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	☐	Fee paid:	_____
Preliminary Plan	☐	Check #:	_____
Final Plan	☐	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	☐	☐
B. Completed checklist	☐	☐
C. Suggested drawing size - 24"x 36"	☐	☐
D. Seal of drawer	☐	☐
E. Scale: 1" = 10' to 1" = 50' (Adjust to meet drawing size)	☐	☐
Scale: _____	☐	☐
F. Date: _____	☐	☐

3 Existing and Proposed Streets

	Required	Proposed	DESIGNER	STAFF
A. Width of right-of-way	_____	_____	☐	☐
B. Width of cartway	_____	_____	☐	☐
C. Names of streets			☐	☐

4 Lot Layout

	DESIGNER	STAFF
A. Tract dimensions	☐	☐
B. Building setbacks	☐	☐
C. Sidewalk locations, existing and proposed	☐	☐
D. Existing building locations	☐	☐
E. Existing easement	☐	☐
F. Public lands location	☐	☐
G. Tree mass locations	☐	☐
H. Stream/physical features	☐	☐
I. Monuments, pins, reference elevation	☐	☐
J. Lot line bearing, distances	☐	☐
L. Sign locations	☐	☐

5 Topo Map

	DESIGNER	STAFF
A. 2 Feet intervals (4% AV.)	☐	☐
B. 5 Feet intervals steep land	☐	☐
C. Existing topo	☐	☐
D. Proposed topo	☐	☐
E. Flood plain area	☐	☐

**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, staff in the Borough's Engineering Department are available to offer feedback and suggestions.

Submission:
- Plans must be submitted to the York County Planning Commission (www.ycpc.org). The Hanover Borough Council will not approve a plan until comments have been received from the YCPC.
- Prior to noon on the last Wednesday of the month the Engineering Department must have five paper copies and one Mylar copy of the plan all bearing the owner's signature and accompanied by the application with the appropriate fee.

Planning Commission:
- Have a representative attend the Planning Commission meeting to answer questions.
- Plans will be recommended for approval or resubmission. Upon a recommendation for approval, the plans will go before the Hanover Borough Council. 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.

Submission Fees:	
Land Development Plan	$70
Subdivision	$70
Each Additional lot	$20

Meeting dates and times are subject to change. Check with the Borough office to confirm dates and times.

Meetings:	
Planning Commission	7:00PM
1st Wednesday of the month	
Borough Council	7:00PM
4th Wednesday of the month	

Fees based on Resolution No. 755 dated August 9, 2000.
Questions can be directed to the Borough of Hanover's Engineering Department at 717-637-3877.

		DESIGNER	STAFF

6 Site Data Legend

	Required	Proposed	DESIGNER	STAFF
A. Total area of subdivision			☐	☐
B. Number of lots			☐	☐
C. Lot area in square feet			☐	☐
D. Density			☐	☐
E. Present zoning			☐	☐
F. Proposed use			☐	☐
G. Minimum lot frontage			☐	☐
H. Minimum lot area			☐	☐
I. Maximum lot coverage			☐	☐
J. Maximum building height			☐	☐
K. Minimum building setback lines			☐	☐
Front			☐	☐
Side			☐	☐
Rear			☐	☐
L. Lineal feet of new streets			☐	☐
M. Parking spaces			☐	☐
N. Sewage disposal			☐	☐
O. Water Supply			☐	☐

	DESIGNER	STAFF
7 Key Map	☐	☐
8 Certification of Title	☐	☐
9 Recorder of Deeds Reference	☐	☐
10 List of Deed Restrictions - Building Description, Typical Lot Layout	☐	☐
11 Street, Alley, Utility Dedication		
A. Hold Harmless Borough Clause	☐	☐
12 Utility Map		
A. Sanitary sewer (public, private)	☐	☐
B. Storm drainage	☐	☐
C. Gas lines	☐	☐
D. Water lines	☐	☐
E. Curbs & sidewalks	☐	☐
F. Fire hydrants	☐	☐
G. Manholes	☐	☐
H. Monuments	☐	☐
I. Other utilities	☐	☐
J. Sump pump note	☐	☐
13 State Highway Occupancy Permit	☐	☐
14 Signature Blocks	☐	☐

15 Have Plans Been Sent to York County Planning Commission for Review?

Yes   No

Checked by: _____   Date: _____
(Designer's Name)

Received by: _____   Date: _____
(Hanover Borough Representative)