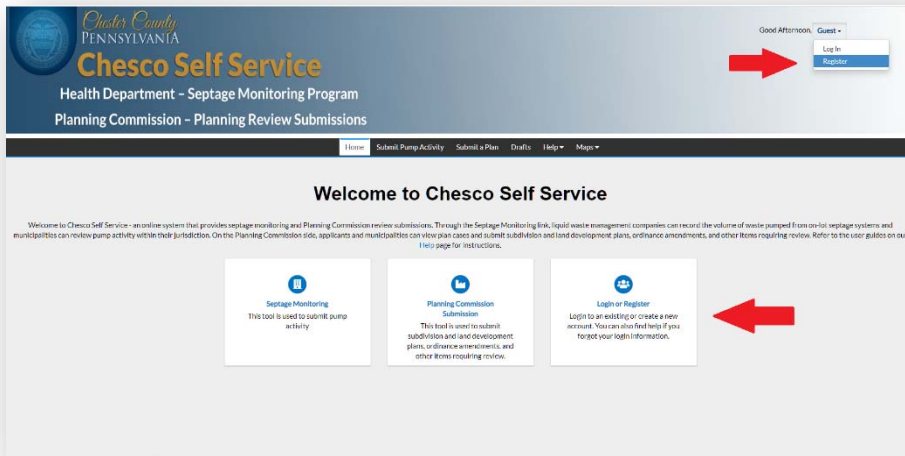


How to Submit a Subdivision or Land Development Plan

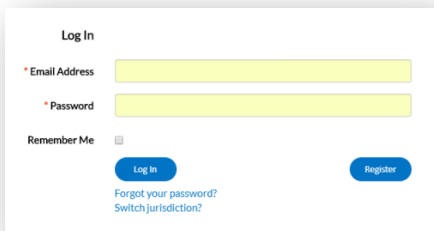
IMPORTANT: the 30 day review clock begins when the complete submission is received - the plan, the Act 247 Municipal Signature Form, [linked here](#), and your payment ([Act 247 Fee Schedule](#)).

1: After navigating to the **Chesco Self Service**, <https://chesco.org/css>, click the **Login** option in the lower right side of the page or under the **Guest** drop down menu at the top right of the page.

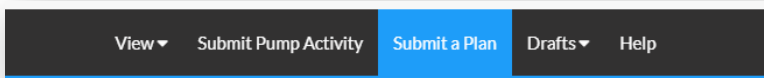
NOTE: Your account must be approved before you can successfully log in. See our instructions on [How To Register](#) if not registered.



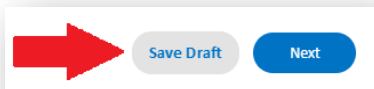
2: Enter your **Email Address** and **Password** and then click **Log In**.



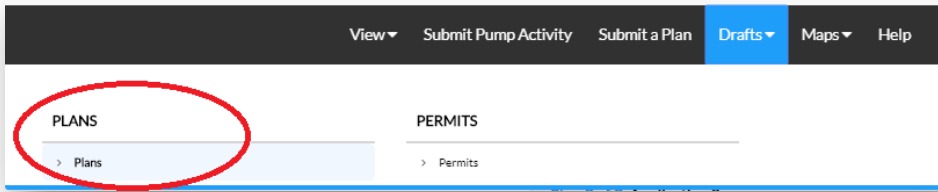
3: In the main menu, click **Submit a Plan** to navigate to the **Plan Application Assistant** page where you will select a plan type.



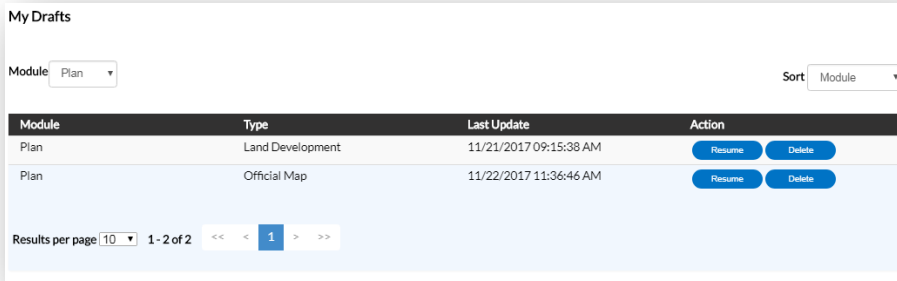
NOTE: The **Plan Application Assistant** page includes a **Save Draft** button at the bottom of the page to ensure your entries are not lost.



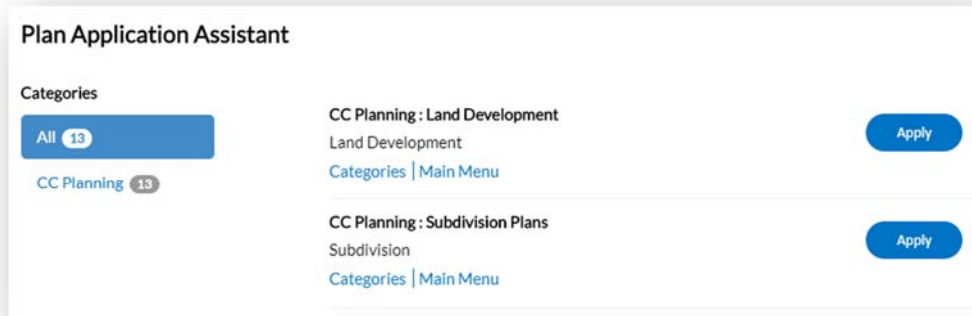
4: If you clicked **Save Draft** at any time during the process, you can get back to your Drafts while logged into the system by selecting the **Drafts** menu option and then select Plans.



5: After that, click **Resume** next to the plan type you would like to continue working on.



6: Click **Apply** next to the type of document to be reviewed listed on the **Plan Application Assistant** page.



Subdivisions and Land Developments are as defined by the PA Municipalities Planning Code (MPC) as...

Subdivisions include any changes to parcel lines, including, but not limited to lot consolidations, lot line revisions, and the creation of new lots. See MPC section 107 for the full definition.

Land Developments include 2 or more residential or non-residential buildings, a single non-residential building or the division of land or space between or among 2 or more occupants. See MPC section 107 for the full definition. *Please note that land developments include building additions and parking lots.*

If there are any questions about which Plan Type to choose, please contact the Planning Commission staff Monday thru Friday, 8:30 AM to 4:30 PM at 610-344-6285 or ccplanning@chesco.org

7: In the first part of **Step 1 of 3**, enter a brief **Description** of the plan.

Apply for Plan

Step 1 of 3: Basic Information

PLAN DETAILS

* Plan Type: Land Development

Description: 2 commercial buildings and parking

Examples include:

- “1 lot into 2 lots”
- “14 single family residences and roads”
- “2 commercial buildings and parking”
- “A building addition is proposed”

8: Click the **Add Location** button to enter the subdivision’s or land development’s location – entering all applicable parcels. Repeat the steps below for each associated parcel.

a) Click the + sign

LOCATIONS

Site Location

Add Location

b) Click the Parcel button

Add Location

Address Parcel

Add Address As: Site Location

Search

Address Information

Search Search Addresses

c) Enter the 1st of your parcel numbers into the search field & then click the magnifying glass button

Add Location

Address Parcel

Parcel Information

Search Search Parcels

d) Place a check in the **Action** box next to the correct parcel & then click the **Search Associated Addresses** button.

Add Location

Address Parcel

Parcel Information

Search 52-5-99-E

Parcel Number	Section	Township	Range	Action
52-5-99-E				<input checked="" type="checkbox"/>

Results per page: 10 1-1 of 1

Search Associated Addresses

e) You can *skip Associated Addresses* & click the **Add Selected** button to add the parcel, as addresses are not required.

Parcel Number Section Township Range Action

52-5-99-E

Results per page: 10 1-1 of 1

Search Associated Addresses

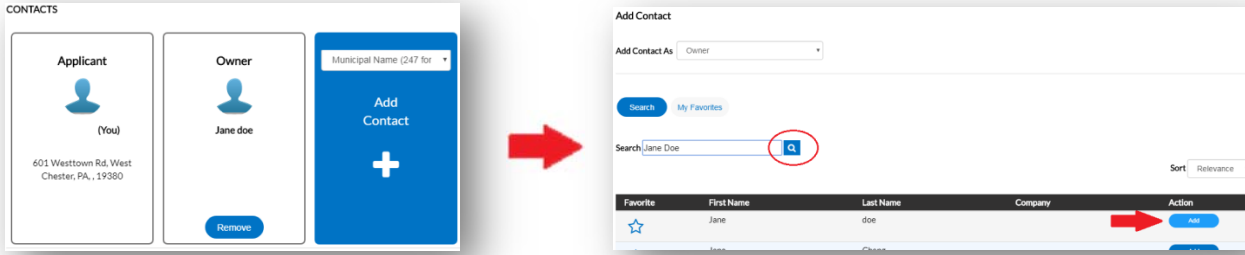
Associated Addresses for Parcel - #52-5-99-E

Address	Action
601 WESTTOWN RD, WEST GOSHEN	<input checked="" type="checkbox"/>

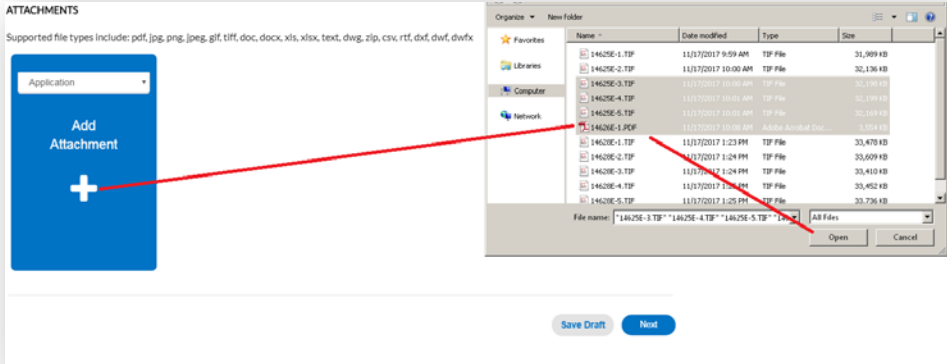
Results per page: 10 1-1 of 1

Add Selected Cancel

9: Your **Applicant** contact information shows up in the **Contacts** section by default. Please also click **Add Contact** to enter the **Owner**.



10: In the **Attachments** section, attach your site plan, the Act 247 Municipal Signature Form, [linked here](#), and any additional documents. You can select more than 1 attachment at a time and then click **Open** to add attachments. Then, click **Save Draft** and then **Next**.



11: Complete **Step 2 of 3** as thoroughly as you can and then click **Next**.

NOTE: A chart of **Land Uses and Codes** can be found on the last page below. Not all information below may apply to your submittal.

[Back to Step One](#)

Apply for Plan *REQUIRED

Step 2 of 3: Additional Information

Plan Type: Land Development

General [Next Section](#) | [Top](#) | [Main Menu](#)

Plan Title

Municipal Plan Stage (Land Dev., Subdivision only)

Gross Acreage of Applicable Parcels

Total # of Resulting Residential Lots or Units

Total # of Resulting Non-Residential Lots or Units

Total Proposed Non-Residential Structural Sq Ft

of New Parking Spaces

Linear Feet of Proposed Roadway

Land Use Details [Previous Section](#) | [Top](#) | [Main Menu](#)

Note: Use/Code/Units need to be filled out according to the Land Uses and Code Chart that can be found on the Help page linked in the main menu above.

First Use

First Land Use Code

First Units

First Notes

Second Use

Second Land Use Code

Second Units

Second Notes

Third Use

Third Land Use Code

Traffic Study

Open Space Acres

Public or Private Open Space

Home Owners Association (HOA)

HOA Documents Attached

with Public Water

with Public Sewer

with Onsite Water

with Onsite Sewer

with Community Water

with Community Sewer

Third Units

Third Notes

Fourth Use

Fourth Land Use Code

Fourth Units

Fourth Notes

Fifth Use

Fifth Land Use Code

Fifth Units

Fifth Notes

[Save Draft](#) [Back](#) [Next](#) [Submit](#)

12: Review the details you entered in **Step 3 of 3** as pictured below. Click **Next** to see a summary page of what has been entered and click **Submit** if everything looks good or **Back** if you need to change anything.

[← Back to Step Two](#)

Apply for Plan *REQUIRED

Step 3 of 3: Application Summary

Basic Info

[Main Menu](#)

Either click the Submit button to submit your Ordinance or select the Next button to review before submitting. Then click the Submit button on the next page.

[Save Draft](#) [Back](#) [Submit](#)

13: For additional assistance, refer to the **Planning Commission Help** page which you can find through the **Help** menu.



Chesco Self Service - Planning Commission Help

Submitting plans and ordinances through Chesco Self Service:

- Log On to submit subdivision and land development plans, ordinance amendments, and other items requiring review and to view your plan cases. Follow the steps below if you need to register to create an account.
- How to Register for a Chesco Self Service Planning Submissions Account
- How to Submit a Plan (Subdivision or Land Development)
- How to Submit an Ordinance, Ordinance Amendment, Comprehensive Plan, or Official Map

Act 247 Municipal Signature and County Referral Forms:

- Act 247 Municipal Signature Form (for electronic, CSS, submittals)
- Act 247 County Referral Form (for non-electronic, non-CSS, submittals)
- Act 247 Fee Schedule

For more information about the Planning Commission's plan review services:

- View the Planning Commission's Plan Review page for more information.
- View the Planning Commission's Proposed Subdivision and Land Development Activity Map.

Need additional assistance?

- Contact Planning Commission staff Monday thru Friday, 8:30 AM to 4:30 PM at 610-344-6285 or ccplanning@chesco.org

* SYSTEM MAINTENANCE WINDOW *

Chesco Self Service or some of its features may be unavailable during the following system maintenance times:

- Friday: 7:00 AM - 8:00 AM
- Daily (including weekends): 11:30 PM - 1:30 AM

Land Uses and Codes

Uses
R - Residential
A - Agricultural
C - Commercial
ID - Industrial
IS - Institutional

Codes	R	A	C	ID	IS
Addition to Existing			C	ID	IS
Apartment	R				
Bank			C		
Bed/Breakfast/Inn			C		
Building Conversion			C	ID	IS
Cell Tower				ID	
Cemetery					IS
Child Daycare					IS
Conference Center			C		
Convenience Store			C		
Dormitory					IS
Educational Facility					IS
Emergency Services					IS
Farm/Pasture Land		A			
Fast Food			C		
Financial Subdivision			C	ID	
Government					IS
Hospital					IS
Hotel/Resort/Inn			C		
Library					IS
Lot Consolidation			C	ID	IS
Lot Line Revision			C	ID	IS
Mall			C		
Manufacturing				ID	
Medical Building			C		IS
Mobile Home	R				
Mushroom House			C		
Nursing Home/Assisted Living					IS
Office Building			C		
Office Park			C		
Open Space Conservation		A			IS
Park					IS
Parking Lot/Garage			C		IS
Religious Organization					IS
Restaurant			C		
Retail			C		
School					IS
Shopping Center			C		
Single Family Residence	R				
Sports/Recreation			C		IS
Temporary Structure			C	ID	IS
Townhouse	R				
Twin	R				
Utility					IS
Unique			C	ID	IS
Warehouse			C	ID	