

CONOY TOWNSHIP SUBDIVISION/LAND DEVELOPMENT PLAN SUBMITTAL

All plan submissions must include the following:

- ❖ A completed application with original signature
- ❖ Filing fee (refer to fee schedule at office or website www.conoytownship.org)
- ❖ Two (2) copies of the site plan:
 - Black and white or blue and white prints
 - Sheet size no smaller than 18" x 22", no larger than 24" x 36"
 - Scale of 20, 30, 40 or 50 feet to the inch.
- ❖ 11" X 17" copy of the plan
- ❖ Two (2) copies of plan related correspondence such as Plan Introduction/Project Narrative, Modification requests
- ❖ Two (2) copies of the stormwater management plans/correspondence, if applicable
- ❖ Two (2) copies of the traffic impact study/correspondence, if applicable.
- ❖ A digital copy of all above items shall be emailed to Shannon Sinopoli at ssinopoli@conoytownship.org and to Steve Dellinger at sdellinger@hanovereng.com.
- ❖ A signed Lancaster County Subdivision and/or Land Development Plan Processing Application (this will need to be signed by staff also). Applicant will need to file the required number of copies of plans and supporting information, including filing fee to the Lancaster County Planning Commission (Phone #: 717-299-8333).
- *Plans must be received by noon (12:00 PM) on the first Tuesday of each month in order to be on the agenda for the following Planning Commission Meeting. No plans and/or plan revisions will be accepted or considered for review after the filing deadline. No exceptions.*
- *Planning Commission meetings are generally held the first Tuesday of each month at 7:00 P.M. However, check the website for any updates.*
- *Generally, plans will require a minimum of two planning commission meetings prior to receiving plan recommendation and moving forward to the Board of Supervisors.*
- *Upon conditional approval by the Board of Supervisors, one (1) signed and sealed paper copy of the plan will need to be submitted to the planning department for Township files and an additional signed and sealed plan set for recording shall be submitted. Please allow up to 2 weeks to obtain all required Township signatures. Once plans are signed, they will be held until all fees are paid, including township engineering fees. Applicant is required to record final approved plan(s) and provide the Township with the recording information.*