

**APPLICATION FOR SUBDIVISION AND LAND DEVELOPMENT APPROVAL  
 PLAN CHECKLIST FOR SUBMISSION  
 TO HANOVER BOROUGH**

**1 General Information**

Name of Subdivision and/or Development: \_\_\_\_\_

Submitted as:

Sketch Plan

Preliminary Plan

Final Plan

Fee paid: \_\_\_\_\_

Check #: \_\_\_\_\_

Date: \_\_\_\_\_

Fee Borough: \_\_\_\_\_

County: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Subdivider/Developer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Engineer or surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

Firm: \_\_\_\_\_

Phone: \_\_\_\_\_

**DESIGNER**

**STAFF**

**2 Development Data Required**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| A. 5 sets of prints, 1 mylar                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Completed checklist                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Suggested drawing size - 24"x 36"                         | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Seal of drawer  | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Scale: 1" = 10' to 1" = 50' (Adjust to meet drawing size) | <input type="checkbox"/> | <input type="checkbox"/> |
| Scale: _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Date: _____   | <input type="checkbox"/> | <input type="checkbox"/> |

**3 Existing and Proposed Streets**

- |                          | Required | Proposed |                          |                          |
|--------------------------|----------|----------|--------------------------|--------------------------|
| A. Width of right-of-way | _____    | _____    | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Width of cartway      | _____    | _____    | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Names of streets      |          |          | <input type="checkbox"/> | <input type="checkbox"/> |

**4 Lot Layout**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| A. Tract dimensions                          | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Building setbacks                         | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Sidewalk locations, existing and proposed | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Existing building locations               | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Existing easement                         | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Public lands location                     | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Tree mass locations                       | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Stream/physical features                  | <input type="checkbox"/> | <input type="checkbox"/> |
| I. Monuments, pins, reference elevation      | <input type="checkbox"/> | <input type="checkbox"/> |
| J. Lot line bearing, distances               | <input type="checkbox"/> | <input type="checkbox"/> |
| L. Sign locations                            | <input type="checkbox"/> | <input type="checkbox"/> |

**5 Topo Map**

- |                                |                          |                          |
|--------------------------------|--------------------------|--------------------------|
| A. 2 Feet intervals (4% AV.)   | <input type="checkbox"/> | <input type="checkbox"/> |
| B. 5 Feet intervals steep land | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Existing topo               | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Proposed topo               | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Flood plain area            | <input type="checkbox"/> | <input type="checkbox"/> |

## General procedures for applying for Subdivision and Land Development approval from the Borough of Hanover

### Pre-Submission:

- Hire a surveyor from a planning or engineering firm to research, survey and draw plans.
- In lieu of formally submitting a sketch plan to the Planning Commission, Borough staff is available to offer feedback and suggestions.

### Submission:

- Plans must be submitted to the York County Planning Commission ([www.ycpc.org](http://www.ycpc.org)). The Hanover Borough Council will not approve a plan until comments have been received from the YCPC.
- Plans, application and appropriate fees must be submitted two weeks prior to the Planning Commission meeting. This is further defined as being the Tuesday two weeks prior to the meeting by 4:30 pm. Need to submit five complete paper copies of the plan all bearing the owner's and other necessary signatures. The plans need to be 24" x 36". Once the plans are approved a complete mylar (24" x 36") with all signatures and changes must be submitted to the Borough.

### Planning Commission – Meets at 7:00pm the 1<sup>st</sup> Wednesday of each month:

- Have the owner and/or a representative that can legally represent the owner attend the Planning Commission meeting to explain the plans and answer questions.
- Plans will be recommended for approval or resubmission. After a recommendation for approval or denial is given, the plans will go before the Hanover Borough Council, and a final decision will be given within 90 days of the next meeting after the application was filed. The Borough of Hanover does not charge an additional fee for a resubmittal.

### Post Approval:

- A Public Improvements Agreement will be drafted and must be signed by the owner and accompanied by the appropriate guarantee of funds before the signed plans will be released. Funds can be secured through a bond, letter of credit, check or cash and are released after public improvements are completed.
- Have the plans signed by the York County Planning Commission.
- Have the plans recorded by the County Recorder of Deeds within 90 days of the date they were approved by the Hanover Borough Council. Send a copy of the receipt to the Borough of Hanover.
- After plans have been recorded an electronic copy of the plans with the recording information noted on plans and all signatures must be sent to the Borough office.

### SUBDIVISION AND LAND DEVELOPMENT

MAX FEE	\$3,000.00	
Subdivision Plan Review:	\$550.00 per plan, plus \$50.00 per lot/dwelling unit	
Final Subdivision Plan Review:	\$550.00 per plan, plus \$30.00 per lot/dwelling unit not to exceed \$3,000.00	
Residential Land Development Plan:	\$550.00 per plan, plus \$50.00 per lot/dwelling unit not to exceed \$3,000.00	
Other Land Development Plans -Base Fee of \$550.00, plus:		
Up to 2,000 square feet	<i>(building footprint)</i>	Base Fee Only
2,001 – 5,000 square feet	<i>(building footprint)</i>	\$ 600.00
5,001 – 10,000 square feet	<i>(building footprint)</i>	\$1,000.00
10,001 – 50,000 square feet	<i>(building footprint)</i>	\$1,250.00
50,001 – 100,000 square feet	<i>(building footprint)</i>	\$1,500.00
100,001 – 200,000 square feet	<i>(building footprint)</i>	\$1,750.00
200,001 – 500,000 square feet	<i>(building footprint)</i>	\$2,000.00
500,001 square feet and over	<i>(building footprint)</i>	\$2,250.00
Review of Plan for Accessory Building	<i>(building footprint)</i>	\$ 500.00
Subdivision & Land Development Ordinance Copy		\$ 10.00

Fees based on Resolution No. 1201 dated December 27, 2017.

Questions can be directed to the office of the Borough of Hanover at 717-637-3877.