

East Manchester Township
5080 N. Sherman Street Extd. Mt. Wolf, PA 17347 (717) 266-6735

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

Plans are subject to the following procedure to obtain approval:

1. Administrative review of application completeness to accept submission – Upon Submission
2. Staff workshop/review - 2nd Thursday 9:00am
3. Planning Commission review - 4th Tuesday 7:00pm
4. 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 submitted plan.

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

1. Administrative Review/Completeness

The following must be completed to obtain an administrative review to determine whether the submission is complete:

- Completed Township Subdivision and /or Land Development Application
- Two (2) complete sets plans with: (i) notarized owner(s) signature(s); and (ii) engineer and/or surveyor signatures; and (iii) seals to the office of East Manchester Township
- Appropriate fees and review deposit (see below) payable to East Manchester Township
- 90-day time waiver (optional)
- Waiver requests
- Submit one (1) copy 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)
- Submit one (1) copy of the plans to Miller, Poole & Lord, LLP, 137 East Philadelphia Street, York, PA 17401 Attn: Andrew Miller (Township legal review)
- Submit one (1) copy of the plans to the fire chief of Union Fire Company, 201 York Street, Manchester, PA 17345, or Eagle Fire Company, 54 Center Street, Mt. Wolf, PA 17347, whichever has primary jurisdiction over the location of the subdivision/land development (emergency services review)
- Submit one (1) copy of the plans (where applicable) to C.S. Davidson, Inc. (for Northeastern York County Sewer Authority) 38 N. Duke St. York, PA 846-4805 Attn: John Leen (Northeastern York County Sewer Authority review – also subject to any internal NEYCSA review procedures)
- Submit one (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 (York County Planning Commission review – also subject to any internal YCPC review procedures)
- Adherence to Chapter 208 (Subdivision and Land Development) of the Code of the Township of East Manchester

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.

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
- RETURN to staff review: Minor revisions to the plan 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 of the of the last business day 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, and one (1) copy to York County Planning Commission.
- PROCEED with revisions to Planning Commission: Minor corrections or open items to address
 - Submit six (6) revised copies to the East Manchester Township office and one (1) revised copy sent to Gordon L. Brown & Associates, Inc. by noon of the 3rd Monday of the month of the scheduled Planning Commission meeting.
- PROCEED to Planning Commission: No revision to plan
 - Submit five (5) additional complete copies of the plan to East Manchester Township for the Planning Commission members by noon of the 3rd Monday of the month of the scheduled Planning Commission meeting.

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, and (iii) Northeastern York County Sewer Authority prior to Planning Commission submission.
- Planning Commission Action: the Planning Commission may table the plan or recommend for (i) approval, conditional approval or denial.
- 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).

Recording Procedure:

Clear, original signatures and seals must be on all plans; names must be typed or printed along with signature

- Submit one (1) reproducible (mylar) cover of the plan and five (5) complete plan sets to East Manchester Township, all with original signatures and seals (these will be stamped by the Township for review).
- Copies will be given back to applicant for delivery to Gordon L. Brown & Associates and C.S. Davidson (where applicable) to allow them opportunity to review.
- Upon completion of their review, notice will be given to the Township to proceed with the recording process.
- The reproducible (mylar) cover and three (3) paper copies will be returned to applicant along with an authorization letter from the Township to York County Tax Assessment office.
- Applicant must obtain the signatures of the York County Planning Commission and the Sewer Authority on all three (3) cover sheets and the mylar.
- Applicant must obtain a UPI number and barcode on the paper copy plan set to be recorded
- RETURN the reproducible (mylar) and the three (3) paper copies to the Township.
- The Township will then obtain Planning Commission and Board of Supervisors signatures and record the plans. Recording information will be added onto the reproducible, which applicant will need to obtain from the Township office.

FILING FEES -----plus----- PLAN REVIEW DEPOSIT(placed into an ESCROW ACCOUNT)

Residential--\$350.00 + \$100.00 per lot/unit ----- 1 to 3 lots \$1,000.00; 4 or more lots \$2,500.00 + \$200.00 per lot/unit

Commercial or Industrial-----\$700.00----- Subdivision \$7,500.00
Land Development \$7,500.00

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