

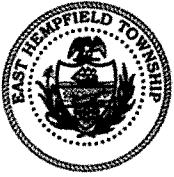
East Hempfield Township

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.



East Hempfield Township

- 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. ****



East Hempfield Township

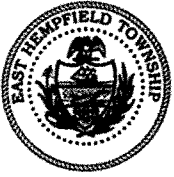
- Once recording for all documents (Final Plans, agreements, etc.) is complete, the applicant must supply the Township with 1 full size paper set of the recorded Final Plans and 1 paper copy of the recorded agreements. Additionally, the applicant or his/her agent shall provide all recorded documents 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.



East Hempfield Township

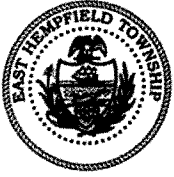
ADDITIONAL REQUIREMENTS AND GENERAL PROCEDURAL INFORMATION

- 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

2017 EAST HEMPFIELD TOWNSHIP PLANNING COMMISSION SCHEDULE

The East Hempfield Township Planning Commission meetings begin at 7:00 PM at the East Hempfield Municipal Building, 1700 Nissley Road, Landisville PA

PLANNING COMMISSION MEETING DATES	SUBMISSION DATES SKETCH PLANS/ MODIFICATIONS	SUBMISSION DATES/ PREL.& FINAL PLANS
Jan. 11, 2017	Dec. 28, 2016	Nov. 30, 2016
Feb. 8, 2017	Jan. 25, 2017	Dec. 28, 2016
Mar. 8, 2017	Feb. 22, 2017	Jan. 25, 2017
Apr. 12, 2017	Mar. 29, 2017	Mar. 1, 2017
May. 10, 2017	Apr. 26, 2017	Mar. 29, 2017
June. 14, 2017	May. 31, 2017	May. 3, 2017
July. 12, 2017	June. 28, 2017	May. 31, 2017
Aug. 9, 2017	July. 26, 2017	June 28, 2017
Sept. 13, 2017	Aug. 30, 2017	Aug. 2, 2017
Oct. 11, 2017	Sept. 27, 2017	Aug. 30, 2017
Nov. 8, 2017	Oct. 25, 2017	Sept. 27, 2017
Dec. 13, 2017	Nov. 29, 2017	Nov. 1, 2017
Jan. 10, 2018	Dec. 27, 2017	Nov. 29, 2017

DEADLINE FOR ALL SUBMISSIONS IS NOON (12:00 P.M.) ON DAYS LISTED ABOVE.

RESUBMITTED PLANS TO ADDRESS STAFF AND ENGINEER COMMENTS MUST BE RECEIVED ON THE MONDAY, TWO WEEKS PRIOR TO A BOARD MEETING DATE.

TOWNSHIP STAFF WILL SCHEDULE BOARD APPROVAL OF SUBMITTED PLANS AFTER THE TOWNSHIP PLANNING COMMISSION AND THE LANCASTER COUNTY PLANNING COMMISSION REVIEWED AND PROVIDED RECOMMENDATIONS ON THE APPLICATION.

**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: _____

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):

<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Centerline Separation Plan
<input type="checkbox"/> Preliminary Plan	<input type="checkbox"/> Lot Add-On Plan
<input type="checkbox"/> Final Plan	<input type="checkbox"/> Lot Consolidation Plan
<input type="checkbox"/> Revised Subdivision and/or Land Development Plan	

5. Land Use and Number of Lots and/or Units (indicate answer by number):

<input type="checkbox"/> Single-Family Detached	<input type="checkbox"/> Business
<input type="checkbox"/> Single-Family Semi-Detached	<input type="checkbox"/> Civic
<input type="checkbox"/> Single-Family Attached	<input type="checkbox"/> Social
<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Agricultural
<input type="checkbox"/> 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: _____

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

SCHEDULE "A"
EAST HEMPFIELD TOWNSHIP
SUBDIVISION AND LAND DEVELOPMENT ORDINANCE
FEE/DEPOSIT SCHEDULE
 Effective January 1, 2014

PROJECT _____

DATE FILED _____

This schedule must be filed out & submitted with all the listed plan type applications.

PLAN TYPE	ADMINISTRATIVE FEE	DEPOSIT/ESCROW AMOUNT	# ACRES/ LOTS/ or MODS.	ADMIN. AMT.	DEP. AMT.	SUB-TOTAL
SKETCH PLAN	\$450.00	\$1,000.00				
LOT ADD-ON PLAN	\$450.00	\$1,000.00				
REVISED FINAL PLAN	\$450 plus \$25/acre	\$1,000 plus \$100/acre				
SUBDIVISION PLAN	\$450 plus \$25/lot	\$1,000 plus \$200/Lot				
LAND DEVELOPMENT PLAN	\$450 plus \$25/acre	\$1,000 plus \$200/acre				
MODIFICATION REQUESTS	\$50 per modification	\$125.00				
STORM WATER	\$500 or 3% of approved public improvement costs					
SEWER PLANNING MODULE Review	\$50.00					
CONDITIONAL USE (Additional hearings requested by applicant \$250/ea.)	\$1000.00	\$1,000.00				
REZONING REQUESTS	\$1000.00					
TOTALS						

NOTES - Admin. Fee and Dep./Escrow Amt. must be submitted in separate checks.
 The initial deposit/escrow amount is a best estimate. The excess of the escrow will be returned or any deficiency billed to the applicant.

East Hempfield Township 2015 Fee Schedule

as adopted 1/21/2015

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

Description	Special Criteria, If Any	Other Requirements	Fee
SUBDIVISION & LAND DEVELOPMENT			
	Escrow deposit	Two (2) Checks are required for each submittal	
Sketch Plan			\$450
Lot Add-On Plan	\$1,000	-	\$450
Revised Final Plan	\$1,000 + \$100 / Acre	-	\$450 + \$25 / Acre
Subdivision Plan	\$1,000 + \$200 / Lot	-	\$450 + \$25 / Lot
Land Development Plan	\$1,000 + \$200 / Acre	-	\$450 + \$25 / Acre
Modification Request	\$125	-	\$50 / Request
Sewer Planning Module review			\$50
STORM WATER APPLICATIONS			
	Escrow Deposit		
Regular SW Project Application Fee	3% of cost (as determined by Twp. Engineer)		\$500
"Small Project" SW Application Fee			\$100
"Exempt" Project			Zoning Permit Fee Only
Inspection Fee		3% of cost (as determined by Twp.	

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 & attorney fees which are billed to the Township & based on their published rates.

ROAD/STREET PUBLIC DEDICATION FILING FEE

\$1000 (1st street) + \$250 For each additional street

Should fees & costs incurred by the township in processing the acceptance of dedication of streets be greater than the fees established herein, the twp. will bill for the extra cost.
The payment of said fees shall not create an obligation upon the township to accept dedication of any street or streets.