

East Manchester Township
5080 N. Sherman Street Extd. Mt. Wolf, PA 17347
(717) 266-4279

**Subdivision and Land Development Plan Application and
Plan Submission Procedures**

Plans are subject to the following procedure to obtain approval:

1. Submission – Usually the 4th Monday of the month by noon – *Check website to be sure*
2. Administrative review of application completeness to accept submission – Upon Submission
3. Staff workshop/review – 1st Thursday 9:00am
4. Planning Commission review - 4th Tuesday 7:00pm
5. Board of Supervisors review - 2nd Tuesday 7:00pm

Plans must be complete as provided below. Incomplete plans will result in a delay or rejection of the submission.

Submittal Deadline: Plans must be received at the East Manchester Township (the “Township”) office prior to noon of the 4th Monday of the month to be considered for the next month's meeting dates.

1. Administrative Review/Completeness - An administrative review will either (i) determine that the plan submission is incomplete (requiring re-submission) or (ii) determine that the plan submission is complete and may proceed to Staff Review.

- Application:** A completed Subdivision/Land Development Application
- East Manchester Township:** One (1) complete set of plans with: (i) notarized owner(s) signature(s); and (ii) engineer and/or surveyor signatures and (iii) seals
- Appropriate **fees and review deposit** (see below) payable to East Manchester Township
- 90-day time waiver (optional)** on the VOLUNTARY WAIVER OF SUBDIVISION/LAND DEVELOPMENT APPROVAL TIME form
- Waiver requests** on the EAST MANCHESTER TOWNSHIP SUBDIVISION AND/OR LAND DEVELOPMENT WAIVER REQUEST or MODIFICATION OF REQUIREMENT form
- Adherence to Chapter 208** (Subdivision and Land Development) of the Code of the Township of East Manchester

Send copies of plans to:

- 1 copy of the plans to the fire chief of Union Fire Company, (PLEASE DROP OFF AT TOWNSHIP BUILDING) (emergency services review)
- 2 copies of the plans to Gordon L. Brown & Associates, Inc. 2238 S. Queen St. York, PA 741-4621 Attn: Laymon Mortorff (Township engineering and planning review)
- 1 copy of the plans to Miller, Poole & Lord, LLP, 96 S George St Suite 520, York, PA 17401 Attn: Andrew Miller (Township legal review)
- 1 copy of the plans (where applicable) to C.S. Davidson, Inc. 38 N. Duke St. York, PA 846-4805 Attn: Northeastern York County Sewer Authority review (also subject to any internal NEYCSA review procedures)
- 1 copy to York County Planning Commission (where applicable) 28 E. Market St. York, PA by their deadline to be considered. 771-9870 Attn: Mike Shaffer (also subject to any internal YCPC review procedures)

2. Staff Review

Upon staff review of the plans, a recommendation for one of the following shall be provided to the applicant:

- RESUBMIT: **Substantial changes or modifications are required**
 - Resubmit plans directly to staff review level by submitting two (2) complete copies of plans with all signature(s) and seals by noon on the 3rd Monday of the month to East Manchester Township office
 - One (1) copy to Gordon L. Brown & Associates, Inc.
 - One (1) copy to Miller, Poole & Lord, LLP
 - One (1) copy to C.S. Davidson
 - One (1) copy to York County Planning Commission.
- PROCEED **with revisions** to Planning Commission: **Minor corrections or open items to address**
 - Submit eight (8) revised (may be half size if legible) copies to the East Manchester Township office for Planning Commission members
 - One (1) revised full size copy sent to Gordon L. Brown & Associates, Inc.
 - One (1) revised full size copy and one (1) revised emailed copy to the Zoning Officer
 - Deadline: by noon of the 3rd Monday of the month of the scheduled Planning Commission meeting.
 - PLEASE NOTE: YOU MAY ONLY BE ON THIS MEETINGS AGENDA IF YOU MADE A SUBMISSION TO THE ZONING OFFICER ON THE PREVIOUS MONTH'S 4TH MONDAY BY NOON OR THE ZONING OFFICER NEEDS NOTICE BY THE LAST BUSINESS DAY OF THE PRIOR MONTH IF ALREADY MADE FORMAL SUBMISSION OR PRIOR MONTHS.
- PROCEED to Planning Commission: **No revision to plan**
 - Submit eight (8) additional complete copies (may be half size if legible) of the plan to East Manchester Township for the Planning Commission members
 - One (1) full size as well as one (1) via email to the Zoning Officer
 - Deadline: by noon of the 3rd Monday of the month of the scheduled Planning Commission meeting.
 - PLEASE NOTE: YOU MAY ONLY BE ON THIS MEETINGS AGENDA IF YOU MADE A SUBMISSION TO THE ZONING OFFICER ON THE PREVIOUS MONTH'S 4TH MONDAY BY NOON OR THE ZONING OFFICER NEEDS NOTICE BY THE LAST BUSINESS DAY OF THE PRIOR MONTH IF ALREADY MADE FORMAL SUBMISSION OR PRIOR MONTHS.

3. Planning Commission Review

Once a plan is recommended for Planning Commission review, it will be scheduled for the next possible meeting date (upon satisfaction of corrections or open comments) and must be submitted by the deadlines set forth.

- **Comments addressed prior to submission to Planning Commission:** applicant must have addressed the comments from: (i) Gordon L. Brown & Associates, Inc., (ii) Miller, Poole & Lord, LLP, (ii) York County Planning Commission, (iii) Fire Company, (iv) US Postal Office and (v) Northeastern York County Sewer Authority prior to Planning Commission submission.
- **Planning Commission Action:** the Planning Commission may recommend for (i) approval, (ii) conditional approval or denial or (iii) they may accept your request for a table of the plan.
- **Approval/Conditional Approval:** If approved, with or without conditions, the plan shall be recommended to the Board of Supervisors for review and becomes subject to any additional conditions the Board of Supervisors may impose.

4. Board of Supervisors Review

For Board of Supervisors review, applicant must submit four (4) complete copies of the plan to the Township office by the first Wednesday of the month with any items closed or satisfied. Applicant should not have more than two (2) open items remaining when a plan is scheduled for presentation before the Board of Supervisors. If a time waiver is not executed by the applicant, the applicant must comply with all time periods of the MPC and Township Code for review of the plan or request time extensions by the first Wednesday of the month in which final action is required.

- Development Agreement/Stormwater Agreement: applicant must submit at least two (2) executed and acknowledged originals of the Development and Financial Security Agreement and Stormwater Facilities Maintenance and Monitoring Agreement with final plans for Board review.
- Surety: applicant must submit a copy of the proposed financial security required for any public improvements to the Township and Miller, Poole & Lord, LLP, Attn: Andrew Miller, by the first Wednesday of the month in which final action is requested.
- Board Action: the Board may table, approve, conditionally approve, or deny the plan.
- Approval: plan must be recorded by the Township upon: (i) satisfaction of conditions; (ii) appropriate posting of any surety; and (iii) payment of recreation fees (each verified by Township Engineer and/or Manager).

5. Recoding Procedure

Submit one (1) reproducible (Mylar) COVER of the plan, five (5) complete plan sets, and one (1) electronic copy of the final approved plan to East Manchester Township, all with original signatures and seals. You may submit more original complete sets of the plans.

- **Clear, original signatures and seals must be on all plans; names must be typed or printed along with signature**
- Plans should be signed, sealed and dated after or on settlement date or a Sales Agreement copy must accompany the plans.
- Surveyor needs to sign, stamp and date all sets.
- Sewer Authority Signature must be on all the copies. (If applicable)
- Owner blocks must have a printed version of the owners signature and printed title.
- Plans should be 24" X 36"
 - Agreements should be finalized with Attorney Andrew Miller, MPL Law firm.
- At the time of submission of the final plans, two (2) original signed/sealed agreements to be recorded should also be submitted.
- "East Manchester Township" should be at the top of the first page.
- They will be signed by the Township and recorded with the plans.
- An envelope for these agreements that has stamps on it and is addressed to the Township needs to be with the recorded agreements for the County Office to send them back.
 - Zoning Officer will stamp all copies with "TBR" and will have Gordon L. Brown & Associates pick a copy up for review.
 - Once the final plans are approved, the Township will then obtain Planning Commission and Board of Supervisors signatures.
 - Zoning Officer will:
- Obtain York County Planning Commission signature on all the plan sets
- Receive UPI number(s) and barcode(s) on the paper copy plan from the Tax Assessment Office
- Then record the plans at the Recorder of Deeds.
 - Zoning Officer will pay for the recording, obtain a receipt and the payment will come out of the Escrow account of the Subdivision/Land Development Account with the Township.
- Fee Schedule from the County (subject to differ as fee schedules change and sometimes depends on circumstances)

- Zoning Officer will write the recording information on all the plan copies with all UPI numbers and a copy of the receipt will go into the file with the Township and a copy will go to whoever is responsible for picking up the left over plans sets and agreement(s).

Filing fees: Please see the fee schedule

Contact York County Planning Commission and Northeastern York County Sewer Authority for their fee schedule and review procedure.