

# SUBDIVISION & LAND DEVELOPMENT CHECKLISTS

## INITIAL SUBMISSIONS

- A completed application with original signature
- Filing fee (refer to the fee schedule at [www.cityoflancasterpa.com](http://www.cityoflancasterpa.com))
- Four (4) paper copies of the plans (18"x22" or 24"x36" drawn to a scale of one inch equals 10, 20, 30, 40 or 50). One set must have an original signature by the landowner.
- Four (4) copies of plan related correspondence such as Plan Introduction/Project Narrative, Modification requests, or Response Letters.
- Two (2) copies of all reports (e.g., stormwater, geotechnical, traffic, floodplain)
- Two (2) copies of Opinion of Probable Cost.
- One (1) Water and one (1) sewer capacity letter, if required.
- State documentation, such as HOPs and NPDES permits, if required.
- One (1) Lancaster County Appendix 24 form to be signed by Staff
- Applicant will need to file the required number of copies of plans and supporting information, including filing fee to the Lancaster County Planning Commission: 717-299-8333.

## REVISED SUBMISSIONS

- Four (4) paper copies of the revised plans, preferably with **highlighted** edits.
- Four (4) copies of all revised related correspondence such as Plan Introduction/Project Narrative, Modification requests, or Response Letters.
- Two (2) copies of all revised reports (e.g., stormwater, geotechnical, traffic, floodplain)
- Any outstanding documentation from initial submission, including capacity letters, State permits, or Opinion of Probable Cost.

## RECORDING/SIGNING SUBMISSIONS

- Financial guarantees must be received prior to recording.
- Four (4) paper copies of the plans with signed certificates per [Appendix A](#) of the SALDO.
- One (1) Mylar copy of the plans with signed certificates per [Appendix A](#) of the SALDO.
- One (1) signed paper copy of all agreements (e.g., stormwater, easements, developers)
- Two (2) copies of all final reports (e.g., stormwater, geotechnical, traffic, floodplain)
- After the Mylars are signed, the applicant will need to call LCPC at 299-8333 to schedule an appointment for plan recording.
- The Recorder of Deeds cover sheet and receipt of payment must be provided to the Planning Bureau for all recorded documents.

## IMPORTANT NOTES

- ★ There may be additional submission requirements that are not shown in this guide.
- ★ Applicants are encouraged to meet with staff in advance of initial submissions.
- ★ Initial submissions may require a minimum of 3 weeks for review.
- ★ The Municipalities Planning Code provides 90-days for final action on all requests.

For more information visit [www.cityoflancasterpa.com](http://www.cityoflancasterpa.com) or contact the Planning Bureau at 717.291.4755.