

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.

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.
- Plans, application, and appropriate fees must be submitted thirty (30) days prior to the Planning Commission meeting. 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 the 1st 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.

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

**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"/> |

DESIGNER

STAFF

6 Site Data Legend

	Required	Proposed
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	_____	_____

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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

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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

13 State Highway Occupancy Permit

14 Signature Blocks

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

Yes No

Checked by: _____
(Designer's Name)

Date: _____

Received by: _____
(Hanover Borough Representative)

Date: _____