

**Hopewell Township**  
**3336 Bridgeview Road, P.O. Box 429, Stewartstown, PA 17363**  
**(717) 993-2027**

**Subdivision and Land Development Plan Application  
and Plan Submission Procedures**

**Plans are subject to the following reviews prior to approval:**

1. Administrative review of application completeness – Prior to Staff Review
2. Staff workshop/review – In accordance with the planning schedule
3. Planning Commission review – 3<sup>rd</sup> Tuesday of each month at 7:00 P.M.
4. Board of Supervisors review – 1<sup>st</sup> Thursday of each month at 7:00 P.M.

**PLANS MUST BE COMPLETE AS PROVIDED BELOW. INCOMPLETE PLANS WILL  
RESULT IN A DELAY OR REJECTION OF THE SUBMISSION.**

**Submittal Deadline:** Plans must be received at the Hopewell Township (the “Township”) municipal building by the deadlines shown on the planning schedule, unless otherwise noted, to be considered for the next scheduled staff review.

**1. ADMINISTRATIVE REVIEW/COMPLETENESS**

The following must be submitted to the Township Manager with proof of submission where necessary in order to obtain an administrative review to determine whether the submission is complete:

- A completed Township SUBDIVISION and/or LAND DEVELOPMENT APPLICATION
- One (1) complete set of plans, with all information and documentation as required by Township Code §§ 22-401 through 22-406, with:
  - (i) Notarized owner(s) signature(s);
  - (ii) Engineer and/or surveyor signatures;
  - (iii) Seals to the office of Hopewell Township; and
  - (iv) Two (2) copies of any required supporting data including, but not limited to the sewage planning module.
- Five (5) blue or black ink paper prints of the complete set of plans
- One (1) complete copy of the plans has been submitted to the Township Secretary in PDF form
- Appropriate fees and the initial escrow deposit payable to Hopewell Township:  
Initial Fee to Hopewell Township: 1-5 Lots - \$50. Each lot over (over 5 lots +) - \$100  
Hopewell Township Escrow Deposit: 3% of the estimated costs of the estimated costs of secured improvements or \$5000, whichever is greater for all subdivisions. (Escrow shall not fall below 1% of the estimated costs of secured improvements or \$2500, whichever is greater.

- Completed VOLUNTARY WAIVER OF SUBDIVISION/LAND DEVELOPMENT APPROVAL TIME form (optional)
- Waiver requests on the HOPEWELL TOWNSHIP SUBDIVISION AND/OR LAND DEVELOPMENT WAIVER REQUEST or MODIFICATION OF REQUIREMENT form (if applicable)
- Submit one (1) electronic copy of the plan to the Township Zoning Officer, Cliff Tinsley ([c.tinsley@mcmunicipal.com](mailto:c.tinsley@mcmunicipal.com)).
- Submit one (1) electronic copy of the plan to the Township Engineer, Martin and Martin ([tcormany@martinandmartininc.com](mailto:tcormany@martinandmartininc.com)) . This requirement may be waived by the Township Zoning Officer upon written request.
- Submit one (1) electronic copy of the plan to the Township Solicitor, MPL Law Firm, LLP ([amiller@mpl-law.com](mailto:amiller@mpl-law.com)).
- Submit one (1) copy of the plans (where applicable) to all affected public utilities with a request for recommendations as to the suitability of installing underground telephone lines, electric lines and/or sewer lines (this requirement may be waived by the Township Zoning Officer upon written request).
- Submit one (1) copy to York County Planning Commission (subject to any internal YCPC review procedures); 28 E. Market St., 3<sup>rd</sup> Floor, York, PA 17401, Attn: Chief of Municipal Planning, for consideration by the deadline set by the Commission. Payment of all fees required by the York County Planning Commission shall be the responsibility of the Applicant at the time of submission.
- Submit two (2) copies (or the required number of copies, if more) to the Pennsylvania Department of Environmental Protection with the required sewage planning module. Payment of all fees required by the Pennsylvania Department of Environmental Protection shall be the responsibility of the Applicant at the time of submission.

An administrative review will (i) determine that the plan submission is incomplete (requiring resubmission), (ii) determine that the plan submission is complete and should proceed to Staff Review or (iii) determine that the plan submission is complete and may proceed to Planning Commission.

## **2. STAFF REVIEW**

At the discretion of the Township Secretary, an Applicant may be required to subject to the plan to Staff Review. Additionally, an Applicant may request to send the plan to Staff Review at the time of the initial submission.

Staff review shall include the Township Codes Enforcement Officer, a representative from the York County Planning Commission and the Township Manager. The Township Engineer, Township Solicitor, Board members and members of the Township Planning Commission may participate in the Staff Review at their individual discretion.

Staff review of the plan, including the written compilation of staff comments and recommendations on Applicant's request for Waivers or Modification of Requirements, shall occur within 60 days after plan is accepted as complete.

The review will be billed pursuant to the billing policy of each reviewing individual and shall be deducted from the escrow deposit. Applicant shall be responsible for maintaining a minimum balance of 1% of the estimated costs of secured improvements or \$2,500.00, or whichever is greater in the Township's escrow account until such time that the plans have been formally recorded by the Township and all inspections and consulting has been completed.

Upon staff review of the plans, a recommendation for one of the following shall be provided to the applicant:

1. **RESUBMIT:** Substantial changes or modifications are required and Applicant must resubmit plans as required for Administrative Review.
2. **RETURN to staff review:** Revisions to the plan are required. **Resubmit** plans directly to staff review level by submitting in accordance with the planning schedule:
  - Two (2) complete copies of plans with all signature(s) and seals to the Hopewell Township municipal office;
  - One (1) copy of the plan in PDF form to the Township Manager;
  - One (1) electronic copy to the Township Zoning Officer;
  - One (1) electronic copy to the Township Solicitor;
  - One (1) electronic copy to the Township Engineer (unless waived by the Zoning Officer);
  - One (1) copy to the Pennsylvania Department of Environmental Protection (or as many copies as may be required); and
  - One (1) copy to York County Planning Commission.
3. **PROCEED** with revisions to Planning Commission with minor corrections or open items to address by submitting the following in accordance with the planning schedule:
  - Five (5) revised copies to the Hopewell Township municipal office;
  - One (1) copy of the revised plan in PDF form to the Township Secretary;
  - One (1) revised copy sent to the Township Engineer (if applicable);
  - One (1) revised copy sent to the Township Solicitor; and
  - One (1) revised copy sent to the Township Zoning Officer.
4. **PROCEED** to Planning Commission if no revision to plan is necessary by submitting the following in accordance with the planning schedule to be considered for the next month's Planning Commission meeting:
  - Five (5) additional complete copies of the plan to Hopewell Township for the Planning Commission members; and
  - One (1) copy sent to the Township Zoning Officer.

### **3. PLANNING COMMISSION REVIEW**

Once a plan is recommended for Planning Commission review, it will be scheduled for the next possible meeting date (upon satisfaction of corrections or open comments) and must be submitted by the deadlines set forth.

- Applicant must have received the comments from: (i) the Township Engineer (if applicable), (ii) the Township Solicitor, (iii) York County Planning Commission, (iv) public utilities (if applicable), and (v) the Township Zoning Officer prior to Planning Commission submission. No further revisions shall be made to the plan until after the Planning Commission meeting.
- The Planning Commission will address the Waiver/Modification requests with the comments from the staff review.
- The Planning Commission will review and approve the sewage planning module.
  - If a Resolution by the Board of Supervisors is required, the Applicant must proceed to the next Board of Supervisor's meeting for final approval of the sewage planning module.
- The Planning Commission may recommend:
  - (i) Approval,
  - (ii) Conditional approval;
  - (iii) Denial; or
  - (iv) Accept Applicant's request for a table of the plan.
- Approval/Conditional Approval: If approved, with five (5) or fewer conditions, the plan shall be recommended to the Board of Supervisors for review and becomes subject to any additional conditions the Board of Supervisors may impose.
- If there are more than five (5) open conditions, the plan shall be resubmitted to the Planning Commission when the Applicant has addressed the open conditions so that not more than five (5) conditions remain.

### **4. BOARD OF SUPERVISORS REVIEW**

For Board of Supervisors review, applicant must:

- Submit five (5) complete copies of the plan to the Township office by 12:00 P.M. on the 15<sup>th</sup> day of the month with a list of any items from prior reviews that have been closed or satisfied to be considered for the next month's Board meeting. The plans shall each have:
- Applicant should not have more than five (8) open items remaining when a plan is scheduled for presentation before the Board of Supervisors.
- If a time waiver is not executed by the Applicant, the Applicant must comply with all time periods of the MPC and Township Code for review of the plan or request time extensions by the first Wednesday of the month in which final action is required. Extensions should be granted until at least the Friday after the next scheduled Board Meeting.

- Development Agreement/Stormwater Agreement:** Applicant must submit at least two (2) fully executed and acknowledged originals of the Development and Financial Security Agreement and Stormwater Facilities Maintenance and Monitoring Agreement with final plans for Board review and signature at the time of approval or conditional approval of the plan;
- The Agreements will be signed by the Township if the plan is approved or conditionally approved and Applicant shall file said Agreements when the plan is recorded;
- Applicant shall submit proposed drafts of any applicable confirmatory deeds (in the case of a lot line change), HOA documents or condo documents for review;
- Surety:** Applicant must submit a copy of the proposed financial security required for any public improvements to the Township Secretary and to MPL Law Firm, Attn: Andrew Miller, at least one week prior to the meeting at which final action is requested.
- Board Action:** The Board may table, approve, conditionally approve, or deny the plan. The Board will issue a written action letter based on its decision within fifteen (15) days of the Applicant's presentation to the Board.
- Approval:** Plan must be recorded by the Applicant upon:
  - (i) Satisfaction of all conditions;
  - (ii) Appropriate posting of any surety; and
  - (iii) Payment of all fees as set forth in the Township's Fee Resolution
  - (iv) Payment of recreation fees (each verified by Township Engineer and/or Manager).

#### 5. ACTIONS TO BE COMPLETED FOLLOWING APPROVAL OF THE PLANS

- Once the plan has been approved, the Applicant shall submit the following:
  - Five (5) complete plan sets with original signatures and seals;
    - Clear, original signatures and seals must be on all plans; names must be typed or printed along with signature;
    - Plans should be signed, sealed and dated after or on settlement date or a Sales Agreement copy must accompany the plans;
    - Surveyor needs to sign, stamp and date all sets;
    - Owner blocks must have a printed version of the owner's signature and printed title;
    - Plans should be 24" X 36";
    - The Development and Financial Security Agreements and Stormwater Facilities Maintenance and Monitoring Agreements shall be executed and provided to the Township.
- The Township Manager will then obtain signatures from Township Planning Commission and Board of Supervisors on all five (5) copies of the plan and the agreements.
- The Township will cause the fully executed Plan to be recorded by the York County Recorder of Deeds. The costs of recording will be deducted from the review deposit.

- Two copies of the recorded plan shall be retained by the Township. The Township will advise the Applicant when the extra copies of the recorded plan are available for pick-up.
- Any and all confirmatory deeds, HOA documents or condo documents must be recorded by the Applicant within ninety (90) days after the date that the plan is recorded. Proof of the recording shall be provided to the Township by the 90<sup>th</sup> day following the recording of the plan.
- Within ninety (90) days of the recording date of the plan, the Township will perform a final accounting of all outstanding fees and staff bills. The outstanding balance will be paid from the remaining escrow funds and any funds remaining will be returned to the Applicant prior to the expiration of the ninety (90) day timeframe. Should an outstanding balance remain due and owing, the Applicant shall pay the final balance, in full, within thirty (30) days of the date of the invoice from the Township.