

SUBDIVISION AND LAND DEVELOPMENT
REVIEW PROCEDURE
FACT SHEET

Due to some confusion in the plan review policy and procedure the following summary is offered for clarification:

1. New submissions for Preliminary or Final Subdivision and Land Development Plans shall be submitted on or before the 25th of the month prior to the Planning Commission meeting. **NO APPLICATIONS WILL BE ACCEPTED AFTER THIS TIME.**
2. Submissions must be received and checked in at the Township Office before closing time. The Township Office closes at 4:00 p.m. The office will not be kept open to accept plans.
3. All new applications will be reviewed for completeness. If there are any supplemental documents or applicable letters of approval from outside agencies, these documents and approvals must be included. Complete applications must include the following:
 - a. application form properly completed
 - b. appropriate application and escrow fees
 - c. appropriate sewage module component or planning exemption form – Sections 502.b & 602.b
 - d. stormwater management plan (when required) – Sections 502.c & 602.c
 - e. erosion and sedimentation plan (when required) – Section 602.d
 - f. statement from the Municipal Authority regarding availability of service (if applicable) – Sections 502.d & 602
 - g. grading plan (when required) – Sections 502.e & 602.f
 - h. landscaping plan (when required) – Sections 502.f & 602.g
 - i. environmental impact assessment report (when required) – Sections 502.g & 602.h
 - j. traffic impact study (when required) – Sections 502.h & 602.h
 - k. Letort Regional Authority review letter-final plan only (when required) – Sections 503.b & 603.b
 - l. E & S approval letter from Cumberland County Conservation District-final plan only (when required) – Section 602.d
 - m. Certificate of Public Convenience from the Public Utility Commission (when required) – Section 502.a
 - n. any requested modifications of requirements
4. If any plan submittal is found to be incomplete, the applicant will be asked to withdraw the submission. Failure to withdraw submission shall result in the plan being scheduled for action by the Planning Commission and Board of Supervisors with a recommendation for denial.

5. Complete plans will be reviewed by the Township staff. If ten (10) or more substantive or design comments are found, the applicant will be asked to withdraw the plan and any remaining fees (minus review charges) will be returned. If the applicant fails to withdraw said plan; the plan will be forwarded to the Planning Commission and Board of Supervisors with recommendation for denial. Fees for rejected applications, except for unused escrow, WILL NOT BE RETURNED.

If the plan is acceptable it will be forwarded to the Planning Commission for review. The Planning Commission will **not** recommend conditional approvals to the Board of Supervisors if:

Preliminary Plans

1. the plan has more than five (5) unresolved substantive omissions ,or
2. there are more than ten (10) unresolved administrative comments from the review or
3. revisions of the plan design are required, or
4. the plan has not been submitted to other governmental agencies for review.

Final Plans

5. the plan has any unresolved substantive omissions, or
6. there are more than five (5) unresolved administrative comments from the review, or
7. revisions of the plan design are required, or
8. if there are required reviews or approvals pending from the following governmental agencies:
 - PADEP
 - Cumberland County Planning Commission
 - Cumberland County Conservation District
 - the applicable authority or jurisdiction regarding the adequacy of sanitary sewer and public water service.
 - the PUC if required

With the first Planning Commission review (at the regular public meeting) starts the ninety (90) day time-period for action. If a plan is tabled and subsequently revised, the Planning Commission must review it again. The original plan must be withdrawn, and the revised plan resubmitted, thus starting a new ninety (90) day review period. Revised plans will be subject to any changes in the law.

The policy and procedures for plan review have been developed for efficient and timely processing of Subdivision and Land Development applications. Complete applications, including reviews from outside agencies, should create this desired result. However, failure to adhere to the procedure by filing incomplete applications will only result in delays that could otherwise be avoided.