

# 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.manheimtownship.org](http://www.manheimtownship.org))
- ❖ Six (6) 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 stormwater management plans/correspondence, if applicable
- ❖ Two (2) copies of traffic impact study/correspondence, if applicable.
- ❖ Lancaster County Appendix 24 Application, signed by staff.
- ❖ 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 the last Wednesday of each month in order to be on the agenda for the following Planning Commission Meeting.*
- *Planning Commission meetings are generally held the third Wednesday of each month at 6:30 P.M.*
- *Generally, plans will require a minimum of two planning commission meetings prior to receiving plan recommendation and moving forward to the Board of Commissioners.*
- *Upon conditional approval by the Board of Commissioners, Two (2) Mylar copies of the plan and One (1) paper copy of the plan will need to be submitted to the planning department in order to obtain all appropriate township signatures. Please allow up to 2 weeks.*
- *After the Mylars are signed, the applicant will need to call LCPC at 299-8333 to schedule an appointment for plan recording.*

**Please Note: This submittal guide is to be used as a guidance tool only. There may be additional submission requirements that are not shown in this guide.**