

MUNIS NO. _____

CITY FILE NO. _____

**CITY OF LANCASTER, PENNSYLVANIA
SUBDIVISION OR LAND DEVELOPMENT
PLAN APPLICATION**

I (We), the undersigned, request the review and approval of the following plan:

1. Name of Subdivision/Land Development _____
2. Property Address _____ Parcel ID _____
3. Name of Property Owner(s) _____
Address _____ City/State/Zip _____
Telephone _____ E-mail _____
4. Firm that prepared the plan _____
Address _____ City/State/Zip _____
Telephone _____ E-mail _____

5. **Information Checklist** (*Indicate Y [Yes]; N [No] or NA [Not applicable]*)

- _____ Has the Certificate of Ownership been signed, as required, on one set of prints?
- _____ Are domestic water, fire or sewer laterals being taken out of service or disconnected?
- _____ Is additional water capacity required for this project due to increased units/fixtures/use intensity?
- _____ Have addresses for new lots/units been requested from the City Engineer?
- _____ Does plan provide stormwater control for all new buildings and site improvements?
- _____ Will curb or sidewalk be installed or replaced?
- _____ Is a sewage facilities planning module or a planning module exemption required?
- _____ Are new access drives or changes to existing access drives proposed?
- _____ Is a highway occupancy permit required?
- _____ Are supplemental reports included with submission?
- _____ Does plan show approvals of Zoning Hearing Board, Historical Commission, HARB, City Council, Shade Tree, Traffic Commission, or other City Commissions?
- _____ Does submission include copies of applications to or approvals from non-City governmental agencies?
- _____ Are utility, maintenance, access or other easements required?

6. **Submission of Plans and Other Required Materials**

Checklist

- _____ (1) Minimum of one narrative explaining the project and its significant features
- _____ (2) Minimum of one full plan set, including sheets for lighting and landscape planting/removal
- _____ (3) If applicable, one letter requesting any waivers or proposed modifications with justifications
- _____ (4) One copy of LCPC Subdivision or Land Development Plan Processing Application Form
- _____ (5) Minimum of one copy of supplemental reports (e.g., geotech, stormwater, traffic)
- _____ (6) A PDF submission has been emailed to the Chief Planner
- _____ (7) Application Fee

FEE SCHEDULE:

If Applicable

A. Subdivision Plan Only

Preliminary Plan filing fee:

- 1. Basic review fee: \$525 (includes two plan sheets) ()
- 2. Additional sheet fee: \$125 per sheet x _____ plan sheets ()

Final Plan filing fee: One-half the preliminary plan basic review and additional sheet fee if a preliminary plan has been approved. When only a final plan is being submitted, the fee shall be computed as per the preliminary plan fee schedule. ()

B. Land Development or Subdivision/Land Development Plan

Preliminary Plan filing fee:

- 1. Basic review fee: \$1,000 (includes two plan sheets) ()
- 2. Additional sheet fee: \$200 per sheet x _____ plan sheets ()

Final Plan filing fee: One-half the preliminary plan basic review and additional sheet fee if a preliminary plan has been approved. When only a final plan is being submitted, the fee shall be computed as per the preliminary plan fee schedule. ()

C. Minor Land Development or Subdivision Plan

- 1. Basic review fee: \$475 (includes two plan sheets) ()
- 2. Additional sheet fee: \$125 per sheet x _____ plan sheets ()

D. Supplemental Report Fees

- 1. Stormwater Report: \$225 ()
- 2. Traffic Impact Study: \$600 ()
- 3. Geotechnical Report: \$175 ()
- 4. Floodplain Report: \$500 + applicable billable review fees ()
- 5. Other Reports: \$125 ()

E. Fees for waivers or modifications

- 1. Planning Commission waiver of formal process: \$150 ()
- 2. Administrative waiver of preliminary plan application: \$175 ()
- 3. Planning Commission waiver of preliminary plan application: \$225 ()
- 4. Modifications of Ordinance provisions (per section/subsection): \$300 ()

F. Fees for processing sewage facilities planning module

- 1. Full module submission: \$200 ()
- 2. Module exemption: \$100 ()

Please note that additional fees may be charged for reviews if a third-party engineer or solicitor is required, and inspection fees will be charged for City inspectors or third-parties (if required) unless covered by another City permit fee.

Total Amount Submitted: \$ _____

_____, 20____
(Signature of Applicant) (Date)

Accepted by Bureau of Planning on _____, 20____