



BIRMINGHAM TOWNSHIP

1040 West Street Road, West Chester, PA 19382-8012

Phone: (610) 793-2600 Fax: (610) 793-3417

APPLICATION STATUS FORM

Applicant's Name: _____

Location of Property/Name of Project: _____

Date Submitted: _____

Applicant is seeking _____.

The Planning Commission must submit a recommendation to the Board of Supervisors no later than _____.

The Board of Supervisors is required to render a decision no later than _____.

The Application has been submitted to the following persons/entities:

Persons/entity	Date Submitted	Date comments received
Township Eng.		
CCPC		
CC Health Dept.		
Conserv. District		
PennDot		
Township Sewer Eng.		
Township Traffic Eng		
Other:		
Other:		

Other notes: _____

Attached please find the application and plans
for the above referenced project.



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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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