



# East Hempfield Township

## Development Services Department

### SALDO PLAN AND SWM PLAN SUBMISSION REQUIREMENTS

**\*\* The Township strongly encourages predevelopment meetings for all proposed developments and projects. \*\***

- Township Staff will schedule ***INITIALLY SUBMITTED PLANS*** for the Planning Commission and Board agenda according to the East Hempfield Plan Submission Schedule, attached as Appendix A. The Plan Submission schedule requires submission of an initial plan ***AT LEAST FOUR WEEKS PRIOR*** to the PC meeting to allow for staff & Township Engineer reviews. It shall be the sole discretion of Township Staff, based on consultation with the Township Engineer, when to schedule the submitted plan for PC review and recommendations.
- For initial submission of all sketch, preliminary, and final plans, all applications must be accompanied by:
  - 1 set of full-size (24" X 36") paper prints, folded (unless folding is impractical)
  - 1 CD/DVD with PDF's of all submitted documents
  - Completed application form with all required signatures
  - Written requests for all required waivers/modifications
  - A transmittal letter/form explaining what the project is and listing all submitted documents
  - Proper application fee a
  - Proper plan review escrow fee
- ***EXCEPT FOR SKETCH PLANS, WHICH THE TOWNSHIP ENGINEER DOES NOT REVIEW***, the applicant must submit an electronic/digital copy (CD/DVD) **DIRECTLY** to the Township Engineer, David Miller/Associates Inc. Attn: Scott Hain - 1076 Centerville Rd., Lancaster, PA 17601 and
- The applicant must submit an electronic/digital copy (PDF & CADD) (Via CD/DVD/Portable Drive) of ***ALL PLANS & DOCUMENTATION FOR TRAFFIC ASSESSMENTS OR TRAFFIC IMPACT STUDIES (TIS) DIRECTLY*** to Township Traffic Engineer, McMahon Associates, Attn: Chris Bauer – 3903 Hartzdale Dr. Camp Hill, PA 17011
- The applicant must submit an application and all associated documents **DIRECTLY** to the Lancaster County Planning Commission (LCPC). Township staff will sign the LCPC application form at your request.
- The applicant must submit **DIRECTLY** to all other necessary agencies, including but not limited to, PennDOT, DEP, and LCCD.
- All plans (LDP, Subdivision, and SWM) must receive Zoning Hearing Board (ZHB) approval prior to the Planning Commission reviewing the Plan. Township staff will not schedule any plans for PC review and recommendation or for Board review and approval, until the ZHB grants any necessary zoning relief for the Plan.



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- All **PLAN RESUBMISSIONS** to the Township shall follow the initial submission procedures stated above and all resubmissions must include:
  - The Plan Submission schedule requires submission of a resubmitted plan **AT LEAST TWO (2) WEEKS PRIOR** to the PC meeting to allow for staff & Township Engineer reviews. It shall be the sole discretion of Township Staff, based on consultation with the Township Engineer, when to schedule the submitted plan for PC review and recommendations.
  - A transmittal letter/form explaining what the project is and listing all submitted documents – transmittal form must confirm delivery/submission to Township Engineer and Township Traffic Engineer
  - 1 set of full size paper prints, folded (unless folding is impractical)
  - 1 CD/DVD/portable drive with PDF's of all submitted documents
  - Completed application form with all required signatures
  - Written requests for any and all additional waivers/modifications
  - Any additional application fees and/or plan review escrow fees as required
- All resubmissions to the Township Engineer and Township Traffic Engineer shall follow the initial submission to the Township Engineer and Traffic Engineer as stated above.

## FINAL PLAN APPROVAL

- Township Staff **WILL NOT** schedule Final Plans for Board approval or conditional approval until all associated documents are also ready for Board approval. Township Staff shall schedule all project approvals for the same Board meeting, and approvals may include but not limited to the following:
  - Conditional Final Plan approval
  - Condition Approval or Approval of modification requests
  - Conditional Approval or Approval of the Developer's Agreement
  - Establishment of Financial Security for Public improvements
  - Conditional Approval or Approval of SWM O&M agreement
  - Establishment of Financial Security for SMW improvements

***\*\* Township Staff reserve the right to amend these requirements as needed \*\****

- Following Board conditional approval of LDPs or Subdivision plans:
  - The applicant must sign the approval letter and return to us as per the directions on the letter
  - The applicant must submit the required financial security in a format acceptable to the Township
  - The applicant must address any and all conditions of Board approval
  - The applicant is required to record the plans at the Lancaster County Recorder of Deeds.

***\*\* Unless prior approval is obtained from the Township, ALL pages are to be recorded. \*\****



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- Once recording for all documents (Final Plans, agreements, etc.) is complete, the applicant must supply the Township with 1 full size paper set of the recorded Final Plans and 1 paper copy of the recorded agreements. Additionally, the applicant or his/her agent shall provide all recorded documents in a digital (PDF) format via CD/DVD/portable drive (scanned from signed, original, recorded documents) of the recorded plans, recorded agreements, etc. and a copy of the recording receipt(s).

***\*\* Following final approval (if granted) at the public meeting, the Board may sign all plans (the Board neither approves SWM Plans nor signs the SWM Plans) and documents that night: however, Township staff cannot guarantee Board execution and authorization of any plans and documents that night. \*\****

***\*\* The Township shall receive two (2) copies of the signed, sealed, and certified plans, and two (2) copies of original, partially-executed (signed by the applicant and witnessed and/or notarized as required) for Board execution and authorization. \*\****

## **STORMWATER MANAGEMENT PLANS**

- Applicant shall follow the initial plan submittal and plan resubmittal procedures for LDPs and Subdivision Plans (**REFERENCED ABOVE**)
- Township staff review all SWM plans for compliance with the Township's Zoning Ordinance. Any SWM Plan failing to comply with the Township Zoning Ordinance must receive ZHB approval before any Board approvals or Development Services Director approval.
- The Board shall approve the establishment of financial security and approve the operations and maintenance (O&M) agreements in the same manner as established for Final LDPs and Subdivision Plans.
- The Development Services Director shall approve SWM plans only when the Township receives the required financial security, the required SWM Permit fee and the required SWM Inspection Fee (must submit separate checks for each fee), receives an original, hard-copy and a digital copy of the recorded SWM O&M agreement, to include the recording receipt, and receives the Township Engineer's review letter, signifying the applicant sufficiently addressed all staff and engineer comments, to include Zoning Hearing Board (ZHB).
- ***THE TOWNSHIP DOES NOT REQUIRE RECORDING OF THE SWM PLAN.***
- ***THE PERMIT REVIEW AND APPROVAL PROCESS IS SEPARATE FROM THE SWM PLAN REVIEW AND APPROVAL PROCESS.***
- The applicant must file the appropriate Township Permit application (Residential or Commercial Permit Application) to the Township Zoning Officer and/or the Township Building Code Official (BCO) for review and approval.
- The applicant may receive the applicable zoning and/or building permits only after the Development Services Director approves and signs the SWM plan.



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## **ADDITIONAL REQUIREMENTS AND GENERAL PROCEDURAL INFORMATION**

- All requests for meetings with the Township Engineer must be made through the Township.
- The Township must be copied on all correspondence sent to the Township Engineer.
- For projects with established financial security, it is the ***APPLICANT'S RESPONSIBILITY*** to submit requests for reduction or release of financial security to the Township in writing in accordance with the PA MPC. Township Staff will not accept or act on any verbal requests for release/reduction of Financial Security.
- Once a project is complete, or as needed for financial security reductions, the Township shall require as-built plans. Applicant, his/her agent or representative shall submit one (1) paper copy of the as-built plans and one (1) digital (PDF) version of the as-built plans via CD/DVD/Flash drive to the Township, and one (1) digital (PDF & CADD) to the Township Engineer (DM/a).

***\*\* THE TOWNSHIP SHALL RETAIN A MINIMUM OF 10% OF THE ESTABLISHED FINANCIAL SECURITY UNTIL THE APPLICANT SUBMITS AN AS-BUILT PLAN TO THE TOWNSHIP ENGINEER'S SPECIFICATIONS. \*\****

**\*\* TOWNSHIP STAFF MAY AMEND OR REVISE ANY AND ALL REQUIREMENTS AS NEEDED ON A PROJECT-BY-PROJECT BASIS \*\***

***\*\* ALL PAPER PLAN SETS (SALDO OR SWM) SHALL BE 24" X 36" IN SIZE (ARCH D). \*\****



# East Hempfield Township

## APPENDIX A

### EAST HEMPFIELD TOWNSHIP PLANNING COMMISSION SUBMITTAL/MEETING SCHEDULE – 2018

The East Hempfield Township Planning Commission will hold their meetings at 7:00 PM on the dates listed below at the East Hempfield Municipal Building, 1700 Nissley Road, Landisville PA. Meeting locations are subject to change. Township staff generally post agendas a week prior to the meeting date. Please check the Township website at: [www.easthempfield.org](http://www.easthempfield.org) for any announcements or notifications

The submission deadlines do not guarantee placement on the PC agenda for the corresponding meeting date. Township staff shall determine the scheduling for all submitted applications. Submission deadlines shall be 4:00 P.M. on the dates listed below, subject to Township staff discretion.

<u>PLANNING COMMISSION MEETING DATES</u>	<u>SUBMISSION DEADLINE FOR PREL. &amp; FINAL PLANS</u>
Jan. 10, 2018	Dec. 6, 2017
Feb. 14, 2018	Jan. 3, 2018
Mar. 14, 2018	Feb. 7, 2018
Apr. 11, 2018	Mar. 7, 2018
May. 9, 2018	Apr. 4, 2018
June. 13, 2018	May. 2, 2018
July. 11, 2018	June. 6, 2018
Aug. 8, 2018	July. 5, 2018
Sept. 12, 2018	Aug. 1, 2018
Oct. 10, 2018	Sept. 5, 2018
Nov. 14, 2018	Oct. 3, 2018
Dec. 12, 2018	Nov. 7, 2018
Jan. 9, 2019	Dec. 5, 2018

TOWNSHIP MUST RECEIVE COMMENT RESPONSE SUBMISSIONS AT LEAST 16 DAYS PRIOR TO A MEETING DATE.

THE SCHEDULE ABOVE SHALL NOT DICTATE SCHEDULING FOR BOARD ACTION.

TOWNSHIP STAFF SHALL DETERMINE THE SUBMITTAL AND MEETING.

**APPENDIX B  
APPLICATION FOR CONSIDERATION OF A SUBDIVISION  
AND/OR LAND DEVELOPMENT PLAN**

For Municipal Use Only:

File No. \_\_\_\_\_  
Date of Receipt / Filing: \_\_\_\_\_  
Planning Commission Meeting Date: \_\_\_\_\_  
Board of Supervisors Meeting Date: \_\_\_\_\_

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The undersigned hereby applies for approval under the East Hempfield Township Subdivision and Land Development Ordinance of 2013 for the (subdivision) (land development) plan submitted herewith and described below:

1. Plan Name: \_\_\_\_\_  
Plan No.: \_\_\_\_\_ Plan Date: \_\_\_\_\_
  
2. Project Location: \_\_\_\_\_  
\_\_\_\_\_
  
3. Name of Property Owners (s): \_\_\_\_\_  
Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Source of Title: \_\_\_\_\_ Account No.: \_\_\_\_\_  
  
Second Property Owners (s): \_\_\_\_\_  
Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Source of Title: \_\_\_\_\_ Account No.: \_\_\_\_\_
  
4. Application Classification (check one):  
\_\_\_\_\_ Sketch Plan \_\_\_\_\_ Centerline Separation Plan  
\_\_\_\_\_ Preliminary Plan \_\_\_\_\_ Lot Add-On Plan  
\_\_\_\_\_ Final Plan \_\_\_\_\_ Lot Consolidation Plan  
\_\_\_\_\_ Revised Subdivision and/or Land Development Plan
  
5. Land Use and Number of Lots and/or Units (indicate answer by number):  
\_\_\_\_\_ Single-Family Detached \_\_\_\_\_ Business  
\_\_\_\_\_ Single-Family Semi-Detached \_\_\_\_\_ Civic  
\_\_\_\_\_ Single-Family Attached \_\_\_\_\_ Social  
\_\_\_\_\_ Multi-Family \_\_\_\_\_ Agricultural  
\_\_\_\_\_ Other \_\_\_\_\_
  
6. Total Gross Acreage: \_\_\_\_\_  
Total No. of Lots: \_\_\_\_\_  
Total No. of DU's: \_\_\_\_\_
  
7. Name of Applicant (if other than owner): \_\_\_\_\_  
Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

8. Name of Firm that Prepared Plan: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
 Person Responsible for Plan: \_\_\_\_\_
9. Is a Zoning Change Necessary? \_\_\_\_\_ If Yes, Please Specify: \_\_\_\_\_  
 \_\_\_\_\_
10. Type of Water Supply Proposed:  
 \_\_\_\_\_ Public  
 \_\_\_\_\_ Community  
 \_\_\_\_\_ Individual
11. Type of Sanitary Sewage Disposal Proposed:  
 \_\_\_\_\_ Public  
 \_\_\_\_\_ Community  
 \_\_\_\_\_ Individual
12. Lineal Feet of New Street: \_\_\_\_\_ Identify All New Streets Not Proposed for  
 Dedication: \_\_\_\_\_
13. Acreage Proposed for Park or Other Public Use: \_\_\_\_\_
14. Have Plans been submitted to:  
 \_\_\_\_\_ LCPC  
 \_\_\_\_\_ Water Authority  
 \_\_\_\_\_ Sewer Authority  
 \_\_\_\_\_ LCCD  
 \_\_\_\_\_ PennDOT  
 \_\_\_\_\_ Lancaster County Wide Communications

The undersigned hereby represents that, to the best of their knowledge and belief, all information listed above is true, correct and complete.

\_\_\_\_\_  
 Signature of Landowner or Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Landowner or Applicant

\_\_\_\_\_  
 Date

**APPENDIX C  
APPLICATION FOR CONSIDERATION OF A MODIFICATION**

For Municipal Use Only:

File No. \_\_\_\_\_

Date of Receipt / Filing: \_\_\_\_\_

Planning Commission Meeting Date: \_\_\_\_\_

Board of Supervisors Meeting Date: \_\_\_\_\_

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The undersigned hereby applies for approval of a modification / waiver, submitted herewith and described below:

1. Plan Name: \_\_\_\_\_  
Plan No.: \_\_\_\_\_ Plan Date: \_\_\_\_\_

2. Project Location: \_\_\_\_\_  
\_\_\_\_\_

3. Name of Property Owners (s): \_\_\_\_\_  
Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Source of Title: \_\_\_\_\_ Account No.: \_\_\_\_\_

Second Property Owners (s): \_\_\_\_\_  
Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Source of Title: \_\_\_\_\_ Account No.: \_\_\_\_\_

4. Specific Section of the Subdivision and Land Development Ordinance for which a Modification is requested: \_\_\_\_\_

The Proposed Alternative to the Requirement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Justification for the Modification / Waiver: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned hereby represents that, to the best of their knowledge and belief, all information listed above is true, correct, and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_, 20\_\_\_\_\_  
Date



East Hempfield Township Fee Schedule

1700 Nissley Road PO Box 128 , Landisville, PA 17538, (717) 898-3100, Fax: (717) 898-9486    www.easthempfield.org

1/2018 - Reviewed by staff

Description	Special Criteria, If Any	Other Requirements	Fee
<b>SUBDIVISION &amp; LAND DEVELOPMENT</b>			
	Escrow deposit	Two (2) Checks are required for each submittal	
Sketch Plan		-	\$450
Lot Add-On Plan	\$1,500	-	\$450
Revised Final Plan	\$1,500 + \$100 / Acre	-	\$450 + \$25 / Acre
Subdivision Plan	\$1,500 + \$200 / Lot	-	\$450 + \$25 / Lot
Land Development Plan	\$1,500 + \$200 / Acre	-	\$450 + \$25 / Acre
Modification Request		-	\$50 / Request
Sewer Planning Module review			\$50
<b>STORM WATER APPLICATIONS</b>			
	Escrow Deposit		Fee
SWM Plan Application Fee	\$1,500		\$500
SWM Plan Inspection Fee	N/A	3% of cost (recommended by Twp. Engineer)	
SWM Plan Maintenance Fee	N/A	3% of cost (recommended by Twp. Engineer)	
"Small Project" SW Application Fee (Residential)	N/A		\$100
"Small Project" SW Application Fee (Nonresidential)			\$300
"Exempt" Project	N/A		Zoning Permit Fee Only
<p>Escrow Deposit Account- If cost incurred is less than Deposit, a refund will be issued upon plan completion.                      If the Deposit Account falls below \$200.00, additional escrow may be requested.                      If the Deposit Account has monies due, no Extension of Time requests will be granted until the Account is up-to-date.                      Escrow covers Twp. engineering &amp; attorney fees which are billed to the Township &amp; based on their published rates.</p>			
<b>ROAD/STREET PUBLIC DEDICATION FILING FEE</b>			
		\$1000 (1st street) + \$250 For each additional street	
<p>Should fees &amp; costs incurred by the township in processing the acceptance of dedication of streets be greater than the fees established herein, the twp. will bill the applicant.                      The payment of said fees shall not create an obligation upon the township to accept dedication of any street or streets.</p>			