



CT Project # _____

Received by _____

Date _____

CONOY TOWNSHIP
211 Falmouth Road
Bainbridge, PA 17502

APPLICATION FOR CONSIDERATION OF SUBDIVISION AND/OR LAND DEVELOPMENT PLAN

The undersigned hereby applies for approval under the Conoy Township Subdivision and Land Development Ordinance No. 1-3-10-2016, adopted March 10, 2016, for the Subdivision and/or Land Development Plan submitted herewith and described below.

1. Plan Name: _____
2. Project Location: _____
Tax Map/Parcel Identification(s): _____
3. Name of Property Owner(s): _____
Address: _____
Phone No: _____ Email: _____
4. Name of Applicant/Consultant: _____
Address: _____
Phone No: _____ Email: _____
5. Project Description: _____
Existing Land Use: _____ Total Acreage: _____
Proposed Land Use: _____ Current Zoning: _____
No. of Lots: ____ No. of Units: ____ Water Supply: Public /On-Lot - Sewer Supply: Public/On-Lot
(circle one) (circle one)
6. Application Classification: (Check One) _____ Sketch Plan _____ Preliminary Plan _____ Final Plan
7. Fees - Subdivision and Land Development fees must be calculated in accordance with the Conoy Township Fee Schedule in effect at the date of the plan submission. Such fee schedule can be located on the township website or by calling the township office.

Administration Fee: _____ Escrow Fee: _____
8. Escrow fees will be used to cover Professional Consultant (including but not limited to Township Engineering or Township Solicitor) review costs incurred by the Township. Any amount of the escrow fee which exceeds Professional Consultant review costs shall be returned to the applicant. If the amount in the escrow fund is not sufficient to meet all Professional Consultant review costs, the applicant agrees to reimburse the Township and shall be billed therefore and shall pay the amount due within thirty (30) days of such billing.

The undersigned hereby represents that, to the best of my knowledge and belief, all information listed above is true, correct and complete.

Signature of (circle one) Landowner / Applicant / Representative

Date

CONOY TOWNSHIP SUBDIVISION/LAND DEVELOPMENT PLAN SUBMITTAL GUIDELINE

- ❖ Refer to the Subdivision/Land Development Application Checklist
- ❖ Filing fee (refer to fee schedule at office or website www.conoytownship.org)
- ❖ A digital copy of all items listed on the Subdivision/Land Development Application Checklist shall be emailed to Jennifer Rabuck at jrabuck@conoytownship.org, Jared Ziegler at jared.z@weknowcodes.com and to Nickolas Ebersole at NEbersole@dmai.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 3:00 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 6:00 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.*

SUBDIVISION/LAND DEVELOPMENT APPLICATION CHECKLIST

A minimum of the following should be submitted to the township at time of application:

		Submitted	Not Applicable
1	Completed application with original signature(s)		
1	Lancaster County Planning Commission Appendix 24 Application (Section 502.3A, 602.3A)		
2	Sets of plans in black & white print. Sheet size no smaller than 18" x 22" or larger than 24" x 36". Scale of 20, 30, 40 or 50 feet to the inch. Do NOT staple plan sheets		
8	11" X 17" copies of plan		
1	Required submittal fees - Refer to current fee schedule at the township office or on the website www.conoytownship.org		
2	Copies of plan correspondence (plan introduction/project narrative)		
2	Copies of Modification/Waiver Requests		
2	Copies of Probable Consturction Cost Opinion or actual site work quote		
2	Copies Storm Water Management Plans/Correspondence, if applicable		
2	Traffic Impact Study/Correspondence, if applicable		
<i>Plan Drawings Should Include (Where applicable):</i>			
Cover Sheet			
Existing Conditions / Demolition Plan			
Subdivision Plan			
Land Development Site Plan/Layout			
Dedication plan & certification for Streets, R-O-W, Drainage, Sewer and all easements			
Landscaping Plan			
Grading and Utility Plan and Details			
Storm Drainage Profiles & Management Details			
Site Improvement Details / Street Profiles,Cross Sections			
Soil & Erosion control plans			
<i>Additional information required (Where applicable):</i>			
1	DEP Planning Modules or Exemption declaration		
1	Postmaster approval of proposed street names and approval from Lancaster Countywide Emergency Coordinator (Jeff Walls)		
1	Highway Occupancy Permit for State Hwys		
1	Sewer permit		
1	Draft of proposed covenants		
1	Phasing Plan		
1	Other _____		

LACK OF THE ABOVE REQUIREMENTS COULD RESULT IN DELAYS OF PLAN APPROVAL

ADDITIONAL DISTRIBUTION OF PLANS/APPROVALS

In addition to submitting plans to the township, the following agencies may also require a set of plans and correspondence:

		<u>Submitted</u>	<u>Not Applicable</u>
1	<u>Lancaster County Planning Commission</u> (Submit plans w/ signed Appendix 24) 150 N. Queen Street, Suite 320 Lancaster, PA 17603 717-299-8333		
2	<u>Lancaster County Conservation District</u> 1383 Arcadia Road Lancaster, PA 17601 717-299-5361		
3	<u>PA Department of Environmental Protection</u> DEP - Southcentral Regional Office 909 Elmerton Avenue Harrisburg, PA 17110 717-705-4700		
4	<u>PA Department of Transportation - District 8</u> 2140 Herr Street Harrisburg, PA 17103-1699 717-787-6653		

PLEASE NOTE: This checklist is to be used as a guidance tool only. There may be additional submission requirements that are not shown on this checklist.