



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. Township Staff will schedule Plans for the Planning Commission review and Board action **WHEN ALL TECHNICAL ISSUES ARE RESOLVED** as outlined and covered in the Township Engineer reviews. It shall be the sole discretion of Township Staff, based on consultation with the Township Engineer, in determining the exact date to place a project/plan on an agenda.
- 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 digital copy (CD/DVD/portable drive/electronic submission via email with PDF's of all submitted documents – use the following link for digital submission of large files:
<https://www.dropbox.com/request/ISGJT9C7bBpdyTYFR14I>
 - Completed application form with all required signatures
 - Written requests for all required waivers/modifications
 - A transmittal letter/form explaining the project and listing all submitted documents
 - Proper application fee
 - Proper plan review (engineering) escrow fee
- **EXCEPT FOR SKETCH PLANS, WHICH THE TOWNSHIP ENGINEER DOES NOT REVIEW**, the applicant must submit an electronic/digital copy **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 upon 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 Planning Commission review. 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.



East Hempfield Township

- All **PLAN RESUBMISSIONS** shall follow the East Hempfield Township Plan Submission Schedule (Attachment A), shall be in a digital format, and must include:
 - 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
 - PDF's of all submitted documents
 - Any additional application fees and/or plan review escrow fees as required
- All resubmissions to the Township Engineer and Township Traffic Engineer shall be in digital format, and the Director of Development Services must be copied on all email correspondence with the Township Engineers.

FINAL PLAN APPROVAL

- Township Staff **WILL NOT** schedule Final Plans for Board approval or conditional approval until all associated and related 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 MOU and Financial Security Agreement (Developer's Agreement)
 - Establishment of Financial Security for Public & SWM improvements (if applicable)
 - Conditional Approval or Approval of SWM O&M agreement
- 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.

****The Board typically signs all documents after regular meetings, so staff must receive signed, sealed, and certified plans, and partially executed (signed by the applicant and witnessed and/or notarized as required) agreements prior to the start of Board meetings. Township staff cannot guarantee Board execution and authorization of any plans and documents on the same night. **
(the Board neither approves SWM Plans nor signs the SWM Plans)**

**** The Director of Development Services must receive two (2) copies of 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. ****

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

- The Township must receive a paper copy and a digital (PDF) copy of all recorded documents once recording of all documents (Final Plans, agreements, etc.) is complete.



East Hempfield Township

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 prior to Township approval.
- The Board approves the establishment of financial security and approves 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 once the Township receives the required financial security, the required SWM Permit fee and the required SWM Inspection Fee (a separate check for each fee), receives an original, hard-copy and a digital copy of the recorded SWM O&M agreement, to include the recoding 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 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.

ADDITIONAL REQUIREMENTS AND GENERAL PROCEDURAL INFORMATION

- All requests for meetings with the Township Engineer shall be scheduled with the Township's Development Services Director.
- The Development Services Director must be copied on all correspondence with the Township Engineer.
- It is the **APPLICANT'S RESPONSIBILITY** to submit written requests to the Township to reduce or to release a project's financial security in accordance with the PA MPC. Township Staff will not accept or act on any verbal requests to release/reduce a project's financial security.
- The Township must receive recorded, as-built plans, as reviewed and approved by the Township Engineer, to release any remaining financial security once a project is complete, or as needed. 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/portable drive/electronic submission via email 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 IT RECEIVES THE RECORDED, AS-BUILT PLAN. ****

**** TOWNSHIP STAFF MAY AMEND OR REVISE ANY REQUIREMENTS AS NEEDED ****

**** 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 – 2019

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 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. & FINAL PLANS</u>
Jan. 9, 2019	Nov. 7, 2018
Feb. 6, 2019	Dec. 5, 2018
Mar. 6, 2019	Jan. 9, 2019
Apr. 10, 2019	Feb. 6, 2019
May 8, 2019	Mar. 6, 2019
June 12, 2019	Apr. 3, 2019
July 10, 2019	May 8, 2019
Aug.14, 2019	June 5, 2019
Sept. 11, 2019	July 10, 2019
Oct. 9, 2019	Aug. 7, 2019
Nov. 13, 2019	Sept. 7, 2019
Dec. 11, 2019	Oct. 9, 2019
Jan. 8, 2020	Nov. 8, 2019

TOWNSHIP MUST RECEIVE COMMENT RESPONSE SUBMISSIONS AT LEAST 3 WEEKS PRIOR TO A MEETING DATE.



East Hempfield Township

**THE SCHEDULE ABOVE SHALL NOT DICTATE SCHEDULING FOR BOARD ACTION.
TOWNSHIP STAFF SHALL DETERMINE THE SUBMITTAL AND MEETING SCHEDULE
FOR APPLICATIONS REQUIRING BOARD OF SUPERVIORS APPROVAL.**