

SUBDIVISION/LAND DEVELOPMENT PLAN APPROVAL
STANDARD REVIEW PROCEDURE

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

1. In order to be placed on the next Planning commission Meeting Agenda, plans (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
 - b. All waiver requests will be submitted in writing (with section number and justification)
 - c. The applicant is responsible for submitting plans to YCPC
2. The Planning Commission should be briefed on the Concept of the Project and the plan should be submitted with action taken at the next meeting.
3. It will be seen by and action taken at the Board of Supervisors' meeting directly following the Planning Commissions' meeting and action.

PLANNING COMMISSION

1. Planning Commission Meetings are scheduled for the **THIRD** Tuesday of the month at 7 p.m.
2. Revised plans must be submitted **ONE** week prior to the Planning Commission meeting by 12 p.m.
 - a. **ONE** copy 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: Danielle Dehoff)
 - 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

1. After Planning Commission Approval and the remaining conditions are met, the plan may be placed on the Board of Supervisors Agenda upon request. (Contact Danielle Dehoff- 927-6401)
2. Board of Supervisors meetings are held **SECOND** Monday of the month at 7 p.m.
3. Revised complete Plans must be submitted to Engineer (two paper copies and one Mylar) and **ONE** paper copy to the Township Office by the Wednesday before the meeting.
4. **ALL REQUIRED SIGNATURES AND NOTARIZATION MUST BE PRESENT INCLUDING THE YORK COUNTY PLANNING COMMISSION, OWNER AND PROFESSIONAL RESPONSIBLE FOR THE PLAN.**

**SIGNING THIS STATEMENT INDICATES THAT YOU ARE AWARE OF THE PLAN
APPROVAL/REVIEW PROCEDURE:**

REPRESENTATIVE'S SIGNATURE-TITLE

DATE