



# East Hempfield Township

## Development Services Department

### SALDO PLAN AND SWM PLAN SUBMISSION REQUIREMENTS

**\*\* The Township strongly encourages predevelopment meetings for all proposed developments and projects. \*\***

Township Staff will schedule **PLANS/ PROJECTS** for the Planning Commission (PC) and/ or Board of Supervisors (BOS) agenda according to the East Hempfield Plan Submission Schedule (Appendix A). Township Staff will schedule Plans for Planning Commission review and Board action

Township staff shall have sole discretion, after consultation with the Township Engineer, for scheduling any plan, project, or item that requires Planning Commission and/ or Board of Supervisors action. **Applicants must resolve all technical issues/ comments, as outlined in the Township Engineer's review letter before Township staff will schedule any plan/ project for Planning Commission or Board of Supervisors action.**

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**\*\*East Hempfield Township, David Miller Associates, Inc., and McMahon Associates, Inc. only accept digital submissions. \*\***

- All applicants shall submit plans and associated documentation to the East Hempfield Township Development Services Director ([planning@easthempfield.org](mailto:planning@easthempfield.org)).
- All initial plan/ project submission shall include:
  - Completed application form with all required signatures
  - Written requests for all required waivers/modifications
  - A transmittal letter/form explaining the project and listing all submitted documents
  - Complete Plan set
  - Associated reports, to include but not limited to Stormwater Management (SWM), Historic and Cultural Resources, and traffic
  - Proper application fee
  - Proper plan review (engineering) escrow fee
- A digital copy (PDF & CADD) of all submissions, **except for Sketch Plans**, shall be sent to Township Engineer, David Miller/Associates Inc. Attn: Scott Hain ([shain@dmai.com](mailto:shain@dmai.com)), 1076 Centerville Rd., Lancaster, PA 17601, and
- A digital copy (PDF & CADD) of all Traffic Impact Studies or Traffic Assessments (reports, plans and associated documentation, etc.) shall be sent to the Township Traffic Engineer, McMahon Associates, Attn: Chris Bauer ([cbauer@mcmahonassociates.com](mailto:cbauer@mcmahonassociates.com)), 3903 Hartzdale Dr. Camp Hill, PA 17011, and
- Applicants shall be responsible for submitting applications and all associated documents **DIRECTLY** to the Lancaster County Planning Commission (LCPC). Township staff will sign the LCPC application form upon request.
- The applicant must submit **DIRECTLY** to all other necessary agencies, including but not limited to, PennDOT, DEP, and LCCD.
- All plans (Subdivision, Land Development, and SWM) shall be compliant with the EHT Zoning Ordinance. Any plan not in compliance with the EHT Zoning Ordinance must receive Zoning Hearing Board (ZHB) approval prior to receiving any PC review and recommendation. Township staff will not schedule any plans for PC or BOS action, until the ZHB grants any and all necessary zoning relief for the Plan.



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- All **resubmissions shall be in a digital format (PDF)**, shall follow the East Hempfield Township Plan Submission Schedule (Attachment A), and must include:
  - A transmittal letter/form explaining what the project is and listing all submitted documents – transmittal form must confirm delivery/submission to Township Engineer and Township Traffic Engineer
  - PDF's of all submitted documents
  - Any additional application fees and/or plan review escrow fees as required
- All plan/ project correspondence shall go to the Development Services Director and carbon copy the Township Engineer and/ or Township Traffic Engineer. There shall be no direct communication with the Township Engineers unless the Development Services Director or Township Manager has granted prior authorization.

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## FINAL PLAN APPROVAL

- Township staff **WILL NOT** schedule Final Plans for BOS action until all associated and related documents are also ready for BOS action. Township Staff shall schedule all project approvals for the same Board meeting, and approvals may include but not limited to the following:
  - Conditional Final Plan approval
  - Condition Approval or Approval of modification requests
  - Conditional Approval or Approval of the MOU and Financial Security Agreement (Developer's Agreement)
  - Establishment of Financial Security for Public & SWM improvements (if applicable)
  - Conditional Approval or Approval of SWM O&M agreement
- Following Board conditional approval of LDPs or Subdivision plans:
  - The applicant must sign the approval letter and return to us as per the directions on the letter
  - The applicant must submit the required financial security in a format acceptable to the Township
  - The applicant must address all conditions of Board approval
  - The applicant is required to record the plans at the Lancaster County Recorder of Deeds.

**\*\*The Board typically signs all documents after regular meetings, so staff must receive signed, sealed, and certified plans, and partially executed (signed by the applicant and witnessed and/or notarized as required) agreements prior to the start of Board meetings. Township staff cannot guarantee Board execution and authorization of any plans and documents on the same night. \*\***  
**(the Board neither approves SWM Plans nor signs the SWM Plans)**

**\*\* The Director of Development Services must receive two (2) copies of signed, sealed, and certified plans, and two (2) copies of original, partially-executed (signed by the applicant and witnessed and/or notarized as required) for Board execution and authorization. \*\***

**\*\* Unless prior approval is obtained from the Township, ALL pages are to be recorded. \*\***

- The Township must receive a paper copy and a digital (PDF) copy of all recorded documents once recording of all documents (Final Plans, agreements, etc.) is complete.



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## STORMWATER MANAGEMENT PLANS

- Applicant shall follow the initial plan submittal and plan resubmittal procedures for LDPs and Subdivision Plans (**REFERENCED ABOVE**)
- Township staff review all SWM plans for compliance with the Township's Zoning Ordinance. Any SWM Plan failing to comply with the Township Zoning Ordinance must receive ZHB approval prior to Township approval.
- The Board approves the establishment of financial security and approves the operations and maintenance (O&M) agreements in the same manner as established for Final LDPs and Subdivision Plans.
- The Development Services Director shall approve SWM plans once the Township receives the required financial security, the required SWM Permit fee and the required SWM Inspection Fee (a separate check for each fee), receives an original, hard-copy and a digital copy of the recorded SWM O&M agreement, to include the recoding receipt, and receives the Township Engineer's review letter, signifying the applicant sufficiently addressed all staff and engineer comments, to include Zoning Hearing Board (ZHB).
- **THE PERMIT REVIEW AND APPROVAL PROCESS IS SEPARATE FROM THE SWM PLAN REVIEW AND APPROVAL PROCESS.**
- The applicant must file the appropriate Township Permit application (Residential or Commercial Permit Application) to the Township Zoning Officer and/or the Township Building Code Official (BCO) for review and approval.
- The applicant may receive the applicable zoning and/or building permits only after the Development Services Director approves and signs the SWM plan.

## ADDITIONAL REQUIREMENTS AND GENERAL PROCEDURAL INFORMATION

- All requests for meetings with the Township Engineer shall be scheduled with the Township's Development Services Director.
- The Development Services Director must be copied on all correspondence with the Township Engineer.
- It is the **APPLICANT'S RESPONSIBILITY** to submit written requests to the Township to reduce or to release a project's financial security in accordance with the PA MPC. Township Staff will not accept or act on any verbal requests to release/reduce a project's financial security.
- The Township must receive recorded, as-built plans, as reviewed and approved by the Township Engineer, to release any remaining financial security once a project is complete, or as needed. Applicant, his/her agent, or representative shall submit one (1) paper copy of the as-built plans and one (1) digital (PDF) version of the as-built plans via CD/DVD/portable drive/electronic submission via email to the Township, and one (1) digital (PDF & CADD) to the Township Engineer (DM/A).

**\*\* THE TOWNSHIP SHALL RETAIN A MINIMUM OF 10% OF THE ESTABLISHED FINANCIAL SECURITY UNTIL IT RECEIVES THE RECORDED, AS-BUILT PLAN. \*\***

**\*\* TOWNSHIP STAFF MAY AMEND OR REVISE ANY REQUIREMENTS AS NEEDED \*\***

**\*\* ALL PAPER PLAN SETS (SALDO OR SWM) SHALL BE 24" X 36" IN SIZE (ARCH D). \*\***



# East Hempfield Township

## APPENDIX A

### **2021 East Hempfield Township Planning Commission Meeting Schedule**

The East Hempfield Township Planning Commission hold their meetings at 7:00 p.m. on the dates listed below, at the East Hempfield Municipal Building, 1700 Nissley Road, Landisville PA. Township staff generally post agendas a week prior to the meeting date. Please check the Township website at: [www.easthempfield.org](http://www.easthempfield.org) for any announcements or notifications.

The submission deadlines do not guarantee placement on the PC agenda for the corresponding meeting date. Township staff shall determine the scheduling for all submitted applications. **Submission deadlines shall be 4:00 p.m. on the dates listed below, subject to Township staff discretion.**

#### MEETING DATES

Jan. 13, 2021  
Feb. 10, 2021  
Mar. 10, 2021  
Apr. 14, 2021  
May 12, 2021  
June 9, 2021  
July 14, 2021  
Aug.11, 2021  
Sept. 8, 2021  
Oct. 13, 2021  
Nov. 10, 2021  
Dec. 8, 2021  
Jan. 12, 2022

#### SUBMISSION DEADLINES

Nov. 13, 2020  
Dec. 11, 2020  
Jan. 15, 2021  
Feb. 12, 2021  
Mar. 12, 2021  
Apr. 16, 2021  
May 14, 2021  
June 11, 2021  
July 16, 2021  
Aug. 13, 2021  
Sept. 10, 2021  
Oct. 15, 2021  
Nov. 12, 2021

**\*The Township must receive all comment responses at least three (3) weeks prior to a scheduled meeting date.**

**\*The schedule above shall not dictate scheduling for Board of Supervisors' action. Township staff shall determine the meeting schedule for all applications requiring Board of Supervisors' approval.**

**\*Please digitally submit all documents, unless instructed to do otherwise.**



# East Hempfield Township

## APPENDIX B

### 2021 East Hempfield Township Condition Use Meeting Schedule

The East Hempfield Township Board of Supervisors hold their meetings at 7:00 p.m. on the dates listed below, at the East Hempfield Municipal Building, 1700 Nissley Road, Landisville PA. Township staff generally post agendas a week prior to the meeting date. Please check the Township website at: [www.easthempfield.org](http://www.easthempfield.org) for any announcements or notifications.

**Submission deadlines shall be 4:00 p.m. on the dates listed below, subject to Township staff discretion.**

#### MEETING DATES

Wednesday, Jan. 20, 2021  
Wednesday, Feb. 3, 2021  
Wednesday, Feb. 17, 2021  
Wednesday, Mar. 3, 2021  
Wednesday, Mar. 17, 2021  
Wednesday, Apr. 7, 2021  
Wednesday, April 21, 2021  
Wednesday, May 5, 2021  
Wednesday, May 19, 2021  
Wednesday, June 2, 2021  
Wednesday, June 16, 2021  
Wednesday, July 21, 2021  
Wednesday, Aug. 4, 2021  
Wednesday, Aug. 18, 2021  
Wednesday, Sept. 1, 2021  
Wednesday, Sept. 15, 2021  
Wednesday, Oct. 6, 2021  
Wednesday Oct. 20, 2021  
Wednesday, Nov. 3, 2021  
Wednesday, Nov. 17, 2021  
Wednesday, Dec. 1, 2021  
Wednesday, Dec. 15, 2021  
Wednesday, Jan. 19, 2022

#### SUBMISSION DEADLINES

Monday, Dec. 21, 2020  
Monday, Jan. 4, 2021  
Monday, Jan. 18, 2021  
Monday, Feb. 1, 2021  
Monday, Feb. 15, 2021  
Monday, Mar. 8, 2021  
Monday, Mar. 22, 2021  
Monday, Apr. 5, 2021  
Monday, Apr. 19, 2021  
Monday, May 3, 2021  
Monday, May 17, 2021  
Monday, June 21, 2021  
Tuesday, July 6, 2021  
Monday, July 19, 2021  
Monday, Aug. 2, 2021  
Monday, Aug. 16, 2021  
Tuesday, Sept. 7, 2021  
Monday, Sept. 20, 2021  
Monday, Oct. 4, 2021  
Monday, Oct. 18, 2021  
Monday, Nov. 1, 2021  
Monday, Nov. 15, 2021  
Monday, Dec. 20, 2021

**\*The schedule above shall not dictate scheduling for Board of Supervisors' action. Township staff shall determine the meeting schedule for all applications requiring Board of Supervisors' approval.**

**\*Please digitally submit all documents, unless instructed to do otherwise.**



# East Hempfield Township

## APPENDIX C

### 2021 East Hempfield Township Zoning Hearing Board Schedule

The East Hempfield Township Zoning Hearing Board will hold its meetings at 7:00 P.M. on the dates listed below at the East Hempfield Township Municipal Building, 1700 Nissley Road, Landisville, PA 17538, unless advertised differently. Township staff generally post agendas a week prior to the meeting date. Please check the Township website at: [www.easthempfield.org](http://www.easthempfield.org) for any announcements or notifications. **Submission deadlines shall be 4:00 p.m. on the dates listed below, subject to Township staff discretion.**

#### MEETING DATES

Monday, Jan. 18, 2021

Monday, Feb. 15, 2021

Monday, Mar. 15, 2021

Monday Apr. 19, 2021

Monday, May 17, 2021

Monday, June 21, 2021

Monday, July 19, 2021

Monday, Aug. 16, 2021

Monday, Sept. 20, 2021

Monday, Oct. 18, 2021

Monday, Nov. 15, 2021

Monday, Dec. 20, 2021

Monday, Jan. 17, 2022

#### SUBMISSION DEADLINES

Friday, Dec.18, 2020

Friday, Jan. 15, 2021

Friday, Feb. 19, 2021

Friday, Mar. 19, 2021

Friday, Apr. 23, 2021

Friday, May 21, 2021

Friday, June 18, 2021

Friday, July 23, 2021

Friday, Aug. 20, 2021

Friday, Sept. 17, 2021

Friday, Oct. 22, 2021

Friday, Nov. 19, 2021

Friday, Dec. 27, 2021

**\*The Township will not accept any applications that do not include the required application fee.**

**\*Please digitally submit all documents, unless instructed to do otherwise.**