

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. **ALWAYS CHECK WEBSITE FOR DATES.**

1. Submission – Usually the 4th Monday of the month by noon
2. Administrative review of application completeness to accept submission
3. Staff workshop/review – 1st Thursday 9:15 am
4. Planning Commission review - 4th Tuesday 6:00 pm
5. Board of Supervisors review - 2nd Tuesday 6:00 pm

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:** Two (2) complete hard sets and an electronic 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 Fee Schedule) payable to East Manchester Township
- ☐ All submissions are required to have a cover letter describing the proposed project
- ☐ All submissions require a Fire Safety letter showing how these fees were calculated
- ☐ **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 (must fill out a separate form for each waiver request)

ALL SUBMISSIONS NEED TO BE ELECTRONIC AND SEE BELOW FOR HARD COPIES.

Sketch Plan (Informal Submission) Send copies of plans to:

- ☐ 2 copies of the plans to Gordon L. Brown & Associates, Inc. Attn: Laymon Mortorff (Township engineering and planning review)
 - o 2238 S. Queen St. York, PA 17402
 - o 717-741-4621
 - o Laymon Mortorff, Plan Reviewer: lmortorff@glba-engineering.com
 - o Byron Trout, Stormwater Engineer: btrout@glba-engineering.com
- ☐ 2 copies of the plans to East Manchester Township Attn: Zoning Officer
 - o 5080 N. Sherman St. Ext., Mount Wolf, PA 17347
 - o 717-266-4279
 - o ZoningOfficer@emanchestertwp.com

Preliminary and Final Plan (Formal Submission) Send copies of plans to:

- ☐ 1 copy of the plans to the fire chief of Union Fire Company (emergency services review)
 - o PLEASE DROP OFF AT THE TOWNSHIP BUILDING

- Zoning Officer will forward the electronic plan to the Chief.
- 2 copies of the plans to Gordon L. Brown & Associates, Inc. Attn: Laymon Mortorff (Township engineering and planning review)
 - 2238 S. Queen St. York, PA 17402
 - 717-741-4621
 - Laymon Mortorff, Plan Reviewer: lmortorff@glba-engineering.com
 - Byron Trout, Stormwater Engineer: btrout@glba-engineering.com
- 1 copy of the plans to Miller, Poole & Lord, LLP, Attn: Andrew Miller (Township legal review)
 - 96 S George St Suite 520, York, PA 17401
 - 717-844-6907
 - Zoning Officer will forward the electronic plan to the Attorney.
- 1 copy of the plans (when applicable) to C.S. Davidson, Inc. Attn: Northeastern York County Sewer Authority review (also subject to any internal NEYCSA review procedures)
 - 38 N. Duke St. York, PA
 - 717-846-4805
 - Zoning Officer will forward the electronic plan to the Sewer Engineer.
- 1 copy to York County Planning Commission (when applicable) Attn: Mike Shaffer (also subject to any internal YCPC review procedures) by their deadline to be considered.
 - 28 E. Market St, Ste 216, York, PA 17401
 - 717-771-9870
 - The Zoning Officer will forward the electronic plan to Mike Shaffer.
- 1 copy to the US Postal Service at the post office within the zip code of the parcels in question (when applicable – mainly for major subdivisions) Attn: Postmaster
 - Mount Wolf – 17347
 - Manchester – 17345
 - York - 17406

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 following the information to the above-mentioned entities.
- PROCEED **with revisions** to Planning Commission: **Minor corrections or open items to address**
 - Submit five (5) revised (half size if legible) copies to the East Manchester Township office for Planning Commission members
 - One (1) revised a full-size copy and one (1) revised an electronic copy to Gordon L. Brown & Associates, Inc.
 - One (1) revised full size copy and one (1) revised an electronic copy to the Zoning Officer
 - Deadline: by noon on the 4th 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 ON PRIOR MONTHS.
- PROCEED to the Planning Commission: **No revision to plan**
 - Submit five (5) additional complete copies (half size if legible) of the plan to East Manchester Township for the Planning Commission members
 - Deadline: by noon on the 4th 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, (iii) denial, or (iv) they may accept your request for a table of the plan. The Zoning Officer will create an Action Report for the applicant summarizing the PC action and open items.
- 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 the Board of Supervisors review, the applicant must submit three (3) half size revised copies of the plan to the Township office by the first Tuesday of the month by noon. Applicants should not have more than three (3) 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 Tuesday of the month by noon in which final action is required.

- Development Agreement/Stormwater Agreement: applicants 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 Estimate: Applicant must submit a copy of the proposed financial security estimate required for any public improvements to the Township and Byron Trout at least three (3) weeks prior to the Board of Supervisors meeting 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 five (5) complete plan sets, and all with original signatures and seals. They 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 owner's 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, original signed/sealed agreements to be recorded should also be submitted.
 - "East Manchester Township" should be at the top of the first page of the agreements.
 - The agreements will be signed by the Township and recorded with the plans, but sequentially after the plan.
 - Original record agreements will go to Jenn and the copies of them will stay in the file.
- 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 record the plans and agreements.
- Electronic copy of the final recorded plan shall be emailed to Zoning Officer by the Applicant.

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.