

Main Office: (610) 458-1601 Township Police: (610) 458-3205

General Contact Information

Township Building Address

729 St. Matthews Road
Chester Springs, PA 19425

Phone: (610) 458-1601

Fax: (610) 458-1603

E-Mail office@westvincenttp.org (mailto:office@westvincenttp.org)

OFFICE HOURS:

Monday through Friday

8:30 AM - 4:30 PM

POLICE DEPARTMENT

Non-emergency Phone Number: 610-458-3205

Driving Directions to the Township Building

[Google Maps](http://maps.google.com/maps?)

<http://maps.google.com/maps?>

[q=729+St.+Matthews+Road+Chester+Springs,+PA+19425&oe=utf-8&client=firefox-a&gl=us&t=h&z=16&vpsrc=0](http://maps.google.com/maps?q=729+St.+Matthews+Road+Chester+Springs,+PA+19425&oe=utf-8&client=firefox-a&gl=us&t=h&z=16&vpsrc=0)

From Philadelphia

Take Route 76-the Schuylkill Expressway, West, exiting at 202. Take Route 202 South. Follow 202 South to the Route 401 West exit. Stay right off the exit, follow Route 401 West approximately 8 miles crossing through the Route 29, and Route 113 intersections. Continue approximately 4 additional miles till you reach Saint Matthews Road. Take a right onto Saint Matthews Road, the West Vincent Township complex is on your left.

From the North

Take Route 100 South traveling through the Pottstown area, continue South, traveling through the Route 23 intersection. Travel approximately 4 additional miles to the intersection of Route 401 and Route 100. Take a left onto Route 401 East, travel an additional 2 miles to Saint Matthews Road. Take a left onto Saint Matthews Road, the West Vincent Township complex is on your left.

From areas East or West

Take the Pennsylvania Turnpike-Exit at the Downingtown. Take Route 100 North through Eagle, to the Route 401 intersection. Take Route 401 East approximately 2 miles to Saint Matthews Road. Take a left onto Saint Matthews Road, the West Vincent Township complex is on your left.

Township Solicitor

Siana Bellwoar and McAndrew

Township Engineer

Kenneth Yerger, P. E., Carroll Engineering

News Flash

Board of Supervisors

Kenneth Miller, Chairman

kmiller@westvincenttp.org (mailto:kmiller@westvincenttp.org)

David Brown, Vice Chairman

dbrown@westvincenttp.org (mailto:dbrown@westvincenttp.org)

John Jacobs, Member

johnjacobswwt@gmail.com (mailto:johnjacobswwt@gmail.com)

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Board of Supervisors & Administration

Your Board of Supervisors:

Kenneth I. Miller, Jr., Chair (Term Ends January 2016) kmiller@westvincenttp.org
(<mailto:kmiller@westvincenttp.org>)

David Brown, Member Vice Chairman (Term Ends January 2018) dbrown@westvincenttp.org
(<mailto:dbrown@westvincenttp.org>)

John Jacobs, Member (Term Ends January 2020) johnjacobs@westvincenttp.org
(<mailto:johnjacobs@westvincenttp.org>)

West Vincent Township is a Township of the Second Class and is governed by a three member Board of Supervisors. Members of the Board are elected to 6 year terms and the terms are staggered so that a new Board member is elected every two years in the absence of special circumstances.

The Board of Supervisors make decisions in public meetings which are open to the public. They meet the second and fourth Mondays of each month at 7:30 P.M. at the Township Building.

[2014 Meeting Schedule \(/home/images/docs/Meeting_Dates.pdf\)](/home/images/docs/Meeting_Dates.pdf)

Township Staff

Township Manager	Township Secretary
James Wendelgass	Tammy Swavely
jwendelgass@westvincenttp.org	tswavely@westvincenttp.org
mailto:jwendelgass@westvincenttp.org (mailto:tswavely@westvincenttp.org)	

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Building & Zoning Departments

Zoning Officer: Sandra Cantrell Edwards email: sedwards@westvincenttp.org
(<mailto:sedwards@westvincenttp.org>)

Building Inspector: Richard Raichle email: rraichle@westvincenttp.org
(<mailto:rraichle@westvincenttp.org>)

Code Administrative Assistant: Jason Barron email: jbarron@westvincenttp.org
(<mailto:jbarron@westvincenttp.org>)

Register at the [Attorney General's website \(http://www.attorneygeneral.gov/\)](http://www.attorneygeneral.gov/) if you are a home repair contractor. Section 2704F of West Vincent's current zoning ordinance sets forth the rules for 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 therefore". Sheds and driveways are included in this requirement as well. All applications for building permits must be made to the Township office in writing, on forms furnished by the Township. Even though you may not need a building permit, a Zoning or Use Permit may be required, which is governed by Section 2704A of the Ordinance: "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". These permits are also secured through the Township Office. Signs are included in this requirement. Please remember: it's better to be safe than sorry, so check with the Township before proceeding with any building project, large or small.

Building Permits 2014

[January \(/home/images/docs/Permit totals 1-2014.pdf\)](/home/images/docs/Permit%20Totals%201-2014.pdf)

[February \(/home/images/docs/Permit Totals Feb 2014.pdf\)](/home/images/docs/Permit%20Totals%20Feb%202014.pdf)

[March \(/home/images/docs/Permit%20Totals%203-2014.pdf\)](/home/images/docs/Permit%20Totals%20Mar%202014.pdf)

[April \(/home/images/docs/Permit Totals 4-2014.pdf\)](/home/images/docs/Permit%20Totals%20Apr%202014.pdf)

[May \(/home/images/docs/Permit Totals 5-2014.pdf\)](/home/images/docs/Permit%20Totals%20May%202014.pdf)

[June \(/home/images/docs/Permit-Totals 6-2014.pdf\)](/home/images/docs/Permit%20Totals%20Jun%202014.pdf)

[July \(/home/images/docs/Permit-Totals 7-2014.pdf\)](/home/images/docs/Permit%20Totals%20Jul%202014.pdf)

[August \(/home/images/docs/Permit Totals 8-2014.pdf\)](/home/images/docs/Permit%20Totals%20Aug%202014.pdf)

[September \(/home/images/docs/Permit-Totals 9-2014.pdf\)](/home/images/docs/Permit%20Totals%20Sep%202014.pdf)

[October \(/home/images/docs/Permit Totals 10-2014.pdf\)](/home/images/docs/Permit%20Totals%20Oct%202014.pdf)

[November \(/home/images/docs/Permit Totals Nov2014 .pdf\)](/home/images/docs/Permit%20Totals%20Nov%202014.pdf)

[December \(/home/images/docs/Permit Totals 12-2014 .pdf\)](/home/images/docs/Permit%20Totals%20Dec%202014.pdf)

Building Permits and Miscellaneous Forms

To view and print a copy of the following forms click the link attached.

[Deck/Patio/Porch \(/home/images/docs/decks_porches_patios_2015.pdf\)](/home/images/docs/decks_porches_patios_2015.pdf)

[Alterations/Additions \(/home/images/docs/alterations_additions_2015.pdf\)](/home/images/docs/alterations_additions_2015.pdf)

[Pool Permit \(/home/images/docs/Pool Permit_2015.pdf\)](/home/images/docs/Pool Permit_2015.pdf)

[New Home \(/home/images/docs/new_home_new_building_2015.pdf\)](/home/images/docs/new_home_new_building_2015.pdf)

[Chester County Building Permit info \(/home/misc_docs/Chester%20County%20BP%20info.pdf\)](/home/misc_docs/Chester%20County%20BP%20info.pdf)

[Electrical Permit Form \(/home/misc_docs/ElectricalPermit.pdf\)](/home/misc_docs/ElectricalPermit.pdf)

[Township Road Occupancy Permits \(/home/misc_docs/TownshipRoadOccupancyPermit.pdf\)](/home/misc_docs/TownshipRoadOccupancyPermit.pdf)

[Bridge Crossing Permit \(to Exceed Weight Limit\) \(/home/images/docs/Bridge%20Crossing%20Permit.pdf\)](/home/images/docs/Bridge%20Crossing%20Permit.pdf)

[Generator Permit \(/home/images/docs/Generator_2015.pdf\)](/home/images/docs/Generator_2015.pdf)

[Stormwater Application \(/home/images/docs/Stormwater_Management_Permitt_Application.pdf\)](/home/images/docs/Stormwater_Management_Permitt_Application.pdf)

[Stormwater Agreement \(/home/images/docs/Stormwater_Agreement.pdf\)](/home/images/docs/Stormwater_Agreement.pdf)

[Stormwater Agreement-Simplified Approach](#)

[\(/home/images/docs/Simplified Approach Stormwater Agreement.pdf\)](/home/images/docs/Simplified Approach Stormwater Agreement.pdf)

[West Vincent Township Fee Schedule \(/home/images/docs/Fee_Schedule.pdf\)](/home/images/docs/Fee_Schedule.pdf)

[Conditional Use Application \(/home/misc_docs/CU%20Application.pdf\)](/home/misc_docs/CU%20Application.pdf)

[Subdivision/Land Development Application \(/home/misc_docs/Land%20Dev%20Appl.pdf\)](/home/misc_docs/Land%20Dev%20Appl.pdf)

[Sign Permit \(/home/misc_docs/sign%20permit.pdf\)](/home/misc_docs/sign%20permit.pdf)

[Section 2006 \(/home/misc_docs/SECTIO2006GENERALREGULATIONS.pdf\)](/home/misc_docs/SECTIO2006GENERALREGULATIONS.pdf) (Sign Regulations)

[Security Alarm Registration \(/home/misc_docs/alarm_form.pdf\)](/home/misc_docs/alarm_form.pdf)

[Temporary Use and Occupancy Permit \(/home/misc_docs/Temp%20Use%20and%20Occ.pdf\)](/home/misc_docs/Temp%20Use%20and%20Occ.pdf)

[Use and Occupancy Permit \(/home/images/Minutes/U%20%20O%20-%20Commercial.pdf\)](/home/images/Minutes/U%20%20O%20-%20Commercial.pdf)

[Temporary Zoning Permit \(/home/images/Temporary%20Zoning%20Permit.pdf\)](/home/images/Temporary%20Zoning%20Permit.pdf)

[House Number Order Form \(/home/misc_docs/LCFDHouseNumberOrderForm.pdf\)](/home/misc_docs/LCFDHouseNumberOrderForm.pdf)

[Tennant Notification Form \(/home/images/docs/Tennant%20Notification%20Form.pdf\)](/home/images/docs/Tennant%20Notification%20Form.pdf)

The Zoning Department

[2010 Zoning Ordinance with amendments \(/home/images/docs/Zoning%20Ordinance%202010%20Rev%202012.2013.pdf\)](/home/images/docs/Zoning%20Ordinance%202010%20Rev%202012.2013.pdf) The Zoning Ordinance is available for purchase at the Township Building.

The Current Zoning Hearing Board members:

Larry Shontz, Chairman

Kenneth Frame

Jane Gaffer

Ann Dyer

Karl Brachwitz