



PERMIT # \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

# DRAINAGE PERMIT APPLICATION

Easttown Township  
566 Beaumont Road  
Devon, PA 19333  
Phone 610-687-3000  
Fax 610-687-9666

[easttown@easttown.org](mailto:easttown@easttown.org)  
[www.easttown.org](http://www.easttown.org)

## PART I – INSTRUCTIONS

**Please note:** This application is processed by the Township Engineer. Cost of review and inspections by the Township Engineer are billed directly to the Applicant in accordance with the current Township Fee Schedule.

### BEFORE COMPLETING THIS APPLICATION:

- Review Chapter 388 **Stormwater Management** of the Township of Easttown Code, available online at [www.easttown.org](http://www.easttown.org), for purchase, or review at the Township Building.
- Operations and Maintenance Agreement must be executed for all Best Management Practices (BMPs) and Conveyances (see either Appendix A.3 or Appendix E of Chapter 388, depending on the size of the project).

### COMPLETING THIS APPLICATION:

- The following **MUST** be completed:
  - ✓ A fully-executed Consultant Fee Reimbursement Contract
- The following **MUST** accompany the application:
  - ✓ Application fee
  - ✓ Deposit in accordance with the current Easttown Township Fee Schedule
  - ✓ One (1) paper copy of all plans, calculations, and other required documentation as outlined in Chapter 388
  - ✓ Electronic PDF copy of all plans, calculations, and other required documentation as outlined in Chapter 388

## PART II – PROPERTY INFORMATION

UPI No.:	Street address for which permit is being sought:	
Deed Book Number of Property:	Area of Proposed Earth Disturbance (sq. ft.):	<input type="checkbox"/> Class I Historic Resource
Deed Book Page of Property:	Area of Proposed New, Additional, and Replacement Impervious Surface (sq. ft.):	
Is this Property part of an approved Subdivision and/or Land Development Application that includes an approved SWM Site Plan?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
If "YES," will Applicant utilize the approved SWM Site Plan associated with the approved Subdivision and/or Land Development Application for subject Property with no deviations?	<input type="checkbox"/> YES (if "Yes," SWM Site Plan need not be closed) <input type="checkbox"/> NO	
Applicable Watershed(s) in which Regulated Activity is located:	<input type="checkbox"/> Darby Creek <input type="checkbox"/> Crum Creek <input type="checkbox"/> Trout Creek	

## TOWNSHIP USE ONLY

Application Fee: \$75

Deposit:  \$3,500  \$5,000

PAID \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_

VIA  Check # \_\_\_\_\_  Credit Card

Check # \_\_\_\_\_

 APPROVED  DENIED BY:

Date: \_\_\_\_\_

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

Property Owner (Name or Entity that owns the Property on which the proposed Regulated Activity is located):

Property Owner Street Address (if different than Property Information):

City, State, and Zip Code:

Telephone Number:

Email Address:

**PART IV – APPLICANT'S ENGINEER INFORMATION** (entity responsible for project design)

Engineer Name:

Engineer Street Address, City, State, and Zip Code (if PO Box, include street address also):

Telephone Number:

Email Address:

**PART V – CONTRACTOR INFORMATION** (person or entity responsible for the completion of work)

Contractor Name:

HIC License No./Expiration:

Contractor Street Address, City, State, and Zip Code (if PO Box, include street address also):

Telephone Number:

Email Address:

**PART XI – CERTIFICATION**

I am the Property Owner    I am an Officer or Official of the Property Owner    I am the Contractor

I acknowledge that that the information set forth in this Application, including any attached plans and specifications, is true and correct to the best of my knowledge, information and belief, and false statements made within this Affidavit may subject individuals to penalties of 1B Penn. C.S., §4904, relating to unsworn falsification to the authorities

\_\_\_\_\_  
Name (type or print legibly)

\_\_\_\_\_  
Official Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Easttown Township

566 Beaumont Road, Devon, PA 19333  
Telephone: 610-687-3000 | Fax: 610-687-9666

## CONSULTANT FEE REIMBURSEMENT CONTRACT

**THIS CONTRACT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ (the “Property Owner”), whose mailing address is: \_\_\_\_\_.

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

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

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

**NOW, THEREFORE**, the Property Owner agrees as follows:

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

Permit No. \_\_\_\_\_

Owner agrees and acknowledges that no permit, occupancy issuance or recordable plans shall be released by the Township until all outstanding Consultant fees and costs are paid to the Township, provided that the Property Owner is not otherwise in default under this Contract.

4. The Property Owner may at any time terminate all future obligations under this Contract by giving written notice to the Township that it does not desire to proceed with the Project. Upon receipt of such written notice by the Township, the Property Owner shall only be liable to the Township for the Township and its Consultant's expenses, costs, charges, and fees incurred prior to the receipt of the written notice. Property Owner acknowledges and agrees that invoices for services performed on all dates prior to the date of receipt of the termination notice by the Township shall remain the responsibility of the Property Owner regardless of the date of the mailing of such invoice to the Township or the Property Owner.
5. The Property Owner and the Township agree that the Township shall have the rights and privilege to sue the Property Owner in assumpsit for reimbursement, to lien the Site or both, in its sole discretion, for any expense incurred by the Township's Consultants for the Project in excess of the then current balance of the established security deposit with the Township. The Township's election of remedies under this paragraph shall not constitute a waiver of any other remedies the Township may have at law or in equity.
6. This Contract shall be binding on and inure to the benefit of the successors and assigns of the Property Owner. The Property Owner shall provide the Township with at least thirty (30) calendar days advance written notice of any proposed assignment of the Property Owner's rights and responsibilities under this Contract.
7. This Contract shall be governed by and construed under the laws of the Commonwealth of Pennsylvania and all actions shall be brought in the Court of Common Pleas for Chester County.
8. If any provision of this Contract is determined by a court of competent jurisdiction to be illegal, invalid, unenforceable, unconstitutional or void, for any reason, only that provision shall be illegal, invalid, unenforceable, unconstitutional or void and the remainder of this Contract shall be in full force and effect.

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

ATTEST:

PROPERTY OWNER(S):

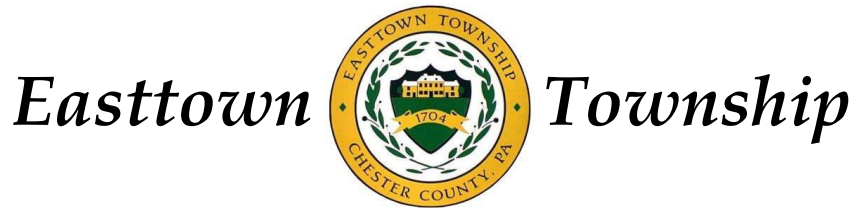
---

---

---

---





566 Beaumont Road, Devon, PA 19333  
Telephone: 610-687-3000 | Fax: 610-687-9666

## **CONSULTANT FEE REIMBURSEMENT POLICY AND PROCEDURES**

PLEASE RETAIN THIS DOCUMENT FOR YOUR RECORDS.

### **POLICY**

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

### **PROCEDURES**

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

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

review by the Staff and/or Consultants, a copy of the Contract will be forwarded to the Finance Staff and a copy placed in the project file with the application.

3. Each Consultant shall establish a separate project number for the purpose of invoicing. Consultant invoices shall be submitted monthly to the Township Manager or his designee and include charges itemized by date and time, identifying the person performing the work, and sufficient detail on the work performed to support the billing.
4. Within fourteen (14) calendar days of receipt of a Consultant invoice, the Township Manager (or designee) will review the invoice(s). The Township Manager (or designee) will direct any questions regarding the invoice to the Consultant. Once the review of the invoice is completed by the Township Manager (or designee), then the invoice will be forwarded to the Finance Staff for consideration of payment by the Board of Supervisors (the "Board") at its next regularly scheduled meeting.
5. Within fourteen (14) calendar days after the Board approves payment of the invoice, the Finance Staff will mail a payment reimbursement letter ("Letter") to the Property Owner identifying a reimbursement deadline of thirty (30) calendar days from the date of the Letter and advising that non-payment will delay the processing of applications, issuance of approvals and permits, or scheduling of inspections. If there is any dispute by the Property Owner with regard to a Consultant invoice, such disputes shall be handled as provided for in the Municipalities Planning Code.
6. Should the Property Owner fail to return full payment within the thirty (30) calendar day deadline, processing of all Township applications, issuance of approvals and permits, and scheduling of inspections for the Project will be suspended all outstanding invoice(s) are paid in full to the Township.