

For Township Use Only	
Application Number	_____
Permit Number:	_____



Building/Zoning Permit Application Form

Uniform Construction Code & East Brandywine Township Code

For questions or to schedule an inspection, contact the Township at (610) 269-8230.

Date of Application: _____

Section 1: Location of Proposed Work

Site / Parcel Address: _____
 Tax Identification Number (UPI): _____ Lot Number: _____
 Subdivision / Land Development: _____

Section 2: Contact Information

Property Owner Is Completing this Form

Business Name: _____
 Contact Name: _____ Phone Number: _____
 Street Address: _____ Fax Number: _____
 City, State & Zip: _____ E-Mail Address: _____

Contractor / Builder Is Completing this Form

Business Name: _____ HIC Number: _____
 Contact Name: _____ Phone Number: _____
 Street Address: _____ Fax Number: _____
 City, State & Zip: _____ E-Mail Address: _____

Architect / Engineer Is Completing this Form

Business Name: _____
 Contact Name: _____ Phone Number: _____
 Street Address: _____ Fax Number: _____
 City, State & Zip: _____ E-Mail Address: _____

Section 3: Permit Type(s) – Check All That Apply and Add Attachment(s) to Application

- | | |
|--|---|
| <input type="checkbox"/> New Residential Building (Attachment A) | <input type="checkbox"/> New Commercial Building |
| <input type="checkbox"/> Residential Building Addition (Attachment A) | <input type="checkbox"/> Commercial Building Addition |
| <input type="checkbox"/> Residential Building Alteration (Attachment A) | <input type="checkbox"/> Commercial Building Alteration |
| <input type="checkbox"/> Deck: New or Repaired (Attachment B) | <input type="checkbox"/> Generator (Attachment C) |
| <input type="checkbox"/> Patio, Pavement, Driveway, or Sidewalk (Attachment D) | <input type="checkbox"/> Sign (Attachment K) |
| <input type="checkbox"/> Solar Systems Permit (Attachment E) | <input type="checkbox"/> Change of Zoning Use |
| <input type="checkbox"/> Pool or Hot Tub Permit (Attachment F) | <input type="checkbox"/> Demolition Permit |
| <input type="checkbox"/> Heating/Cooling & Geothermal (Attachment I) | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Tent, Greater than 400 Square Feet (Attachment J) | <input type="checkbox"/> New Mobile Home |
| <input type="checkbox"/> Shed: ≤ 250 Sq. Feet (Attachment L) | <input type="checkbox"/> Other: _____ |

Section 4: Briefly Describe the Proposed Work

Section 5: Impervious Surface & Earth Disturbance

- 5.1. Proposed Earth Disturbance in square feet. _____ **sf**
NOTE: "Earth Disturbance" is construction or other human activity which disturbs the surface of the land, including, but not limited to, clearing and grubbing; grading; excavations; embankments; road maintenance; land development; building construction; and the moving, depositing, stockpiling, or storing of soil, rock, or earth materials. If the disturbance is greater than one acre, the applicant must provide proof of National Pollutant Discharge Elimination System (NPDES) permitting from the Chester County Conservation District.
- 5.2. Will the project result in any change to lot impervious surface? Yes No
NOTE: "Impervious Surface" is a surface that has been compacted or covered with a layer of material so that it prevents or significantly impedes the penetration of water to the underlying soil in the immediate area, does not allow groundwater recharge, and is incapable of supporting vegetation. Such surfaces shall include, but need not be limited to: structures such as roofs, buildings, storage sheds; other solid, paved or concrete areas such as streets, driveways, sidewalks, parking lots, patios, decks, swimming pools, tennis or other paved courts; or athletic playfields comprised of synthetic turf materials. Compacted soils or stone surfaces used for vehicle parking and movement shall be considered impervious.
- 5.3. If you answered "No" to question 5.2 above **and** your answer to question 5.1 is less than 5,000 square feet, you may proceed to Section 7.
- 5.4. Gross Lot Size in Square Feet. _____ **sf**
- 5.5. Net Lot Area Calculations.
- A. Area of lot within an easement established for gas, oil, natural gas, electric, or communications transmission facilities, whether below or above ground, that do not exclusively serve the lot traversed. _____ **sf**
- B. Area of lot within an easement or right-of-way established for a driveway that does not serve the lot traversed. _____ **sf**
- C. Area of lot within an easement established for water or wastewater facilities that do not serve the lot. _____ **sf**
- D. Area of lot comprising a Stormwater management basin, a lake, or a pond. _____ **sf**
- E. Area of lot overlaid by the Steep Slope Conservation District. _____ **sf**
NOTE: See Map at: eBrandywine.org/DocumentCenter/View/711.
- F. Area of lot overlaid by the Floodplain District. _____ **sf**
NOTE: See ChescoViews tool at: <https://arcweb.chesco.org/cv3/>.
- G. Area of lot designated as Wetland, except where such area already is in a Floodplain District. _____ **sf**
- H. Area of lot containing water hazard soils, except where such area is already in a Floodplain District or Wetland. _____ **sf**
- I. Area of lot in the first 50 feet of any area overlaid by the Riparian Corridor Conservation District. _____ **sf**
- J. Net Lot Area. Subtract your answers to questions 5.5(A) through 5.5(I) from your answer to question 5.4 above. _____ **sf**
- 5.6. Percentage of impervious coverage allowed in this district. _____ **%**
NOTE: See the Zoning Table on page 10 for this information.
- 5.7. Maximum impervious coverage for this lot. Multiply your answer for question 5.5(J) by your answer for question 5.6, and then divide by 100. _____ **sf**

Section 5: Impervious Surface & Earth Disturbance (Continued)

5.8. Please report the existing and proposed new impervious surface areas of the following types in square feet. Existing and proposed impervious surfaces must be shown on your plot plan.

	Existing	Proposed
A. Footprint of Primary Structure (Home or Business)	sf	sf
B. Driveway or Parking Area	sf	sf
C. Sheds or Barns	sf	sf
D. Detached Garage	sf	sf

E. Pool or Hot Tub (Water Surface)

NOTE: Per Ordinance 04 of 2017, the surface area of the water in pools and hot tubs is counted as only 50% impervious. For our records, please provide the actual and existing and proposed surfaces below and write only one half of these totals in the columns to the right.

Existing: _____ sf Proposed: _____ sf

F. Sidewalks	sf	sf
G. Patios (Including Pool Coping)	sf	sf
H. Decks	sf	sf
I. Other Impervious Surface	sf	sf
J. Total	sf	sf

5.9 Add your answers 5.8(J) "Existing" and "Proposed." If this area exceeds your maximum impervious coverage (see question 5.7) zoning relief may be required.

_____ sf

5.10. The best of your knowledge, how many square feet of the existing impervious surface described above was added after January 2, 2014?

_____ sf

Section 6: Stormwater Management

If your current project or a combination of projects on the lot since January 2, 2014 will result in 1,000 square feet (or more) of new impervious surface, or if your current project disturbs 5,000 square feet of earth a stormwater management plan may be required.

6.1. Cumulative New Impervious Surface since January 2, 2014. Add your answer from question 5.8(J) (Proposed Impervious) to your answer to question 5.10. You may ask Township Staff to search for permits for new impervious surface that have been granted since January 2, 2014.

_____ sf

6.2. Earth Disturbance for Current Project. This is the same answer you provided for question 5.1.

_____ sf

6.3. Is a Stormwater Management Plan Required? Check "Yes" if your answer to question 6.1 is greater than or equal to 1,000 square feet or if your answer to question 6.2 is greater than or equal to 5,000 square feet.

Yes

No

6.4. If your answer to question 6.3 is "No" you may proceed to Section 7.

6.5. If your answer to question 6.3 is "Yes" please select one the following options:

- I will be submitting an Engineered Stormwater Management Plan. Add [Attachment G](#) and [Attachment H](#) to this application packet.
- I will be submitting a Simplified Stormwater Management Plan. Add [Attachment G](#) and [Attachment M](#) to this application packet.
- I am the developer for an approved subdivision or a land development plan that includes a stormwater management plan. I certify that any new impervious surface created by the improvements described in this application will to be conveyed to, and managed by, the best management practices shown on this plan. I will not be submitting an additional Stormwater Management Plan for this project.

Section 7: Historical Resources

- 7.1. Does the parcel contain a Historic Resource? Yes, Class I Yes, Class II No
NOTE: See Historic Resources Map at: eBrandywine.org/DocumentCenter/View/260.
- 7.2. Does your project involve the demolition or partial demolition of a Class I or Class II Historic Resource? If you answered “Yes” to this question, the applicant will need to follow the additional procedures described in [§399-64](#) of the East Brandywine Township Code. Yes No
- 7.3. Does your project involve exterior alterations to a Class I Historic Resource? If you answered “Yes” to this question, the applicant will need to follow the additional procedures described in [§399-69](#) of the East Brandywine Township Code. Yes No
- 7.4. Does your project involve a new building, structure, road, driveway, or parking area located within 300 feet of the exterior wall or surface of a Class I or Class II Historic Resource—even if the parcel itself does not contain a Historic Resource? If you answered “Yes” to this question, the applicant will need to follow the additional procedures described in [§399-66](#) of the East Brandywine Township Code. Yes No

Section 8: Zoning District

- 8.1. Please check the parcel’s zoning district.
NOTE: See zoning map at: eBrandywine.org/DocumentCenter/View/16. There is also a Zoning Table on page 10 with zones for many of the larger development in the Township.

- | | |
|--|---|
| <input type="checkbox"/> R-1 Residential | <input type="checkbox"/> MHP Mobile Home Park |
| <input type="checkbox"/> R-1 Residential Cluster | <input type="checkbox"/> I/R Institutional / Residential |
| <input type="checkbox"/> R-2 Residential | <input type="checkbox"/> I/R Institutional / Residential (School Use) |
| <input type="checkbox"/> R-2 Residential Cluster | <input type="checkbox"/> I/R Institutional / Residential (Cluster) |
| <input type="checkbox"/> R-3 Residential | <input type="checkbox"/> MU Mixed Use |
| <input type="checkbox"/> R-3 Residential Cluster | <input type="checkbox"/> CS/LI Commercial Service /Ltd. Industry |
| <input type="checkbox"/> VE over R-2 Residential Village Extension | <input type="checkbox"/> VC Village Commercial |
| <input type="checkbox"/> TND-1 Traditional Neighborhood | <input type="checkbox"/> R-1 Special Dowlin Forge Townhome |
| <input type="checkbox"/> TND-2 over R-2 Traditional Neighborhood | <input type="checkbox"/> R-1 Special Dowlin Forge Single Home |
| <input type="checkbox"/> R-3 Special Applecross Townhome | <input type="checkbox"/> R-3 Special Applecross Detached Home |

Section 9: Zoning Review of Building Setbacks

- 9.1. Please provide shortest distance from any new structures to the lot line.
- | | | |
|--|-------|------|
| A. Front Yard | _____ | feet |
| B. Side Yard 1 | _____ | feet |
| C. Side Yard 2 (For corner lots, enter second front yard here) | _____ | feet |
| D. Rear Yard | _____ | feet |

Section 10: Zoning Review of Lot Use

10.1. Please indicate current and proposed land use.

	Current	Proposed
Agriculture	<input type="checkbox"/>	<input type="checkbox"/>
Single-Family Dwelling	<input type="checkbox"/>	<input type="checkbox"/>
Single-Family Dwelling with Home Occupation	<input type="checkbox"/>	<input type="checkbox"/>
Single-Family Dwelling with Accessory Use: _____	<input type="checkbox"/>	<input type="checkbox"/>
Single-Family Dwelling with Accessory Dwelling Unit	<input type="checkbox"/>	<input type="checkbox"/>
Two-Family Dwelling	<input type="checkbox"/>	<input type="checkbox"/>
Multifamily Dwelling	<input type="checkbox"/>	<input type="checkbox"/>
Electric Substation or Public Utility	<input type="checkbox"/>	<input type="checkbox"/>
Club for Swimming, Riding, or Golfing	<input type="checkbox"/>	<input type="checkbox"/>
Bus Stop or Public Transportation	<input type="checkbox"/>	<input type="checkbox"/>
Forestry	<input type="checkbox"/>	<input type="checkbox"/>
Religious Use	<input type="checkbox"/>	<input type="checkbox"/>
Animal Hospital	<input type="checkbox"/>	<input type="checkbox"/>
Cemetery	<input type="checkbox"/>	<input type="checkbox"/>
Institution	<input type="checkbox"/>	<input type="checkbox"/>
Laboratory	<input type="checkbox"/>	<input type="checkbox"/>
Bed-and-Breakfast	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Home Park	<input type="checkbox"/>	<input type="checkbox"/>
Solar Farm	<input type="checkbox"/>	<input type="checkbox"/>
Non-Commercial Park or Recreational Area	<input type="checkbox"/>	<input type="checkbox"/>
Skilled Care or Nursing Care Facility	<input type="checkbox"/>	<input type="checkbox"/>
Retail Sale (excluding automobiles, automotive fuel or lubricants; and convenience stores)	<input type="checkbox"/>	<input type="checkbox"/>
Convenience Stores	<input type="checkbox"/>	<input type="checkbox"/>
Personal-Service Enterprises	<input type="checkbox"/>	<input type="checkbox"/>
Restaurant	<input type="checkbox"/>	<input type="checkbox"/>
Fast-Food Restaurant	<input type="checkbox"/>	<input type="checkbox"/>
Professional Office	<input type="checkbox"/>	<input type="checkbox"/>
Studio for performing or visual arts	<input type="checkbox"/>	<input type="checkbox"/>
Exercise, fitness, and/or personal-training facility	<input type="checkbox"/>	<input type="checkbox"/>
Gift, Art, and/or Antique Shop	<input type="checkbox"/>	<input type="checkbox"/>
Specialty Shop / Facilities for Craftsmen	<input type="checkbox"/>	<input type="checkbox"/>
Museum or Library	<input type="checkbox"/>	<input type="checkbox"/>
Day-Care Facility	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor Recreation Facility	<input type="checkbox"/>	<input type="checkbox"/>

Section 10: Zoning Review of Building Use (Continued)

	Current	Proposed
Indoor Theater or Recreation Facility	<input type="checkbox"/>	<input type="checkbox"/>
Bank or Financial Institution	<input type="checkbox"/>	<input type="checkbox"/>
Funeral Parlor	<input type="checkbox"/>	<input type="checkbox"/>
Newspaper or Printer	<input type="checkbox"/>	<input type="checkbox"/>
Florist or Greenhouse	<input type="checkbox"/>	<input type="checkbox"/>
Medical Clinic	<input type="checkbox"/>	<input type="checkbox"/>
Warehouse or Wholesaler	<input type="checkbox"/>	<input type="checkbox"/>
Ministorage Facility	<input type="checkbox"/>	<input type="checkbox"/>
Laboratory	<input type="checkbox"/>	<input type="checkbox"/>
Laundry	<input type="checkbox"/>	<input type="checkbox"/>
Automotive Sales	<input type="checkbox"/>	<input type="checkbox"/>
Farm Machinery Sales and Service	<input type="checkbox"/>	<input type="checkbox"/>
Hotel or Motel	<input type="checkbox"/>	<input type="checkbox"/>
Appliance Repair	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle Services	<input type="checkbox"/>	<input type="checkbox"/>
Junkyard	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>

Section 11: Road Access / Driveway Permits

NOTE: Before you answer question 1 or 2 below, take a moment to familiarize yourself with which agency owns the roads near your project. The Township hosts a map showing road ownership at: eBrandywine.org/250/Public-Works.

- 11.1. No person, firm or corporation shall grade, construct, install or erect a drain, culvert, footwalk, drive or driveway, or other means of ingress or egress, or affecting discharge or passage of drainage water, onto or along a Township road unless and until the Township has granted a permit for such grading, construction, installation or erection. Does your project require a driveway permit from the Township? Yes No
- 11.2. The Pennsylvania Department of Transportation (PennDOT) requires a Highway Occupancy Permit (HOP) be issued before a party may install, alter, or remove a driveway, street or other means of passage of vehicles between a state highway and abutting property. Does your project require a HOP permit from PennDOT? Yes No

Section 12: Homeowner's Association Review

- 12.1. Does your project require Home Owner's Association approval? Yes No
- 12.2. If so, did you receive approval? Yes No

Section 13: Uniform Construction Code Review Building Details

- 13.1. Estimated Cost of Construction. \$ _____
- 13.2. Water Service. Public Private
- 13.3. Sewer Service. Public Private
- 13.4. Fire Sprinkler System. Yes No
- 13.5. Existing Building Area. _____ sf
- 13.6. Proposed Building Area. _____ sf
- 13.7. For New Residential Structures Only:
- 13.7.1 Finished Area _____ sf
- 13.7.2 Unfinished Garage Area _____ sf
- 13.7.3 Unfinished Basement Area _____ sf
- 13.7.4 If you answered "Private" to question 13.2, a well permit will be required.
- 13.8. Will this project add a bedroom? If yes, and you answered "private" to question 13.3, please attach a Sewer certification from the Chester County Health Department. Yes No
- 13.9. Special Directions to the Construction Site for Codes Official.
-

Section 14: Use / Occupancy Classification (Commercial Buildings Only)

14.1. Check the use and occupancy classification codes that apply. These codes correspond to those in Chapter 3 Use and Occupancy Classification, Sections 303 to 312 of the 2015 International Building Code:

- | | | | | | |
|------------------------------|------------------------------|---|--|------------------------------|------------------------------|
| <input type="checkbox"/> A-1 | <input type="checkbox"/> A-2 | <input type="checkbox"/> A-3 | <input type="checkbox"/> A-4 | <input type="checkbox"/> A-5 | <input type="checkbox"/> B |
| <input type="checkbox"/> E | <input type="checkbox"/> F-1 | <input type="checkbox"/> F-2 | <input type="checkbox"/> H-1 | <input type="checkbox"/> H-2 | <input type="checkbox"/> H-3 |
| <input type="checkbox"/> H-4 | <input type="checkbox"/> H-5 | <input type="checkbox"/> I-1 | <input type="checkbox"/> I-2 | <input type="checkbox"/> I-3 | <input type="checkbox"/> I-4 |
| <input type="checkbox"/> M | <input type="checkbox"/> R-1 | <input type="checkbox"/> R-2 | <input type="checkbox"/> R-3 | <input type="checkbox"/> R-4 | <input type="checkbox"/> S-1 |
| <input type="checkbox"/> S-2 | <input type="checkbox"/> U | <input type="checkbox"/> R-3 Adult Care | <input type="checkbox"/> State-Owned Single Family | | |

Section 15: Applicant's Certification

Application Is hereby made to East Brandywine Township (the "Township") for the approval of the Specifications and Plans herewith submitted for the erection of the building(s) herein described. The Applicant certifies that:

1. He/she will remove within sixty days after completion of the work, any temporary structure or workshop, and further agrees to the requirements that all provisions of the Building Code and Township Ordinances shall be complied with in the erection of said Building - whether specified herein or not.
2. The estimated cost and other information provided as part of this application is correct.
3. The building described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received from the Township.
4. Any changes to the approved documents will be filed at the Township.
5. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to the Township.
6. Approved plans and specifications will be available on site at all times.
7. Work shall not commence prior to the issuance of a building permit.
8. Approved building permits shall be prominently displayed at the construction site.

Applicant Signature

Date

Section 16: Township Use Only / Approvals

This is to certify that I have examined the within detailed statement with a copy of the plans relating thereto, and find them to be in accordance with the provisions of the Building Code and the East Brandywine Township Zoning Ordinance; accordingly they have been approved and entered in the records.

Zoning Officer Signature

Date

Building Codes Official Signature

Date

Roadmaster Signature

Date

Denied Abandoned

Date

General Permit Fees

Application Fee \$ _____ Paid
Permit Fee \$ _____ Paid

Stormwater Permit Fees

Stormwater Application \$ _____ Paid
Engineering Escrow \$ _____ Paid
Construction Escrow \$ _____ Paid
Operation & Maintenance \$ _____ Paid



Workers' Compensation Insurance Coverage Information Form

SECTION A: Applicant Status

- The applicant is a contractor within the meaning of the Pennsylvania Workers' Compensation Law. Complete only Section B and Verification below.
- The applicant is a property owner performing his/her own work, a contractor with no employees, or a contractor with employees who claim a religious exemption. Complete only Section C and Verification below.

SECTION B: Insurance Information

Name of Applicant: _____

Federal or State Employer Identification Number: _____

- Applicant is a qualified self-insurer for workers' compensation. Documentation must be attached.

Name of Worker's Compensation Insurer: _____

Workers' Compensation Insurance Policy Number: _____

Policy Expiration Date: _____

- Copy of insurance certificate is attached.

SECTION C: Exemption

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

- Property owner doing own work. If property owner does hire contractor to perform any work pursuant to this permit, contractor / sub-contractor must provide proof of insurance.
- Contractor with no employees. The contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the Township.
- Religious exemption under the Workers' Compensation Law.

VERIFICATION

The undersigned applicant verifies that the facts set forth in Sections A, B and C above are true and correct to the best of my knowledge, information and belief. I further understand that the said statements herein are made subject to the penalties of 18 Pa.C.S.A., Section 4904, relating to unsworn falsification to authorities.

Applicant Signature

Date



Zoning Impervious Surface & Setback Table

District	Impervious	Minimum Setback		
		Front	Rear	Side
R-1 Residential <i>Developments: Echo Dell, Tunbridge, and McGettigan.</i>	10%	50'	50'	50'
R-1 Residential Cluster <i>Development: Marsh Creek Homes.</i>	20%	35'	30'	20-50' *
R-2 Residential <i>Developments: Hurry Hill, Pin Oakes, Cross Keys, Locust Knoll, Smokehouse Farms, Brandywine Chase, Hawks Nest Meadows, Green Point Farm, Heatherwynd West, Brandywine Pointe, Asbury Village, Highland Pointe, and Brandywine Hunt.</i>	12%	50'	40'	40'
R-2 Residential Cluster <i>Developments: Cumberland Ridge, Hide-A-Way Farms, Heatherwynd East, and Applecross (Mercer, Evans, Boone, Knaur, Harcourt, Hockley, Trego, Norland and Zynn).</i>	20%	35'	30'	20-50' *
VE over R-2 Residential Village Extension <i>Development: Hopewell Development.</i>	45%	20'	35'	5-25' *
R-3 Residential <i>Developments: Ambleside Down.</i>	15%	50'	20-40'	20-40'
R-3 Residential Cluster (Single/Two Family Homes) <i>Developments: Applecross (Detached Homes on Bolero), Culbertson Run/Hedgerow, Mapleview, and Timbers.</i>	45%	*	*	*
R-3 Residential Cluster (Townhouse and Apartments)	35%	*	*	*
TND-1 Traditional Neighborhood Development	80%	5'	25'	0-7.5' *
TND-2 over R-2 Traditional Neighborhood <i>Development: Applecross (Par, Nicklaus, Locks Farm, and Mulligan).</i>	80%	5'	35'	0-10' *
MHP Mobile Home Park	*	*	*	*
VC Village Commercial	75%	15'	45'	10-15' *
I/R Institutional / Residential <i>Development: East Brandywine Baptist Church.</i>	15%	50'	40'	40'
I/R Institutional / Residential (School Use) <i>Development: Delaware County Community College.</i>	40%	50-100' *	50'	50'
I/R Institutional / Residential (Cluster Residential) <i>Development: Keats Glenn.</i>	45%	30'	25'	10-30' *
MU Mixed Use	65%	85'	75'	50'
CS/LI Commercial Service / Limited Industrial	75%	35-50' *	10-40' *	25-50' *

Zoning Map: eBrandywine.org/DocumentCenter/View/16.

* See East Brandywine Township Code Chapter 399: Zoning: www.ecode360.com/11881518.



Zoning Impervious Surface & Setback Table Special Settlement Agreement Areas

District	Impervious	Minimum Setback		
		Front	Rear	Side
Special R-1(A) Residential Cluster <i>All Estates at Dowlin Forge Townhomes</i>	2,000 sf	20'	20-30' *	0-5'
Special R-1(D) Residential Cluster <i>All Estates at Dowlin Forge Detached Homes</i>	4,200 sf	20'	20-30' *	0-5'
Special R-3(A) Residential Cluster <i>Some Applecross Attached Homes</i> <i>Developments: Applecross Attached Homes on North or South Caldwell, Sills, Bolero, or Clement.</i>		Please Call Township		
Special R-3(D) Residential Cluster <i>Some Applecross Detached Homes</i> <i>Developments: Applecross Detached Homes on Hallman, Prizer, North or South Haines, and Empire.</i>	57%	*	*	*

Zoning Map: eBrandywine.org/DocumentCenter/View/16.

* See East Brandywine Township Code Chapter 399: Zoning: www.ecode360.com/11881518.



Important Information from the Chester County Assessment Office

COUNTY OF CHESTER ASSESSMENT OFFICE

313 W. MARKET STREET, SUITE 4202, P.O. BOX 2748, WEST CHESTER, PA 19380-0991

610-344-6105
Fax 610-344-5902
www.chesco.org

JONATHAN B. SCHUCK, MBA CPE
Director of Assessment

Dear Property Owner:

As you have applied for a building permit from your municipality, the county Assessment Office would like to advise you of the steps surrounding our involvement in the process. We would like to make sure that you are aware of what will take place during construction and after the improvement is finished.

- 1) The municipality is required to supply a list of all building and zoning permits to the Assessment Office monthly.
- 2) An assessor will visit your property when they are in your municipality (generally rotate through every 2 – 3 months).
- 3) When arriving at your property, the assessor will come to the front door and identify themselves wearing a Chester County I. D. badge and will present a business card. They will ask you questions about the building permit and may need to measure the improvements (from the outside).
- 4) If you are not home when the assessor arrives, a business card will be left with a note on the flip side of the card. The assessor will proceed to the improvement and measure if the work is sufficiently complete. Otherwise they will mark it for a revisit the next time they are in the municipality.
- 5) Please cooperate with the assessor, as he or she is simply trying to get the correct information about your improvement, so there will be no mistakes on the county record.
- 6) After the construction is finished or 30 months has elapsed your improvement will be assessed and added to your property record card.
- 7) You will receive a notice from our office changing your assessment reflecting the addition of the new improvement. If you require more information please call our office at 610-344-6105 and ask to speak to the assessor assigned to your municipality.

It is the intention of this letter to inform you of the assessment process so that you realize that we will be visiting your property. Please note that due to time constraints we generally **do not make appointments**, unless absolutely necessary. Please be patient when an assessor knocks on your door and answer any questions to the best of your ability. Thank you for your anticipated cooperation.

Sincerely,
Jonathan B. Schuck
Director
Susan L. Caldwell, CPE.
Chief Assessor