

STEPS TO SUBDIVISION

The following is a guide to the subdivision process in Chanceford Township. Please understand that this is a lengthy process. When followed correctly and in a timely manner expect 5 to 7 months from the start until plan is recorded.

- ! The first step is to prepare a sketch plan. This can be done by using a copy of the tax map and roughly sketching your proposal. Be prepared to discuss soil types, land usage, status of acreage as of 1979 and ownership. Call the Township office to be put on the agenda for the Planning Commission. The Planning Commission will review the sketch plan and make recommendations. Recommendations are based on the topography of the land, streets, tillable land and using logic in agriculture preservation. All subdivisions for any residential lots will depend a great deal on the soil types. Once the Planning Commission agrees to your concept, they will permit you to proceed.
- ! It is now time to hire an Engineering firm to handle the survey and to make the plans. You will also need to contact the Sewage Enforcement Officer to perform the soils evaluation and conduct the percolation test. It is important that the percolation test is completed to ensure that the ground is adequate for the sewage system prior to the survey and drawn plans. Percolation tests cannot be completed when the temperature is below 40 degrees F. A planning module will have to be completed identifying any and all sewage facilities on the property. This will be forwarded to the Department of Environmental Protection for their review and approval. Your engineering consultant will assist you in filling out the proper planning module. The plans can now be drawn up, and along with the planning module, can be submitted to the Planning Commission.
- ! Call the Township Office to be put on the agenda for the next Planning Commission meeting. Your plans will officially be submitted to the Township for review. Be sure to have at least 6 copies of the plan and 3 copies of the planning module. You will also need to be prepared to pay the filing fees and recreation fees. Fees to be paid include \$300.00 plus \$20.00 per lot to the York County Planning Commission, \$100.00 plus \$120.00 per lot being created for preliminary plan and \$100.00 plus \$120.00 per lot being created for final plan. The recreation fee is \$1,200.00 per lot being created. Legal and recording fees are \$200.00. Your plan at this time will not be reviewed but forwarded to York County Planning Commission and to the Township Engineer for review. You will receive comments from York County Planning Commission and from the Township Engineer, which you should discuss with your engineer. These are comments that will probably require changes be made on your plans by your engineer. If possible, making the changes prior to the next meeting will speed up the process. Your planning module will also be approved by the Township Planning Commission and the Board of Supervisors and forwarded to D.E.P. for its approval.
- ! At the next Planning Commission meeting, your plan will then be reviewed. Comments received from York County Planning Commission and the Engineer will be addressed. If your plan requires too many changes, the plan will be tabled to enable your engineer to complete the changes. Your plan may be approved conditionally if only minor changes are required. Any corrections must be completed prior to approval from the Board of Supervisors. If all comments have been addressed and all changes have been completed, your plan will be recommended for approval by the Planning Commission. It will then go to the Board of Supervisors for their approval.
- ! Upon approval from the Planning Commission, be prepared for the Board of Supervisors meeting with 3 copies of the corrected plan and the mylar copy (if required by the developer.) Make sure that there is a legible notary seal in order for the plan to be recorded. Call the Township Office to be put on the agenda for the Board of Supervisors Meeting for Final Plan approval. The supervisors will review your plan. Upon their approval, the Solicitor will then have the plan recorded. At this point a new deed or deeds will need to be drawn up.

Other obstacles that you may encounter may be Driveway Maintenance agreements if a driveway is used by more than one property owner. Also, if add on lots are involved, a merger agreement will have to be written and recorded with the plan. These agreements must be written by an attorney.

Many times during the reviewing process at the approval stage, the notary seal is not legible and cannot be recorded. This again delays the completion of the plan.

The Planning Commission meets every third Tuesday of each month and consists of 7 members. The Board of Supervisors meets every second Monday of each month and consists of 3 Supervisors.

You can contact the Township Office for more information at 927-6401. There are many questions that can be answered as you proceed through your subdivision.