

DILLSBURG BOROUGH

151 South Baltimore Street, Dillsburg, PA 17019-1038 717-432-9969
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PLAN SUBMISSION PROCESS

The following process shall be utilized whenever a Sketch Plan, Subdivision Plan or Land Development Plan is submitted to the Borough. The developer/property owner has the responsibility to make sure their submission is totally complete. The following Check List will be utilized by Borough Staff to determine and verify that the Plan Submission is complete. Any missing documentation will result in the entire plan package being refused.

All plan submissions will be stamped and dated by the Borough, and must be submitted by the deadlines previously established. It is the responsibility of the developer/property owner to determine and verify submission deadlines and fees required for submission.

DOCUMENTS/INFORMATION REQUIRED FOR PLAN SUBMISSION

1. A completed Application _____
2. Eight copies of the Plan _____
3. The required Borough review fee _____
4. The required County Planning Commission review fee _____
4a. Additional postage for York Co. Planning Comm. mailings if required _____
5. Storm water management fee as required by Borough Ordinance (Req. when Plan involves 500 sq. ft. of impervious surface area) _____
6. A cover letter explaining purpose of Plan submission and outlining any special circumstances or conditions _____

Total Fees Collected
(See Borough/Engineer/County Fee Schedules) _____

(Person Accepting Plan)

(Date Plan Accepted)

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Land Development Process

The review and approval process for land development involves two stages: PRELIMINARY and FINAL. A Plan is first reviewed as PRELIMINARY, giving both the Planning commission and Council the opportunity to recommend or require changes. At the PRELIMINARY stage, the Plan is also reviewed by Staff to determine that the Plan meets the requirements of appropriate Ordinances and Codes, and their recommendations are forwarded to Council for consideration. The Plan is then re-submitted as a FINAL, with the recommended or required changes completed. The Planning Commission and Council again review the FINAL Plan to determine that the recommended or required changes have been completed and the Plan is ready for approval and recording.

The Planning Commission is a recommending board, who forwards a recommendation to Council for: approval, approval with conditions, or for rejection, at both the PRELIMINARY and FINAL stages. Once a PRELIMINARY Plan has been reviewed, the Planning commission sends their recommendations to Council, and the Plan then goes on to council at their next regularly scheduled meeting for review and action. Once the owner/developer completes the recommended or required changes, he/she re-submits the Plan as a FINAL and the Planning Commission makes the recommendation for approval, approval with conditions, or rejection of the Plan. If Council determines that the recommended or required changes to the Plan have been completed and that the Plan meets all of the requirements of Zoning and Codes, they vote to approve, approve with conditions or reject the FINAL Plan.

At both the PRELIMINARY and FINAL stage, it is the responsibility of the owner/developer to request and verify that the proper paperwork has been submitted; to certify and verify that the Plan meets all requirements of Zoning and Codes; to certify and verify that all recommended or required changes have been made to the Plan; and to request/verify that the Plan has been properly placed on the agendas for both the Planning Commission and Council meetings.

BOROUGH OF DILLSBURG
APPLICATION FOR SUBDIVISION OR LAND DEVELOPMENT

I. A. Title on Plan _____
B. General Location _____

II. FOR BOROUGH USE ONLY

Submission Date _____

<u>Fees</u>	Application	\$ _____	
	Review Escrow	\$ _____	
	Other _____	\$ _____	TOTAL \$ _____

Final date for Council action without extension _____

NOTES: _____

III. 1. Name of Landowner _____

Address _____ Phone # _____

2. Map & Parcel # _____

3. Name of Applicant (if different) _____

Address _____ Phone # _____

4. Name of Engineer _____

Address _____ Phone # _____

5. Name of Surveyor _____

Address _____ Phone # _____

6. Direct all official correspondence and notices to:

Name _____

Address _____

IV. Narrative

Provide a brief narrative of the intended use & development of the property.

- V. 1. The plan is submitted for consideration as: (circle one)
- | | | | |
|-----------------------|--------|-------------|-------|
| a. Subdivision - | Sketch | Preliminary | Final |
| b. Land Development - | Sketch | Preliminary | Final |
| c. Comments | _____ | | |

2. If the plan is a revision to a previously approved plan, please provide the title & approval date of the previously approved plan.

VI. 1. If any modification(s) are requested of Council, a separate page(s) must be attached describing the nature of the modification(s), the appropriate ordinance section(s) and the reasons the modification(s) should be granted including the manner in which the intent of the ordinance will be met.

Check here is a modification(s) is requested. _____

2. If any Zoning Hearing Board action is, or was, necessary relative to the approval of this plan, please attach a copy of the decision or a description of the needed action.

Check here is this is applicable. _____

VII. Zoning

1. Current Zoning classification of the site _____

2. Using the categories listed in the appropriate section(s) of the Zoning Ordinance, please identify the use(s) proposed for the site and the applicable Ordinance section.

Use: _____ Ordinance Section _____
Use: _____ Ordinance Section _____
Use: _____ Ordinance Section _____

Comments: _____

3. Setbacks

	<u>Required</u>		<u>Provided</u>
Front	_____ feet	_____ feet
Side	_____ feet	_____ feet
Rear	_____ feet	_____ feet

Comments _____

4. Are buffer yards required? Yes _____ No _____
 If yes, are buffer yards provided? Yes _____ No _____

5. Proposed percentage of each lot to be covered by buildings and/or structures. (If known)

<u>Lot #</u>	<u>% Coverage</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6. Spatial Regulations (In the case of proposed residential development).

LOT AREA PER SWELLING UNIT:

<u>Dwelling Type</u>	<u>Required</u>	<u>Proposed</u>
_____	_____ sq. ft.	_____ sq. ft.
_____	_____ sq. ft.	_____ sq. ft.
_____	_____ sq. ft.	_____ sq. ft.

7. Maximum height of the tallest proposed structure. _____ feet

8. Parking - # of spaces required _____
 # of spaces provided _____
 # of loading/unloading required _____
 # of loading/unloading provided _____

9. Is any signage proposed before, during or after development?
 Yes _____ No _____

If yes, a sign permit application must be submitted.

10. Are any non-conforming used or structures present on the property?
 Yes _____ No _____

VIII. General Information

1. Total acreage of property _____
2. Total number of proposed dwelling units:
 Single-Family _____
 Two-Family _____
 Multi-Family _____
 TOTAL _____
3. Total area of commercial buildings proposed: _____ sq. ft.
4. Total proposed lots _____
5. Will any demolition of existing buildings occur? Yes _____ No _____
6. Is any part of the property located within a floodplain?
 Yes _____ No _____
7. Are wetlands present on the site? Yes _____ No _____
 How was this determined?

IX. All plans must be submitted for the following organizations, if appropriate, and the responses must be received prior to final plan approval. Submission for each is the responsibility of the applicant.

	Submission Date	If not required, please check here & attach reasons
1. York County Planning Commission	_____	_____
2. York County Conservation District	_____	_____
3. Dillsburg Area Authority	_____	_____
4. PennDot (H.O.P. & stormwater)	_____	_____
5. DEP (wetlands, sewer extension)	_____	_____
6. Other _____	_____	XXXXXXXXXXXXXXXXXXXX
7. Other _____	_____	XXXXXXXXXXXXXXXXXXXX

X. Attachments & Exhibits

<u>Item</u>	<u>Check if Attached</u>	<u>Check if not Attached & Provide Reasons</u>
1. Documentation from Public Utilities of ability to serve	_____	_____
2. Traffic Study	_____	_____
3. Street Light (cut sheet) Plan	_____	_____
4. Address Plan	_____	_____
5. Site Improvement Guaranty Estimate	_____	_____
6. Proposed Form of Improvement Guaranty	_____	_____
7. Deed Covenants	_____	_____
8. Owners Association Documents	_____	_____
9. Wetlands Certification	_____	_____
10. Signage Plan	_____	_____
11. Proposed Agreement Regarding Streets Maintenance	_____	_____
12. Other _____	_____	_____
13. Other _____	_____	_____
14. Other _____	_____	_____

IX. Certification By Applicant - By signing below I certify that all information contained herein is complete and accurate. I understand that failure to provide a complete application will result in plan rejection. I also acknowledge that the plan will not be deemed finally approved until all requisite fees and review costs are paid.

 Signature

 Date

UCC/HOUSING BOARD OF APPEALS - WRITTEN

A. Non-Refundable Fee

Current CapCOG Rate

UCC/HOUSING BOARD OF APPEALS - HEARING

A. Non-Refundable Fee

Current CapCOG Rate

B. Special Services (Transcript)

Current Rate

SUBDIVISION AND LAND DEVELOPMENT PLANS

PRELIMINARY PLAN

A. Non-Refundable Fee	\$500.00
B. Escrow	
1. Land Development	\$4,500.00
2. Sub-Div (5 Lots or Less)	\$3,500.00
3. Sub-Div (6 Lots to 20 Lots)	\$4,500.00
4. Sub-Div (More than 20 Lots)	\$8,000.00

SKETCH PLAN OR MINOR PRELIMINARY/FINAL SUBDIVISION PLAN

A. Non-Refundable Fee	\$300.00
B. Escrow	\$2,000.00

FINAL PLAN

A. Non-Refundable Fee	\$300.00
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The escrow deposit shall be submitted with the preliminary plan. Any balance remaining after review of the preliminary plan shall either be refunded at the request of the applicant or applied to fees due for submission of a final plan. Whenever the escrow amount falls below \$500.00, the applicant, at the request of the Borough, shall submit an amount equal to one-half the amount originally submitted to replenish the escrow. When an application is rejected, or when a project is completed and there are not likely to be further costs to the Borough, any balance remaining in the escrow shall be refunded to the applicant.

The applicant is responsible to provide the Borough with any and all County, State and/or Required Reviews.

RECREATIONAL FEES

- A. \$1,500.00 per Dwelling/Building Unit
- B. \$1,500.00 per Lot
- C. \$2,500 for Each Acre of Single-Lot Parcels

STORMWATER MANAGEMENT FEES

1. The fee for copies of the stormwater management ordinance shall be \$10.00 per copy.
2. The filing fee for consideration of a stormwater management plan shall be broken into categories based upon the type of development proposed. In all instances, the monies shall either be deposited with the Borough or an escrow account established prior to the Borough's consideration of the Plan.

Category I Residential Development:

<u>Number of lots or dwelling units</u>	<u>General Fee</u>	<u>Deposit for Consultants** and legal review fees</u>
1	\$75.00	\$300.00
2 - 5	\$75.00	\$500.00
6 - +	\$75.00	\$850.00

Category II Non-Residential Development:

<u>Number of lots</u>	<u>General Fee</u>	<u>Deposit for Consultants** and legal review fees</u>
1	\$75.00	\$1,000.00
2 - 5	\$75.00	\$2,000.00
6 - +	\$75.00	\$3,000.00

* Any unused portions of the deposit for consultant's review fees shall be returned to the applicant following approval or disapproval of the Stormwater Management Plan. In the event that the actual amount for engineering and legal review fees exceeds the amount of the deposit, the applicant shall reimburse the Borough an amount equal to the increased fee.

** In instances, where determined by the Borough that the project is of a nature that additional monies will be required, the Borough reserves the right to require such additional fees in an amount determined by the Borough following review with the Borough Engineer and/or Solicitor.