

- Zoning Officer reviews the Zoning Permit Application and supporting documentation for compliance with Zoning regulations.
- Zoning Officer will contact the Applicant for needed information, clarifications, and/or revisions to the Zoning Permit Application and supporting documentation.
- If the Zoning Permit cannot be approved within the 30 days, then the Zoning Officer will deny the Zoning Permit and the Applicant will be notified and the processing of all submitted Permit Applications ends.
- If the Zoning Permit is approved, then the proposed project will be forwarded to either the Township Engineer to begin the Drainage Permit Application review or Township Building Code Official to begin the Building Permit Application review, as required by the type of project proposed.

Step 5 – Drainage Permit Application – Completion Timeframe: 90 Calendar Days

- Township Engineer reviews the Drainage Permit Application and supporting documentation for compliance with Stormwater Management regulations.
- If the Drainage Permit cannot be approved, then the Township Engineer will contact the Applicant within 14 calendar days of the Drainage Permit Application submission for needed information, clarifications, and/or revisions to the Drainage Permit Application along with a copy of Best Management Practices (BMP) Agreement. This step is repeated until the Drainage Permit Application satisfies all outstanding review comments.
- Applicant revises the Drainage Permit Application and re-submits the needed information, clarifications, and/or revisions for re-review by the Township Engineer. This step is repeated until the Drainage Permit Application satisfies all outstanding review comments.
- Applicant signs and notarizes BMP Agreement and returns it to the Township.
- If 90 calendar days elapses from the date the Township receives the Drainage Permit Application to the satisfactory completion of all outstanding review comments, then the Drainage Permit Application is denied.
- If the Drainage Permit is approved, then the Township Engineer issues an approval with a signed copy of the BMP Agreement and Appendix A, which identifies the plans and calculations that have been approved.
- Applicant submits the fully executed BMP Agreement with Appendix A to the Chester County Recorder of Deeds for recording.
- Applicant addresses any other conditions of the Drainage Permit approval not previously addressed, such as submission of a receipt for the recording of the BMP Agreement and additional copies of fully executed plans and calculations, before the Drainage Permit is issued.

Step 6 – Building Permit Application – Completion Timeframe: 15 to 30 Business Days

- Building Code Official reviews the Building Permit Application and supporting documentation for compliance with Uniform Construction Code regulations.
- Building Code Official will contact the Applicant for needed information, clarifications, and/or revisions to the Building Permit Application and supporting documentation.
- If the Building Permit Construction Drawings are signed and sealed by a Pennsylvania Architect or Engineer of the Commonwealth of Pennsylvania, a review letter or Building Permit will be issued within 15 business days.
- If the Building Permit Construction Drawings are not signed and sealed by a Pennsylvania Architect or Engineer of the Commonwealth of Pennsylvania, a review letter or Building Permit will be issued within 30 business days.
- Should a review letter be issued or more information is requested, the Applicant must respond within 30 business days from the date of the review letter or the Building Permit Application will be deemed null and void.
- When the Building Permit is approved, then the proposed project will move forward to construction.

Step 7 – Construction – Completion Timeframe: Depends on the Applicant

- Applicant contacts the Township to schedule a Preconstruction Meeting. The Preconstruction Meeting will be held with the Township Engineer, Code Official (if needed), Applicant, and Contractors to go over the policy and procedures for compliance with the issued Permits. **The Preconstruction Meeting must be held prior to commencement of ANY work associated with the site.**
- Project construction begins.
- Applicant contacts the Township to schedule observations of the stormwater management improvements by the Township Engineer and inspections of building construction by the Building Code Official.
- Township Engineer completes periodic observations of the soil erosion control measures during construction process.
- When there are field changes to the approved Drainage Permit, the Applicant notifies the Township Engineer.
- When there are field changes to the approved Building Permit, the Applicant notifies the Building Code Official.

Step 8 - As-built Plan Submission – Completion Timeframe: Depends on the Applicant

- If a Drainage Permit was issued by the Township Engineer, then the Applicant is to submit a Drainage Permit As-built Plan for Township Engineer review and approval within ninety (90) days of substantial completion showing all onsite improvements as constructed and photographs of the stormwater system construction.
- If Drainage Permit As-built Plan cannot be approved, then Township Engineer will contact the Applicant within 14 calendar days of Drainage Permit As-built Plan submission for needed information, clarifications, and/or revisions to the Drainage Permit As-built Plan. This step is repeated until Drainage Permit As-built Plan satisfies all outstanding review comments.
- The Applicant revises the Drainage Permit As-built Plan and re-submits plan for re-review by the Township Engineer. This step is repeated until the Drainage Permit As-built Plan satisfies all outstanding review comments.
- If the Drainage Permit As-built Plan is approved, then the Drainage Permit will be closed out provided that the Applicant submits a copy of the fully recorded BMP Agreement as recorded by the Chester County Recorder of Deeds.

Step 9 – Issuance of Certificate of Occupancy – Completion Timeframe: Depends on the Applicant

- Applicant contacts the Township, a minimum of 10 business days prior to day when the release of the Certificate of Occupancy is desired, to schedule a final inspection by the Building Code Official.
- The Building Code Official requests confirmation from the Zoning Officer and Township Engineer that the final construction is in compliance with the issued Zoning and Drainage Permits.
- Once the final inspection is complete, the Building Code Official has 5 business days to issue the Certificate of Occupancy.