

**GUIDELINES FOR
SUBDIVISION/LAND DEVELOPMENT PLAN PROCESSING
LATIMORE TOWNSHIP**

The following are intended as guidelines to be followed in the processing of subdivision and land development plans, and are not intended to replace the provisions of either the Township Zoning Ordinance or the Subdivision and Land Development Ordinance. The provisions of these Ordinances should be referred to for specific requirements.

Major Subdivision (more than 5 lots) or Land Development

Step 1 - Sketch Plan Submission

a. The applicant shall:

- Contact the Township Secretary at least 38 days prior to the regularly scheduled Township Planning Commission meeting (4th Tuesday of each month) and request to be placed on the meeting agenda for Sketch Plan review.
- Obtain copies of the Township Zoning and Subdivision and Land Development Ordinances.
- Prepare a Sketch Plan in accordance with the requirements of the Subdivision and Land Development Ordinance.
- Attend (or be represented by an engineer or surveyor) the Township Planning Commission meeting and provide five (5) copies of the Sketch Plan to the Planning Commission.

b. The Township Secretary shall:

- Notify the Secretary of the Township Planning Commission of the name of the applicant and the name of the Subdivision or Land Development that is being proposed and request that the Plan be placed on the agenda for the next regularly scheduled meeting of the Planning Commission as a Sketch Plan.

c. The Planning Commission shall:

- At the Planning Commission meeting, review the Plan for conformance with the Ordinances and the Township Comprehensive Plan and provide recommendations to the applicant on the requirements for Plan development and approval.

Step 2 - Preliminary Plan Submission

a. The applicant shall:

- Submit twelve (12) copies of the Preliminary Plan to the Township Secretary at least ten (10) business days prior to the next regularly scheduled Township Planning Commission meeting.
- Pay the required Township Filing Fee.
- Submit one (1) copy of the Preliminary Plan to the Township Engineer for review.
- Submit two (2) copies of the Plan to the Adams County Office of Planning and Development for review.
- Submit one (1) copy to the Adams County Conservation District office for soil erosion and sedimentation control approval, if applicable.
- Submit the required number of Plans to the Pennsylvania Department of Transportation (PENNDOT), if applicable.
- Submit one (1) copy of the Plan to all affected utility companies.
- Submit six (6) copies each of the Pennsylvania Department of Environmental Protection (DEP) Sewage Planning Module and any other required documents to the Township Secretary.
- If the project is to proceed in phases, designate the limits of each phase on the Plan.

b. The Township Secretary shall:

- Log in the date when the Plan was submitted to the Township and stamp the Plan copies with a Date Received stamp.
- Notify the Secretary of the Township Planning Commission that the Plan has been submitted and request that it be placed on the agenda for the next regularly scheduled Planning Commission meeting.
- Forward at least five (5) copies of the Plan and all copies of the DEP Sewage Planning Module to the Secretary of the Planning Commission.
- Notify the Township Engineer that the plan has been properly submitted and authorize the review by the Engineer.
- If review comments are received from the Adams County Office of Planning and Development prior to the Planning Commission meeting, forward a copy to the Secretary of the Planning Commission and the Township Engineer.
- If the Township Engineer's review comments are received prior to the Planning Commission meeting, forward the copies to the Secretary of the Planning Commission.

c. The Township Planning Commission shall:

- Review the Plan at the first regular meeting after Plan submission.
- Act on the Plan within 45 days following the first meeting at which the Plan is considered.
- Action by the Planning Commission shall be one of the following:
 - Schedule a public hearing on the Plan.
 - Recommend the Plan for approval by the Township Supervisors
 - Recommend the Plan for approval by the Township Supervisors provided certain conditions are met (Conditional Approval).
 - Table the Plan for consideration at a later meeting upon finding there is insufficient information presented with the Plan, or there are a significant number of corrections required to the Plan.
- Refer the Plan to the Township Zoning Hearing Board if Variances or Special Exceptions are required.
- Recommend to the Board of Supervisors to reject the Plan if it is inconsistent with Township Comprehensive Plan, it does not comply with the Township Ordinances or it cannot be approved within the time limit allowed for the Planning Commission to act unless the applicant requests a time extension.
- Any recommendation of the Planning Commission shall be communicated to the applicant, either personally or by mail within fifteen (15) days of the decision.

d. The Secretary of the Township Planning Commission shall:

- Submit a Subdivision Plan Report on the action taken by the Planning Commission stating the recommendations of the Commission regarding the Plan to the Township Secretary for presentation to the Supervisors prior to the next scheduled meeting of the Board of Supervisors. The report shall state any conditions upon which the Plan was recommended for approval, or reasons why the Plan was tabled or not recommended for approval. List all Variances or Special Exceptions required and all waivers requested, if any.
- If the Planning Commission recommends approval of the DEP Sewage Planning Module, sign the modules and forward all copies to the Township Secretary.
- Retain one (1) copy of the Plan for the Planning Commission record and return at least four (4) copies and any extra copies of the Plan to the Township Secretary for use by the Board of Supervisors.
- If the applicant is not in attendance at the Planning Commission meeting to hear the recommendation, mail a letter to the applicant not later than fifteen (15) days following the meeting advising him/her of the recommendation.
- After the Planning Commission approves the minutes of a meeting, submit a copy of the meeting minutes to the Township Secretary for the Township files.

e. The Township Board of Supervisors shall:

- Consider the Plan at the first meeting of Board following receipt of Planning Commission recommendations, act on the Plan and render a decision so that no more than ninety (90) days has elapsed from the date of the first regular Planning Commission meeting following the date the Plan was submitted by the applicant. If the next regular meeting of the Planning Commission occurred more than thirty (30) days after the Plan was filed, the ninety (90) day period will be measured from the 30th day after the Plan was filed.
- The Board of Supervisors may approve, reject, or table plans. However, if an action taken by the Board is other than a rejection, approval or conditional approval of the Plan, and such action causes the time for a decision to extend beyond the 90-day period, the Plan would be considered as a deemed approved Plan unless the Supervisors request and are granted a time extension by the applicant or the applicant provides a time extension.
- Direct the Township Secretary to prepare and mail a letter to the applicant within fifteen (15) days notifying him/her of the decision and advising of all defects and/or conditions. Sections of the ordinances relied upon to identify defects and conditions must be stated in the letter.
- Direct the Township Secretary to sign the Sewage Planning Module, if approved, and submit two (2) copies to the Department of Environmental Protection.
- Direct the Township Secretary to retain one (1) copy of all documents for the Township files.

f. Upon Approval of the Plan the Applicant shall:

- Satisfy all outstanding conditions of approval, pay all outstanding fees to and obtain fully signed copies of the Plan from the Township Secretary.
- If the applicant intends to proceed with the construction of improvements, submit the required deposit in escrow to cover engineering inspection fees.
- Proceed with the preparation of the Final Plan and the construction of site improvements. If site improvements are to be postponed until Final Plan approval, a security deposit (in the form of a bond or irrevocable letter of credit) with the Township will be required at the time of Final Plan approval.

Step 3 - Final Plan Submission

a. The applicant shall:

- Submit twelve (12) sets of prints and one (1) set of 18" x 24" Mylars of the Final Plan.
- Follow the same procedure for Final Plan submission as for Preliminary Plan submission outlined above. If the project is to proceed in phases, submit the Plan for the first phase.
- Prepare a cost estimate of the required site improvements that are proposed to be dedicated to public use and submit same to the Township Secretary and to the Township Engineer for review. Site improvements for dedication may include streets, curbing, sidewalks, storm sewers, storm water management facilities, water mains and appurtenances within the street right-of-way or private right-of-way where the main is to become a part of a public system, sewer mains and appurtenances within the street or private right-of-way where the sewer main is to become a part of a public system, sewage pumping stations, if any, and a community sewage treatment facility, if any.
- Submit six copies of all other documents required by the Township Subdivision and Land Development Ordinance including copies of all required permits.
- Submit a copy of the approved DEP Sewage Planning Module.
- No additional Township Filing Fee is required.

b. The Township Secretary shall:

- Follow the same procedure as for the Preliminary Plan submission above.

c. The Township Planning Commission shall:

- Follow the same procedure as for the Preliminary Plan submission above.
- Upon final approval by the Supervisors, sign the Record Plan and all prints.

d. The Secretary of the Township Planning Commission shall:

- Follow the same procedure as for the Preliminary Plan submission above.

e. The Township Board of Supervisors shall:

- Follow the same procedures as for the Preliminary Plan submission above.
- If an approved DEP Planning Module has not been received, the Board shall reject the Plan unless the applicant agrees in writing or states for the minutes of the meeting that he/she agrees to an extension of time for the Township to give final approval. Such extension shall be until the next regular meeting after receipt of the approval letter from DEP.
- Upon final approval, sign the Record Plan and all prints.

f. Upon Final Approval of the Plan, the Applicant shall:

- Pay all outstanding fees to the Township prior to receiving Final approval.
- If site improvements have not been completed, submit an acceptable improvement security deposit to the Township Secretary.
- Within ninety (90) days of final approval, obtain the signature of the official of the Adams County Planning Commission and record the Plan in the Office of the Recorder of Deeds for Adams County.
- Return two (2) copies of the Plan showing the recording mark to the Township Secretary who shall file one copy with the Township records and provide one copy to the Secretary of the Planning Commission.
- Refrain from selling any subdivided land prior to the recording of the Final Plan.
- At such time as the construction of the project or phase of the project as the case may be is complete as certified by the Township Engineer, offer all improvements to be dedicated for public use to the Township for acceptance of dedication. The Township shall not be responsible for maintenance or improvements until the Township accepts the dedication.

Minor Subdivision (5 lots or less)

Follow the same procedures as stated above for a Major Subdivision, or follow the procedures for Final Plan Submission only except for the following:

- Submit twelve (12) copies and one (1) 18" x 24" Mylar of the Plan .
- Submit the Plan as a Final Plan.
- Pay the Township Filing Fee.
- Submit the DEP Sewage Planning Module for approval by the Township Planning Commission and the Township Supervisors.