

**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 or Land Development \_\_\_\_\_
2. Property Address \_\_\_\_\_
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?
- \_\_\_\_\_ 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?
- \_\_\_\_\_ Will demolition of any existing structure occur?
- \_\_\_\_\_ Is a sewage facilities planning module or a planning module exemption required?
- \_\_\_\_\_ Is a highway occupancy permit required?
- \_\_\_\_\_ Are supplemental reports included with submission?
- \_\_\_\_\_ Does plan show approvals of Zoning Hearing Board, Shade Tree Commission, or other City Commissions?
- \_\_\_\_\_ Does submission include copies of applications to or approval letters from non-City governmental agencies?
- \_\_\_\_\_ Are utility or maintenance easements required?

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

Checklist

- \_\_\_\_\_ (1) Three full sets of Plan Sheets or four sets if (a) construction, modification, dedication or vacation of streets or alleys is involved; (b) a new park is proposed; or (c) a new/improved parking lot is proposed
- \_\_\_\_\_ (2) Letter requesting waiver of preliminary plan and/or proposed modifications/waivers with justifications
- \_\_\_\_\_ (3) One copy of Lancaster County Planning Commission Appendix 24 form
- \_\_\_\_\_ (4) Two copies or reports and 12 copies of any executive summaries of reports
- \_\_\_\_\_ (5) Application Fee

**FEE SCHEDULE:**

**If Applicable**

**A. Subdivision Plan Only**

Preliminary Plan filing fee:

- a. Basic review fee: \$375 (includes two plan sheets) ( )
- b. Additional sheet fee: \$ 75 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:

- a. Basic review fee: \$450 (includes two plan sheets) ( )
- b. Additional sheet fee: \$ 75 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: \$325 (includes two plan sheets) ( )
- 2. Additional sheet fee: \$ 75 per sheet x \_\_\_\_\_ plan sheets ( )

**D. Supplemental Report Fees**

- 1. Stormwater Report: \$225 ( )
- 2. Traffic Impact Study: \$225 ( )
- 3. Geotechnical Report: \$175 ( )
- 4. Floodplain Report: \$400 ( )
- 5. Other Reports: \$ 75 ( )

**E. Fees for waivers or modifications**

- 1. Planning Commission waiver of formal process: \$100 ( )
- 2. Administrative waiver of preliminary plan application: \$ 50 ( )
- 3. Planning Commission waiver of preliminary plan application: \$100 ( )
- 4. Modifications of Ordinance provisions (per section/subsection): \$200 ( )

**F. Fees for processing sewage facilities planning module**

- 1. Full module submission: \$125 ( )
- 2. Module exemption: \$ 75 ( )

**Total Amount Submitted:** \$ \_\_\_\_\_

\_\_\_\_\_, 20 \_\_\_\_  
(Signature of Applicant) (Date)

Accepted by Bureau of Planning on \_\_\_\_\_, 20 \_\_\_\_