SUBDIVISION AND LAND DEVELOPMENT PLAN INFORMATION SHEET

This information sheet will provide applicants/representatives with the plan submittal requirements, timeframe requirements, fee requirements and the township action process for all submitted subdivision and land development plans. The time required for plan approval is directly related to the plan's compliance with the adopted Township ordinances and the strict adherence to the established timeframes.

Step 1 – Plan Submittal – Plan cut-off date (See Schedule)

Sketch, subdivision, and land development plans, must be submitted to the Fairview Township Codes Administration Office by **3:30 P.M**. on the thirtieth (30) day prior to the next regularly scheduled Planning Commission Meeting (please see current cut-off date schedule on our website OR in-office). All plan submission cut-off dates that fall on a weekend or on a township holiday will revert to the previous business day for the submittal cut-off. **THERE WILL BE NO EXCEPTIONS TO THE SUBMISSION DEADLINES.**

The following must be submitted to the codes office at that time:

1. Fifteen (15) copies or sets of 24" X 36" plans **(If attending the OPTIONAL PC Workshop meeting below, only eight sets or copies are required).

2. A digital copy emailed or submitted on a flash drive of the entire submittal (plans, reports, application, letters, etc.) in a digital format acceptable to the township (.pdf files). An additional digital copy of any plan revisions must be provided with each resubmission of the plans.

3. Three (3) copies of the Subdivision/Land Development application.

4. Three (3) copies of individual modification request (forms available).

5. Three (3) copies of any supplemental information: stormwater calculations, soil and erosion control submission, wetlands reports, traffic impact studies, etc.

6. Three (3) copies of the Sewer Planning Module or exemption request form, if applicable.

7. Two (2) checks payable to:
   - Fairview Township ***(*fee schedule can be found at www.twp.fairview.pa.us)***
   - York County Planning Commission ***(*fee schedule can be found at www.ycpc.org)***

Please see the Fairview Township and York County Planning Commission fee schedules for applicable amounts

Plans and related information will be distributed to the Fairview Township Planning Commission, Township Engineer, York County Planning Commission, and as necessary the Public Works Department, Recreation Commission, Township Solicitor and Emergency Services for their review.

Step 2 – Initial Plan Review – 4 Days after plan submittal deadline

Staff will conduct a completeness review of the submitted materials. This review will be based on the aforementioned items and any additional requirements outlined in the Subdivision and Land Development Ordinance. Staff will determine if the plans and materials are complete enough to conduct a plan review. If submittals are deemed complete, the materials will be forwarded on to the appropriate staff for a full review. If the submittal is deemed incomplete, correspondence will be generated indicating why the submittal is not complete and what additional information is required on or before 3:00 pm of the 4th day. This and all notifications will be sent to the applicant and the applicant's engineer noted on the application. The owner of record will also be copied if the contact information is provided.

Incomplete plans will not proceed any further in the process and will revert to Step 1 until the submittal is deemed complete.

Step 3 – Planning Commission Workshop Meeting - 14 days prior to the P.C. Meeting (9:30 A.M. at Township Building – See Schedule)

This meeting will be held at the Fairview Township Municipal Building and is usually on a Tuesday. The meeting is a preliminary technical review with the Township Engineer, a York County Planning Commission (YCPC) representative, the Township Codes Administrator and as deemed necessary – Township Solicitor, or a consulting engineer. The purpose is to review and discuss with the applicant or the applicant's consultant the preliminary TECHNICAL comments associated with the plan.

While this meeting is not required, the applicant/applicant's consultant for the plan, must attend this meeting to discuss and review the comments or the ORIGINAL submitted plans and all associated staff comments will be forwarded directly to the Planning Commission without the opportunity to submit revisions. Attendance at this meeting can give the applicant/applicant's consultant the opportunity to make revisions to the plan prior to the Planning Commission meeting.

Step 4 – Planning Commission Workshop Meeting Revised Plan Submittal Deadline - 11 days prior to Planning Commission Meeting (3:30 P.M.)

ONLY projects that utilized the PC Workshop Meeting outlined in Step 3 can submit revised plans to the Codes Administration Office no later than 3:30 P.M. on the eleventh (11) day prior to the Planning Commission Meeting. This is usually the Friday after the PC workshop meeting. The revised plans will be forwarded to Staff for a second review and those revised comments and plans will be presented to the Planning Commission at their next meeting. If the plans revisions are not received at this time, the originally submitted plans and staff comments will be presented at the next Planning Commission Meeting.

Step 5 – Township Engineer/Staff Comments – Last Friday prior to the PC Mtg

All comments from Staff and the appropriate plans will be distributed to the Planning Commission members. Copies of the comments will also be provided to the applicant/applicant's consultant.

PLANNING COMMISSION MEETING

First Tuesday of each month – 6:00 P.M. (See Schedule)

Submitted plans, staff review comments, and any modifications are presented and reviewed by the Planning Commission. The PC will openly discuss any additional concerns or issues. At that time, the plan and/or modifications will be recommended for approval, denial or will be tabled:

- Recommended for approval – The plan and/or modification requests will be forwarded on to the Board of Supervisors.
- Recommended for denial – The plan and modifications requests will be forwarded on to the Board of Supervisors with reasons for the recommended denial.
- Tabled – Plans that have not addressed all the engineering, planning, or staff comments will be tabled.

NOTES:

- All modification requests MUST be acted on by the Planning Commission. If a new modification request is made any time during the plan review process, the modification request will be forwarded to the Planning Commission for action.
- The Planning Commission may forward modification request(s) to the Board of Supervisors **prior to** plan recommendations. If a recommendation on a modification request is made by the Planning Commission, the modification request will be presented at the NEXT Board of Supervisors meeting for action.
- The Planning Commission has been advised by the Board of Supervisors that plans are to be free of and technical comments prior to those plans being forwarded to the Board. Outside agency approvals are not considered comments however, outside agency approvals can change the layout of a plan (YCCD and DEP). The Planning Commission will factor this into any recommendations.
- Planning Commission minutes will not be available to the public until they have been ratified by the PC which is usually at their next meeting. In the alternate, Fairview Township does record meetings and makes those recordings available online at the U-Stream - Fairview Township channel within 3 business days of a meeting.

BOARD OF SUPERVISORS MEETING

Last Monday of the Month (See Schedule)– 7:00 P.M.

MODIFICATION REQUEST: Any modification request that has received a recommendation from the Planning Commission (approval or denial), will be presented to the Board of Supervisors at the next Board meeting for formal action. If action on a modification request result in significant changes to the plan, the plans may be forwarded back to the Planning Commission for a re-review based on the formal action on the modification request.

PLAN ACTION: Submitted subdivision/ land development plans that are: free of technical comments; AND plans that have received **ALL** of the required outside agency approvals (DEP Sewage Planning, York County Conservation, Public Utility, etc); AND plans that have had Board action on any requested modifications; will receive a recommendation from township staff and the Township Engineer, for presentation to the Board of Supervisors for formal plan action.

The Board of Supervisors will act on the modification and/or plan as follows:

1. Approval: A letter will be sent to applicant indicating the Board approval action. If it is a plan approval, the letter will note any noted conditions of the approval and will include a written acceptance letter to be signed and returned to the Township within ten (10) days, acknowledging the applicant's acceptance of the conditions of plan approval.
2. Denial: A letter will be sent to the applicant indicating reasons for the denial.
3. Tabled: The plan/modification will be held at the Board level until the conditions or reasons for the plan/modification tabling have been addressed, then re-presented back to the Board for action.

PLAN SUBMITTAL FEE SCHEDULE

Fairview Township Subdivision and Land Development Fees
Please review the latest Fairview Township Fee Schedule for applicable plan submittal fees which can be found on the Fairview Township website at www.twp.fairview.pa.us. Checks shall be made payable to Fairview Township.

York County Subdivision and Land Development fees
Please refer to the York County Planning Commission website at www.ycpc.org for their most current fee schedule.

MISCELLANEOUS INFORMATION

PLAN RESUBMISSIONS
Resubmissions (outside of the normal plan progression), whether to the Planning Commission workshop, Planning Commission or the Board of Supervisors, must be submitted no later than 3:30 P.M. two weeks prior to the respective PC Workshop, Planning Commission or Board of Supervisor's meeting.

MUNICIPALITIES PLANNING CODE (MPC) 90 DAY PLAN REVIEW TIMELINE
The MPC has established a timeline that a submitted subdivision/land development plan must be acted on formally by the Board of Supervisors within 90 days. The MPC reads as follows:

"Section 508. Approval of Plats. All applications for approval of a plat (other than those governed by ArticleVII), whether preliminary or final, shall be acted upon by the governing body or the planning agency within such time limits as may be fixed in the subdivision and land development ordinance but the governing body or the planning agency shall render its decision and communicate it to the applicant not later than 90 days following the date of the regular meeting of the governing body or the planning agency (whichever first reviews the application) next following the date the application is filed, or after a final order of the court remanding an application, provided that should the said next regular meeting occur more than 30 days following the filing of the application, or the final order of the court, the said 90-day period shall be measured from the 30th day following the day the application has been filed."

When plans are initially submitted, township staff will provide the 90-day plan review expiration date. The applicant or representative has the sole responsibility for monitoring the time associated with the plan and submitting any extension request for the plan. **If a plans timeline is set to expire and an extension is not provided to the township; the plan will be recommended by staff to be denied at the next Board of Supervisors meeting, due to the plan not complying with the outstanding ordinance requirements.**

RECORDING OF PLANS

The approved plans will be signed by the Township Engineer, the Chairman of the Board of Supervisors, the Secretary of the Board of Supervisors, and the York County Planning Commission. Plans will be recorded by the Codes Office, at the York County Recorder of Deeds, within ninety (90) days. This timeline does not start until all the conditions of the plan approval have been met.

YORK COUNTY RECORDER OF DEEDS

The Recorder of Deeds will not accept plans for recording that have the notary seal, the notary stamp or the notary signature touching each other or superimposed on any text. The Recorder's Office requires that all signatures on the plans shall be legible. If the signature is not legible, the printed name shall be with the signature. The office also requires that the owners/officers of corporations, associations, companies, LLC's etc. must indicate their position within the corporation, association, company etc.