

*Township of West Vincent, PA
Sunday, February 22, 2026*

Chapter 163. Driveways

§ 163-4. Permit requirements for driveways.

- A. Any person required to obtain a driveway permit under the terms of this chapter shall make application for the same on a form approved by the Board of Supervisors, and said application shall be accompanied by a fee to be adopted by the Board of Supervisors from time to time.
- B. No permit as herein provided for shall be required for normal and customary maintenance and repair of an existing driveway, providing such normal and customary maintenance and repair does not constitute substantial improvements.
- C. In addition to submitting to the Zoning Officer the application and the application fee, the application shall be accompanied by the following information:
 - (1) A statement giving the location, purpose and description of all work to be done;
 - (2) A driveway sketch and driveway profile plan showing the area to be affected, existing improvements presently erected or constructed thereon, proposed improvements and all property boundary lines within 100 feet of the proposed driveway. Safe sight distance triangle lines shall be shown on the plan to demonstrate that any obstruction that would obscure the vision of a motorist will be removed in accordance with PennDOT safe sight distance calculations;
 - (3) If the discharge or passage of surface water drainage onto or within the right-of-way area of a local street or state highway will be affected, stormwater runoff calculations indicating runoff prior to and after the proposed work and a remediation plan, when such calculations and plan are requested by the Zoning Officer;
 - (4) Information, design and mode of construction of all driveways, and drainage and means of sediment and erosion control during and after the proposed work, when requested by the Zoning Officer.
- D. The location, design and mode of construction of all driveways and drainage facilities is subject to the approval of the Zoning Officer. The Zoning Officer may require that the plans filed with the applications shall be altered to reflect any changes or modifications which the Zoning Officer shall deem necessary to meet the requirements of this chapter.
- E. All work shall be in strict compliance with the plans and specifications for which the Zoning Officer issued a permit.
- F. The Zoning Officer shall not issue a permit for any work to be performed under the terms and conditions of this chapter until such time as the Zoning Officer shall receive from the applicant all required information and until such time as the Zoning Officer has had an adequate opportunity to investigate and research the said application. The Zoning Officer shall either approve or reject an application for a permit within 30 days after the Zoning Officer has received from the applicant all information and documentation required by this chapter and that required by the Zoning Officer in accordance with the terms and conditions of this chapter.

- G. A permit issued pursuant to the terms and provisions of this chapter shall be valid for a period of one year from the date of issuance shown on the said permit.
- H. It shall be the joint responsibility of the owner, lessee, if any, and the contractor to determine that any permit required by this chapter has been obtained before performing any work. It shall be unlawful for any contractor or subcontractor to perform any work for which a permit is required unless a permit is obtained.

*Township of West Vincent, PA
Sunday, February 22, 2026*

Chapter 302. Stormwater Management

Article I. General Provisions

§ 302-10. Requirements for a Township grading permit and erroneous permit.

- A. Permits required. No person (as defined herein) shall commence or perform any grading, excavation or fill or any earth disturbance or any regulated activity without first having obtained a stormwater management, erosion and sediment control and grading permit (grading permit) from West Vincent Township unless exempt under § 302-6. A separate grading permit shall be required for each site.
- (1) It shall be unlawful for any person to commence any earth disturbance activity, pave, fill, strip, or change the existing grade of any land within the Township without first securing a grading permit from the Township, unless exempt.
 - (2) It shall be unlawful for any person to disturb, modify, block, divert, or affect the natural overland or subsurface flow of stormwater within the Township without first securing a grading permit from the Township, unless exempt.
 - (3) It shall be unlawful for any person to construct, erect or install any dam, ditch, culvert, drain pipe, bridge or any other structure or obstruction affecting the drainage of his or her property or any other property without first securing a grading permit, unless exempt.
- B. Application for grading permit.
- (1) Any person, company, or entity proposing to engage in activity requiring a grading permit hereunder shall apply by written application to the Township Designated Official, which shall include the applicant's agreement to comply with the regulations in § 302-10F hereof upon issuance of the grading permit.
 - (2) The applicant should consult Chapter 390, Zoning, the Comprehensive Plan, and Chapter 315, Subdivision and Land Development, which plan for and regulate the development of land within the Township. The applicant is encouraged to consult with surrounding municipalities which can be affected by, or can affect, the proposed land development
 - (3) A separate application shall be required for each earth disturbance activity operation. Three copies of all the documents referred to in § 302-10C hereof shall be submitted with each application, one of which at the discretion of the Township Designated Official, shall be submitted at the applicant's expense to the Chester County Conservation District for review and comment.
- C. Data required for grading permit. The application for a grading permit shall be accompanied by the following:

- (1) When a regulated activity is not exempt but qualifies for submittal under § **302-6D**, Modified requirements for small projects, or § **302-6E**, Modified requirements for agricultural structures, the following shall be submitted:
 - (a) A completed copy of a grading permit application;
 - (b) Application fee as established by Township resolution; and
 - (c) A simplified stormwater management site plan/sketch plan containing the features described in Section 1, Step 1 of Appendix A.2;
 - (d) Completed Simplified Approach worksheet (Table 4) of Appendix A.2;
 - (e) A completed operations and maintenance agreement per Appendix A.3;
- (2) When a regulated activity is not exempt nor does it qualify for submittal under § 306-6D, Modified requirements for small projects, or § 306-6E, Modified requirements for agricultural structures, the following shall be submitted:
 - (a) A completed copy of a grading permit application;
 - (b) Application fee as established by Township resolution;
 - (c) A stormwater management site plan including all information required by Article IV;
 - (d) An erosion and sediment control plan including all information required by Article III;
 - (e) A time schedule indicating anticipated starting and completion dates of the development sequence, the expected date of completion of construction of each of the proposed BMPs, and the time of exposure of each area prior to the completion of such measures.

However, when a regulated activity is part of a subdivision or land development a separate application for and approval of a grading permit shall not be needed. Instead, the application for the subdivision or land development plan approval shall include the review and approval of all necessary stormwater management and erosion and sediment pollution control measures and accompanying data as required by this chapter.

Further, when the scope of a regulated activity is less than one acre of earth disturbance and the activity does not require subdivision and land development approval, at the discretion of the Township Engineer, reduced provisions may be established from those in Articles III and IV to show compliance with the requirements of this chapter.
- (3) Any submission that is found to be incomplete shall not be accepted for review and shall be returned to the applicant within 10 regular business days with a notification in writing of the specific manner in which the submission is incomplete.

D. Approval of grading permit.

- (1) The Township Designated Official or her/his delegated agent shall issue all grading permits in letter form. The Township Designated Official may request the assistance of any appointed Township consultant.
- (2) Any submission deemed inconsistent or noncompliant may be revised and resubmitted with the revisions addressing the concerns of the Township Designated Official or her/his delegated agent

E. Expiration of grading permit. Every grading permit shall expire by limitation and become null and void if the work authorized by such grading permit has not been commenced within six months or is not completed within one year from the date of issue, provided that the Township Designated Official may, if the grading permit holder presents satisfactory evidence that unusual difficulties have prevented work being started or completed within the specific time limits, grant a reasonable

extension of time, and provided further that the application for the extension of time is made before the date of expiration of the grading permit.

F Regulations for grading permit holders.

- (1) The grading permit holder is responsible for any on-site or off-site property damage or personal injury caused by his activity authorized by the grading permit.
 - (2) No person, company, or entity shall modify, fill, excavate, pave, grade or regrade land in any manner as to endanger or damage public or private property, or to cause physical damage or personal injury. All precautions will be taken to prevent any damage to adjoining streets, sidewalks, buildings, structures, and other on-site or off-site property which could be caused by settling, cracking, erosion or sediment.
 - (3) No person, company, or entity shall fail to adequately maintain in good operating order any drainage facility on his premises. All watercourses, drainage ditches, culverts, drain pipes and drainage structures involved with work related to a grading permit, shall be kept open and free flowing at all times.
 - (4) No person, company, or entity shall deposit or place any debris or other material in any regulated watercourses, drainage ditch or structure in such a manner as to obstruct free flow unless specifically intended to reduce erosion and approved by the Chester County Conservation District and proper permits from the Pennsylvania Department of Environmental Protection if required are obtained.
 - (5) The owner of any property on which any work has been done pursuant to a grading permit granted under this chapter shall continually maintain and repair all graded surfaces and anti-erosion devices such as retaining walls, drainage structures or means, plantings and ground cover, installed or completed.
 - (6) All graded surfaces shall be seeded, sodded, planted or otherwise protected from erosion within four days of the temporary or permanent cessation of earthmoving activities, weather permitting, and shall be watered, tended, and maintained until growth is well established.
 - (7) Precautions shall be taken to prevent the unnecessary removal of trees and provide for their protection by suitable tree wells, as determined by the Township Designated Official.
 - (8) When required, adequate provisions shall be made for dust control measures as determined by the Township Designated Official.
 - (9) All plans and specifications accompanying applications for grading permits shall include provisions for both temporary and permanent erosion and sediment control.
 - (10) The design, installation and maintenance of erosion and sediment control measures shall be accomplished in accordance with standards and specifications established by this chapter and the Pennsylvania Department of Environmental Protection and the Chester County Conservation District
 - (11) Inspections shall be conducted in accordance with the general procedure outlined in § 302-30.
 - (12) Compaction test reports shall be kept on file at the site and be subject to review at all times by the Township Designated Official.
- G. Erroneous grading permit. Any grading permit or authorization issued or approved based on false, misleading or erroneous information provided by an applicant is void without the necessity of any proceedings for revocation. Any work undertaken or use established pursuant to such grading permit or other authorization is unlawful. No action may be taken by a board, agency, or employee of the Municipality purporting to validate such a violation.

Chapter 390. Zoning

Article XXVIII. Administration

§ 390-212. Permits issued by Zoning Officer.

- A. Zoning or use permits. A zoning or use permit shall be required prior to the initial use of land or structure, change in the use thereof, or the change in use or extension of a nonconforming use. It shall be unlawful for any person to use land or a structure or change the use thereof without a zoning or use permit duly issued therefor.
- B. Application for zoning or use permits. All applications for zoning permits shall be made to the Zoning Officer in writing on such forms furnished by the Township and shall include the following information:
 - (1) Existing and proposed use of the building, structure or lot.
 - (2) Evidence of receiving special exception or variance approvals for the proposed use or change, if applicable
 - (3) A title report on the property to ascertain the existence of any deed restrictions, covenants, easements or other restrictions on the use or development of the property
 - (4) Any additional plans, documents and information as may be required to enable the Zoning Officer to ascertain compliance with this chapter.
- C. Sign permits. A sign permit shall be required prior to erection, alteration or enlargement of any sign, sign structure or any portion thereof, provided that all requirements of Article **XXI** are met.
- D. Application for sign permits. An application for a sign permit shall be made to the Zoning Officer according to the procedures contained in § **390-133** of this chapter.
- E. Issuance of zoning and sign permits. It shall be the duty of the Zoning Officer to either issue or deny issuance of a zoning or sign permit within 15 days of the filing of a completed application and payment of prescribed fees. The Zoning Officer shall issue a permit only upon his determination that the application is in compliance with the terms of this chapter. If the application or plans do not conform to the provisions of this chapter, the Zoning Officer shall deny such application in writing to the applicant, stating the reasons therefor.
- F. Building permits. A building permit shall be required prior to the erection, alteration, enlargement, or demolition of any building or other structure or portion thereof. It shall be unlawful for any person to commence work for the erection, alteration, enlargement, or demolition of any building or structure or portion thereof until a permit has been duly issued therefor.
- G. Application for building permits. All applications for building permits shall be made to the Zoning Officer in writing on such forms furnished by the Township. An application for building permit shall be accompanied by an approved zoning permit; evidence of subdivision and/or land development approval, including any conditions for approval thereof; erosion and sedimentation control plan; stormwater management plan; water and sewer permits; and any additional information as may be required to enable the Zoning Officer to ascertain compliance with the applicable Township codes and ordinances.
- H Issuance of building permits.
 - (1) It shall be the duty of the Zoning Officer to either issue or deny issuance of building permits within the time period prescribed by the applicable provisions of the (UCC) Uniform

extension of time, and provided further that the application for the extension of time is made before the date of expiration of the grading permit

F. Regulations for grading permit holders.

- (1) The grading permit holder is responsible for any on-site or off-site property damage or personal injury caused by his activity authorized by the grading permit.
- (2) No person, company, or entity shall modify, fill, excavate, pave, grade or regrade land in any manner as to endanger or damage public or private property, or to cause physical damage or personal injury. All precautions will be taken to prevent any damage to adjoining streets, sidewalks, buildings, structures, and other on-site or off-site property which could be caused by settling, cracking, erosion or sediment.
- (3) No person, company, or entity shall fail to adequately maintain in good operating order any drainage facility on his premises. All watercourses, drainage ditches, culverts, drain pipes and drainage structures involved with work related to a grading permit, shall be kept open and free flowing at all times.
- (4) No person, company, or entity shall deposit or place any debris or other material in any regulated watercourses, drainage ditch or structure in such a manner as to obstruct free flow unless specifically intended to reduce erosion and approved by the Chester County Conservation District and proper permits from the Pennsylvania Department of Environmental Protection if required are obtained.
- (5) The owner of any property on which any work has been done pursuant to a grading permit granted under this chapter shall continually maintain and repair all graded surfaces and anti-erosion devices such as retaining walls, drainage structures or means, plantings and ground cover, installed or completed.
- (6) All graded surfaces shall be seeded, sodded, planted or otherwise protected from erosion within four days of the temporary or permanent cessation of earthmoving activities, weather permitting, and shall be watered, tended, and maintained until growth is well established.
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- (10) The design, installation and maintenance of erosion and sediment control measures shall be accomplished in accordance with standards and specifications established by this chapter and the Pennsylvania Department of Environmental Protection and the Chester County Conservation District.
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