



CHANCEFORD TOWNSHIP

GUIDE TO THE SUBDIVISION PROCESS

A Step-by-Step Reference for Applicants

This guide summarizes, in sequence, the steps an Applicant must complete to subdivide property within Chanceford Township. It is intended as a general reference for use in conjunction with the Township's Subdivision and Land Development Ordinance (SALDO) and the Pennsylvania Municipalities Planning Code (MPC). It does not replace those documents or advice from a Professional Consultant, and applicants should confirm current fees, forms, and requirements with the Township prior to submission.

STEP 1 Dwelling Right Determination

The applicant submits a Dwelling Right Determination Form to the Township. (Exhibit A) The Township Engineer reviews the chain of title and property deeds to determine the number of dwelling rights remaining on the property.

No further steps should be taken until the number of available dwelling rights has been confirmed in writing.

STEP 2 Groundwater Nitrate Sampling

If excess dwelling rights are confirmed (at least one needs to remain with each existing dwelling on the Property), the applicant should contact a qualified professional (see attached list of professionals) to collect a groundwater sample from an on-site well and submit the sample to a lab to test the baseline nitrate concentration.

- The sample must be drawn from a groundwater well located on the property.
- The sample may not be collected by the Property Owner.
- The sample must be collected upstream of any pre-treatment system — including water conditioners, water softeners, or UV light denitrification units — so that it reflects untreated, baseline groundwater quality.

If the baseline nitrates in the sample returns at or above 10 ppm, the property is not eligible for subdivision and the process cannot proceed. There is no mitigation available once the baseline itself is at or above the 10 ppm threshold.

STEP 3 Minimum Lot Size or Recharge Area Determination

The water sample results are forwarded to a professional geologist, who calculates the minimum lot size, or groundwater recharge area, needed to disperse the additional nitrate loading from the new on-lot septic system(s) while keeping the resulting concentration below 10 ppm.

If baseline results are close to, but below, 10 ppm, the geologist may propose mitigating measures, such as a denitrification component or an enlarged recharge area, to bring the projected post-development concentration into compliance. These options are only available when the baseline is below 10 ppm; they cannot be used to overcome a baseline already at or above the limit.

STEP 4 Site Survey, Driveway SSSD, PNDI, Zoning Compliance, and SEO Coordination

With a satisfactory baseline nitrate result in hand, the applicant engages a licensed surveyor and contacts the Township Sewage Enforcement Officer (SEO). At this stage:

- The Surveyor lays out the proposed lot(s) and confirms compliance with zoning requirements, including lot area, frontage, and setbacks.
- The Surveyor should check safe stopping sight distance (SSSD) at driveway location(s) and begin the permitting process with PennDOT or Township Roadmaster.
- The Surveyor will submit a PNDI to check for potential impacts to Threatened or Endangered Species and coordinate with Applicant and Specialists to conduct investigations and coordinate any required clearances.
- The Surveyor will submit a Planning Module Mailer to DEP for a Planning Code and to confirm applicable forms and review process.
- The Surveyor or Applicant must coordinate with the Township's SEO to schedule Soil probe investigations to identify suitable soil test sites for on-lot sewage disposal systems. An Excavator and Operator will be required for this phase.
- The SEO also inspects any existing septic system(s) on the property to confirm they are functioning properly.

The applicant should proceed to the planning module stage after suitable test sites have been identified and any existing systems have been confirmed to be functioning properly.

STEP 5 Planning Module Application

The applicant's Surveyor prepares a Planning Module application. The module consists of several components:

- Component 2 - Planning Module for Long Term Sewage Disposal.
- Component 4A — Land Use Questionnaire, submitted to the Township Planning Commission
- Component 4B — Land Use Questionnaire, submitted to York County Planning Commission (with a fee)

STEP 6 Subdivision Plan Submission

The Surveyor prepares a formal subdivision plan that complies with all applicable sections of the Township Subdivision and Land Development Ordinance (as well as other applicable ordinances). Once complete, the Subdivision Plan is submitted, together with the Township's Application (Exhibit B) and Planning Module package, to the Township, along with the required filing fees. Current fees are set by Township resolution (Exhibit C); applicants should consult the fee schedule resolution on the Township's website before submitting.

STEP 7 Engineering and York County Planning Commission Review

After formal submission, the plans are reviewed by the Township Engineer and by the York County Planning Commission. Refer to Upon completion of review, comment letters are issued to the Surveyor for resolution.

STEP 8 Township Planning Commission Review

Updated plans and outstanding comments are reviewed by the Township Planning Commission at the next regularly scheduled meeting. The Township Planning Commission makes a recommendation to the Board of Supervisors to approve or deny the plan.

STEP 9 Board of Supervisors — Initial Review

Following the Planning Commission's recommendation, the Plan and Planning Module are reviewed by the Board of Supervisors. If all other matters are in order, the Board adopts a resolution authorizing the Planning Module to be forwarded to PADEP.

STEP 10 PADEP Review of the Planning Module

The Planning Module is reviewed and approved by the Pennsylvania Department of Environmental Protection (PADEP).

STEP 11 Return to the Board of Supervisors — Final Approval

Once the Planning Module is approved by PADEP, the applicant returns to the Board of Supervisors with all outstanding items addressed, including:

- Required signatures
- DEP Planning Module Approval
- Payment of outstanding fees
- Driveway permit
- Legal Descriptions of the new lot(s) and residual lot
- Stormwater management approval (if required)
- NPDES permit approval (if required)

STEP 12 Plan Recording

Once approved, the Township records the subdivision plan and provides copies of the recording receipt to the applicant.

STEP 13 Proof of Deed Recording

The applicant's Attorney must submit proof of deed recording to the Township within 90 days of the subdivision plan's recording date.

This summary is provided for general guidance only and does not waive or modify any requirement of the Chanceford Township SALDO, Zoning Ordinance, or applicable state law. Applicants are encouraged to consult the Township Engineer, Township Solicitor, and Township Secretary throughout the process.