

**Standard Review Procedure for  
Subdivision and Land Development Plans**

The following is a list of steps required to submit plans for review/approval by Chanceford Township:

**Initial Plan Submittal**

1. In order for a Plan to be accepted by the Township, full plan sets (and reports) must be submitted to the Chanceford Township office by 12 p.m. on the first business day of the month
  - a. THREE copies of the plan, signed time waiver, signed Standard Review Procedure and signed Application must be included in the packet.
  - b. All waiver requests must be submitted in writing (with section number and justification)
  - c. The applicant is responsible for submitting plans to YCPC
2. One set of all documents must be mailed:

Site Design Concepts  
Attention: Grant Anderson  
127 West Market Street, Suite 200  
York, PA 17401

**Planning Commission Meeting**

1. Planning Commission Meetings are scheduled for the THIRD Tuesday of the month at 7 p.m.
2. Revised plans must be submitted by the Close of Business ONE week prior to the meeting.
  - a. Electronic copies to the Township Engineer
    - i. Site Design Concepts  
Attention: Grant Anderson  
127 West Market Street  
Suite 200  
York, PA 17401
  - b. Three copies to Chanceford Township Office (attention: Leah Geesey)
  - c. A response letter should be included with revised plans which specifies how each comment has been or will be addressed, OR, based on the complexity of the project, one plan with highlighted revisions.

**Board of Supervisors Meeting**

1. After the Planning Commission Recommends Approval and the remaining conditions are met, the plan may be placed on the Board of Supervisors Agenda upon request. (Contact Leah Geesey – (717) 927-6401
2. Board of Supervisors meetings are held the SECOND Monday of the month at 7 p.m.
3. Revised complete Plans must be submitted to Engineer (one paper copy) and THREE paper copies to the Township Office ONE week before the meeting.
4. ALL REQUIRED NOTARIZED SIGNATURES AND CERTIFICATIONS MUST BE PRESENT INCLUDING ALL OWNER(S) AND PROFESSIONAL(S) RESPONSIBLE FOR THE PLAN.

Signing this statement indicates that you are aware of the plan approval/review procedure:

\_\_\_\_\_  
Representative's Signature-Title

\_\_\_\_\_  
Date