



# **BIRMINGHAM TOWNSHIP**

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## **BIRMINGHAM TOWNSHIP PLANNING COMMISSION**

### **Procedures and Protocol**

1. Upon the submission of an application to the Township, applicants shall receive a copy of this handout and a written schedule listing the upcoming Planning Commission meetings. Public notification procedures (as provided for in the Township codes) must be followed by the Applicant and evidence of compliance provided to the Planning Commission.
  
  2. An Application Status Form shall be generated by the Township Secretary and forwarded to the Planning Commission (along with the application and any submitted plans/documents) no later than 5 days prior to the Planning Commission meeting at which the application will be considered.
  
  3. The Planning Commission Chairperson shall follow the below procedure with each application before the Planning Commission:
    - a. Request that the Applicant, representatives and consultants introduce themselves;
    - b. Ask for proof of proper public notification;
    - c. Review the Application Status Form;
    - d. Ask Applicant what Applicant is seeking, including any waiver requests and/or variances;
    - e. Review the Township Engineer's review letter;
    - f. Open the floor for additional information from Applicant;
    - g. Questions from Planning Commission Members;
    - h. Public comment period; and
    - i. Ask for a motion(s) and vote on duly seconded motions.
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