

ARTICLE 4

PLAN PROCESSING PROCEDURES AND REQUIREMENTS

SECTION 401. PLAN PROCESSING PROCEDURES

General Procedure

1. Whenever a subdivision or land development is proposed, a plan of the layout of such subdivision or land development shall be prepared, filled and processed according to the requirements of this Ordinance. The governing body may hold a public hearing, properly advertised, prior to action on the plan. No lots shall be sold or structures erected prior to the final approval of the plans.
2. Innovative design including Traditional Neighborhood Development, Planned Residential Development, or Open Space Cluster Development is encouraged as may be provided in a municipal zoning ordinance.
3. The municipal engineer/or its representative shall have the right not to accept a plan, if the plan is administratively incomplete due to the omissions of any criteria required in this ordinance. Any such non-acceptance of a plan shall not be considered to have been filed.
4. Prior to the preparation of any plan, the applicant shall review the rights and restrictions associated with any prior recorded plan and is advised to consult with all appropriate agencies with respect to, but not limited to, the following:
 - A. Compliance to any municipal zoning ordinance
 - B. Sanitary and water services
 - C. On-lot sewage disposal
 - D. Public utilities
 - E. Stormwater control measures
 - F. Floodplain development measures
 - G. Erosion and sedimentation control measures
 - H. Historic Preservation
 - I. Important Natural Habitats
 - J. Archaeological Resources
5. A pre-application submission meeting is strongly suggested with the County Planning Commission staff. Due to the informal nature of the meeting, the applicant and the county shall not be bound by the determinations of the pre-application meeting.
6. Plan submission.
 - A. The application for submission of a subdivision and land development plan shall be submitted at least nine (9) working days prior to the regularly scheduled

County Planning Commission meeting date. Upon receipt of an application, the county staff shall affix to the application the date of submittal.

7. Approval of Plans.
 - A. Plans shall be approved in accordance with Section 508 of the Pennsylvania Municipalities Planning Code.

SECTION 402. PRE-APPLICATION SKETCH PLAN (OPTIONAL)

Prior to the filing of a subdivision or land development plan, the applicant is encouraged to hold a Pre-Application meeting or Pre-Application Sketch Plan review in order for the applicant to receive from the County Planning Commission staff advice and assistance on the requirements necessary to achieve conformity with the standards of this and other ordinances. The submission of a Pre-Application Sketch Plan does not constitute an official subdivision and land development application. The meeting between the applicant and the county staff shall be considered confidential.

1. The plan shall be labeled “PRE-APPLICATION SKETCH PLAN” and shall include sufficient data such as listed below.
 - A. The proposed name of the subdivision or land development
 - B. Name and address of the legal owner, the equitable owner, and/or applicant and the person responsible for preparing the sketch plan.
 - B. Title, scale, north arrow and date of preparation
 - C. Location map, tract boundary, bearings and distances, and ground contours
 - D. Existing and proposed streets and layout of lots and open space easements
 - E. Topographic features such as water courses, rock outcropping, steep slopes, wetlands, tree masses, and floodplain areas
 - F. Proposed method of water supply, sewage disposal and stormwater management
 - G. The zoning district for the proposed plan area, if applicable
2. One (1) copy of the Pre-Application Sketch Plan shall be submitted for review. If the applicant would like to have a Pre-Application Sketch Plan reviewed by the County Planning Commission the Pre-Application Sketch Plan shall be submitted nine (9) working days prior to the Planning Commission’s regularly scheduled meeting date.
3. Individuals are permitted to discuss proposals with the municipal staff and/or Planning Commission without the benefit of the plan, however, the comments may be limited.

SECTION 403. PRELIMINARY PLAN PROCEDURES

The preliminary plan and all related information shall be submitted to the County Planning Commission and processed as provided below:

1. Plans shall be submitted at least nine (9) working days prior to the Planning Commission meeting date. The applicant may request a waiver and submit a combined preliminary/final plan for non-phased projects.
2. The applicant shall submit a copy of the preliminary plan to the municipal governing body for review of the plan and data and to provide a written review report to the County Planning Commission within thirty (30) days of its receipt or forfeit the municipality's right to review. The County Planning Commission shall not approve the application until the plan-affected municipality's review report is received or until the expiration of thirty (30) days from the date the application was accepted by the County Planning Commission.
3. The County Planning Commission shall review the preliminary plan and data and act on the plan within ninety (90) days from the first Planning Commission meeting after receipt of the plan or after a final order of the court remanding an application, provided that in no instance shall the ninety (90) days begin more than 30 days after the receipt of the plan.
4. Failure of the Planning Commission to render a decision and communicate it to the applicant within the time and manner required in this Ordinance shall be deemed an approval of the application in terms as presented unless the applicant has agreed in writing to an extension of time or change in the prescribed manner of presentation of communication of the decision in which case, the failure to meet the extended time or change in manner of presentation of communication shall have like effect.

The County Planning Commission may request an Extension of Time from the maximum 90-day review period. If the applicant approves the Extension of Time, it shall do so in writing.

4. The County Planning Commission shall review the preliminary plan to determine if it meets the requirements and standards set forth in this Ordinance.
5. Before acting on the plan, the Planning Commission may hold a public hearing after proper public notice.
6. The County Planning Commission shall decide whether the preliminary plan should be approved, approved subject to conditions, tabled to make revisions to the plan, or disapproved.
 - A. When a plan is tabled by the Planning Commission to comply with the review comments generated by the Planning Commission, Planning Commission staff, Municipal Engineer, or other review entity(s), the applicant shall provide a written response to all the comments and revise the plan before the date to which the plan was tabled.

7. The Planning Commission shall notify the applicant of the decision in writing either personally or by mail to the applicant's last known address not later than 15 days following the decision. If the plan is approved with conditions or disapproved, the Planning Commission shall specify in their notice the conditions which must be met and/or the defects found in the plan and the requirements which have not been met, including specific reference to provisions of any statute or ordinance which have not been fulfilled.

If a plan is approved by the County Planning Commission, the applicant shall accept the conditions in writing within 45 days, or the approval shall be automatically be rescinded.

8. The approval of a preliminary plan binds the developer to the general scheme of the plan as approved. Approval of the preliminary plan does not authorize the recording, sale, or transfer of lots. Construction of improvements are allowed after the approval of a Preliminary Plan.

9. Changes in an ordinance shall affect plans as follows: (in accordance with PA Municipalities Planning Code Sec. 508(4).

- A. From the time an application for approval of a plat, whether preliminary or final, is duly filed as provided in the subdivision and land development ordinance, and while such application is pending approval or disapproval, no change or amendment of the zoning, subdivision or other governing ordinance or plan shall affect the decision on such application adversely to the applicant and the applicant shall be entitled to a decision in accordance with the provisions of the governing ordinances or plans as they stood' at the time the application was duly filed. In addition, when a preliminary application has been duly approved, the applicant shall be entitled to final approval in accordance with the terms of the approved preliminary application as hereinafter provided. However, if an application is properly and finally denied, any subsequent application shall be subject to the intervening change in governing regulations.
- B. When an application for approval of a plat, whether preliminary or final, has been approved without conditions or approved by the applicant's acceptance of conditions, no subsequent change or amendment in the zoning, subdivision or other governing ordinance or plan shall be applied to affect adversely the right of the applicant to commence and to complete any aspect of the approved development in accordance with the terms of such approval within five years from such approval. The five-year period shall be extended for the duration of any litigation, including appeals, which prevent the commencement or completion of the development, and for the duration of any sewer or utility moratorium or prohibition which was imposed subsequent to the filing of an application for preliminary approval of a plat. In the event of an appeal filed by any party from the approval or disapproval of a plat, the five-year period shall be extended by the total time from the date the appeal was filed until a final order in such matter has been entered and all appeals have been concluded and any period for filing

appeals or requests for reconsideration have expired. Provide, however, no extension shall be based upon any water or sewer moratorium which was in effect as of the date of the filing of a preliminary application.

- C. Where final approval is preceded by preliminary approval, the aforesaid five-year period shall be counted from the date of the preliminary approval. In the case of any doubt as to the terms of a preliminary approval, the terms shall be construed in in the light of the provisions of the governing ordinances or plans as they stood at the time when the application for such approval was duly filed.
- D. Where the landowner has substantially completed the required improvements as depicted upon the final plat within the aforesaid five-year limit, or any extension thereof as may be granted by the Planning Commission, no change of municipal ordinance or this ordinance or plan enacted subsequent to the date of filing of the preliminary plat shall modify or revoke any aspect of the approved final plat pertaining to zoning classification or density, lot, building, street or utility location.
- E. In the case of a preliminary plat calling for the installation of improvements beyond the five-year period, a schedule shall be filed by the landowner with the preliminary plat delineating all proposed sections as well as deadlines within which applications for final plat approval of each section are intended to be filed. Such schedule shall be updated annually by the applicant on or before the anniversary of the preliminary plat approval, until final plat approval of the final section has been granted and any modification in the aforesaid schedule shall be subject to approval of the Planning Commission in its discretion.
- F. Each section in any residential subdivision or land development, except for the last section, shall contain a minimum of 25% of the total number of dwelling units as depicted on the preliminary plan, unless a lesser percentage is approved by the Planning Commission in its discretion. Provided the landowner has not defaulted with regard to or violated any of the conditions of the preliminary plat approval, including compliance with landowner's aforesaid schedule of submission of final plats for the various sections, then the aforesaid protections afforded by substantially completing the improvements depicted upon the final plat within five years shall apply and for any section or sections, beyond the initial section, in which the required improvements have not been substantially completed within said five-year period the aforesaid protections shall apply for an additional term or terms of three years from the date of final plat approval for each section.
- G. Failure of landowner to adhere to the aforesaid schedule of submission of final plats for the various sections shall subject any such section to any and all changes in zoning, subdivision and other governing ordinance enacted by a municipality or this Ordinance subsequent to the date of the initial preliminary plan submission,

10. The approval of a Preliminary Plan does not constitute the approval of a Final Plan.

SECTION 404. PRELIMINARY PLAN SUBMITTAL REQUIREMENTS & SPECIFICATIONS

A Preliminary Plan shall be prepared for submission to the Dauphin County Planning Commission and comply with the following requirements

1. Preliminary Plans shall be prepared by land surveyor, an engineer or landscape architect registered in the Commonwealth of Pennsylvania.

A land surveyor shall prepare the bearings and distances for the tract and lots.

The Planning Commission shall have the right to require a survey of the entire tract, which may be in excess of the property proposed to be developed. Where the remaining balance of the property is two (2) acres or less in size, a survey of the entire tract shall be required.

2. One (1) copy of the Preliminary Plan shall be submitted on a minimum sheet size of a minimum sheet size of 18 inches by 24 inches and a maximum sheet size of 24 inches by 36 inches.
3. One (1) electronic media formatted copy of the Preliminary Plan shall be submitted. The digital files shall reside on a 3 1/2 inch compact disc. The digital file shall be Auto CAD or DXF compatible.
4. In the case where the numbers of plan sheets exceed three pages an index table shall be provided to identify each sheet. For plans with 2 or 3 plan sheets, sheet numbering shall apply.
5. The Preliminary Plan shall include a legend describing various symbols and shading displayed on the plan.
6. The Preliminary Plan shall include a list of requested modifications, waivers, variances, special exceptions, conditional uses. If approved, the dates of approval shall be added to the plan.
7. The Preliminary Plan shall include an inventory of all permits/approvals required by other agencies along with the dates submitted and approval dates.
8. The Preliminary Plan shall include a statement regarding the date and/or ordinance number of the Zoning and Subdivision & Land Development ordinance in effect at the time of submission of the Preliminary Plan.

9. When the subdivision or land development plan fronts on an existing street the required additional right-of-way shall be dedicated and a signed dedicatory statement shall be shown on the Final Plan.
10. The **Preliminary Plan** shall include the following information:
 - A. **Title Block** consisting of the following:
 - 1). Name of proposed subdivision or land development, the municipality, and the county, Pennsylvania, and plan labeled “**PRELIMINARY PLAN**”.
 - 2). Name, address, and telephone number of the record owner of the tract, the equitable owner if one exists, and the subdivider/developer.
 - 3). Date of plan preparation and revision date(s).
 - 4). Name, address and telephone number of professional engineer, landscape architect and professional land surveyor.
 - B. **Location Map** consisting of the following:
 - 1). A location map drawn to a scale of a minimum of one inch to two thousand feet (1”= 2000’).
 - 2). North arrow, graphic and written scale.
 - 3). Street names.
 - 4). Municipal boundaries.
 - C. **Original Tract Map** consisting of the following;
 - 1). Reference to instrument number/deed book volume and page number, and tax parcel number.
 - 2). A north arrow/point.
 - 3). A graphic and written scale.
 - 4). Tract/lot boundary with bearing and distances, existing lot area, and existing lot numbers. For undeveloped area in excess of ten (10) acres, deed plat information may be used.
 - 5). Location of existing building or structure(s) on the tract.

- 6). Location of existing wells.
- 7). The location of existing on-lot sewage systems and/or soils test sites.
- 8). Name and instrument/deed reference of all adjoining landowners with abutting lot lines.
- 9). Primary control point, which shall be referenced to the PA plane (South) coordinate system.

D. **Preliminary Plat Area Map** for the area where new lots are proposed, or the portion of the property where subdivision and/or land development activity is proposed. The plan is required to be drawn to a minimum scale of one inch equaling one hundred feet (1" = 100') or less. Where a smaller scale is proposed, such scale shall be subject to the prior approval of the Commission. The map shall include:

- 1). Existing elevation contour lines at vertical intervals of five (5) feet or less, as required by the Commission, for the entire tract or parcel.
- 2). A north arrow/point.
- 3). A graphic and written scale.
- 4). Existing natural features such as wetlands delineated in accordance with the Federal Manual for Identifying and Delineating Jurisdictional Wetlands (January 1989), 100 years flood elevation, flood fringe and floodway, tree masses, watercourses, soil types, rock outcrops, and any other natural features.
- 5). The layout, names and widths of existing and proposed rights-of-way, cartway and paving of proposed streets, alleys and location and width of existing and proposed easements with bearings and distances.
- 6). When the proposed subdivision or land development fronts on an existing street, except for a state highway, the required additional right-of-way shall be dedicated for proposed lots or land development. The dedication shall not be required for the remaining portion of the property, except where the remaining portion of the property of less than one required lot width. Then the required right-of-way for all of the property fronting on the existing street shall be shown on the plan and a signed dedicatory statement shall be on the Final Plan.
- 7). Parcels of land intended to be dedicated or reserved for schools, parks, playgrounds, parking areas, common open space, or other public, semi-public or community purposes.

- 8). Minimum building setback lines for each lot.
- 9). Proposed buildings and their first floor elevations.
- 10). Existing and proposed concrete monuments and iron pin markers.
- 11). Areas of steep slope delineated and shaded.
- 12). Clear sight triangle and sight distance at proposed street intersections and driveways.
- 13). Name of existing and proposed public or private streets and driveways on or adjacent to the tract, right-of-way and cartway width, curb and sidewalks.
- 14). For on-lot sewerage facilities provide location of the percolation and probe soils testing for primary and secondary sites and distance to well.
- 15). For on-lot water supply provide location of a proposed well.
- 16). Location of existing sanitary sewer main water supply main, fire hydrant, gas line, power line, stormwater management facilities and other significant manmade features on or adjacent to the tract or developed/disturbed area within 200 feet.
- 17). A profile of the proposed sanitary and storm sewers and water lines, with invert elevations, and connections to existing systems.
- 18). Location of any proposed site improvements such as curbs, sidewalks, street trees, traffic regulatory signs, fire hydrants, snow dump areas, community mail box(s), trash dumpster(s) handicap ramps and parking facilities.
- 19). Zoning district boundary line(s), as applicable.
- 20). Name and deed reference of all adjoining landowners with abutting lot lines of all lots.
- 21). Proposed lot numbers.
- 22). Proposed gross and net lot area figures for all lot numbers.
- 23). Primary Control Point (Point of beginning) referenced to the PA State Plane Coordinate System.
- 24). Locations, dimensions and purpose of all easements.

E. **Signature Blocks** consisting of the following:

- 1). Signature block for approval of the plan by the Commission. Sufficient space is required for listing the date of the Commission's approval and applying the Chairman's and Secretary's signatures.
- 2). Signature block for review of the plan by the municipal governing body. Sufficient space is required for listing the date of the municipal governing body's review and applying each of the supervisors' or council members' signatures.
- 3). Signature block for the Municipal Engineer or County appointed engineer for the review of the engineering aspects of the plan.

F. A list of **Plan Certifications/Statements** consisting of the following:

- 1). Certification of ownership and statement of dedication of roads or streets and right-of-ways signed by owner and duly notarized.
- 2). Certification of professional land surveyor with seal and signature for the accuracy of the plan survey.
- 3). When applicable, certification of professional engineer or landscape architect with seal and signature that prepared the plan, that all information shown is correct.
- 4). When applicable, certification by a biologist or a person with training in wetland who has evaluated the site and determined by the 1987 Army Corp of Engineer's manual on wetland delineation and determination that there are/or there are no wetlands on the site.
- 5). A statement that the municipality shall be notified at least 48 hours prior to any blasting activities taking place.
- 6). Where applicable, a statement regarding the date and ordinance number of the municipal Zoning Ordinance in effect at the time of submission.
- 7). A statement listing any approved modifications of requirements, waivers, variances, special exceptions, conditional uses and/or any non-conforming structures.
- 8). Statement regarding the presence or absence of floodplains.
- 9). An inventory of all permits/approvals/ required by other agencies along with date submitted and approval dates.

- 10). A statement regarding presence or absence of archaeological resources, historical features and important natural habitat.
- 11). A certification that the stormwater management system as shown on the plan is adequate to meet the requirements of the applicable regulations.
- 12). Existing and proposed restrictive covenants running with the land.
- 13). Per Sec. 503.1 of the Pennsylvania Municipalities Planning Code, if water is to be provided by a means other than be private wells owned and maintained by the individual owners of lots within the subdivision or development, applicants shall present evidence to the Dauphin County Planning Commission that the subdivision or development is to be supplied by a certified public utility, a bona fide cooperative association of lot owners, or by a municipal corporation, authority or utility. A copy of a Certificate of Public Convenience from the Pennsylvania Public Utility Commission or an application for such a certificate, a cooperative agreement or a commitment or agreement to serve the area in question, whichever is appropriate, shall be acceptable evidence.

G. A Site Data Table to include:

- 1). Total area of tract, proposed use, proposed number of lots/number of units, proposed floor area for non-residential uses, proposed lot and building coverage, proposed density, proposed building height, proposed number of floors, proposed floor area ratio, proposed open space area, proposed developable area, proposed area of public right-of-way, proposed public or private water supply and sanitary sewer, proposed total length of proposed and/or improved street(s) in feet and parking calculations including handicap parking, as well as above data for all existing development.

H. Plan Notes list consisting of, but not limited to the following:

- 1). Existing and proposed protective covenants associated with the land, if any or a note stating none exist.
- 2). A statement that a Highway Occupancy Permit (HOP) is required pursuant to Section 420 of the Act of June 1, 1945 (P.L. 1242, No. 428) known as the “State Highway Law,” as amended by Act No. 1986-43 of May, 1986, before access to State Highway is permitted.
- 3). Where applicable, a statement regarding municipal highway occupancy permit: “No building permit will be issued until a Municipal Occupancy Permit has been issued”.

- 4). The zoning classification of adjoining lots and land.
- 5). A list of all utilities with addresses and telephone number.
- 6). Statement regarding all parcel(s) of land and/or improvements to be dedicated.

I. When applicable, a **Zoning Requirement Data Table** to include:

- 1). The Zoning district, minimum lot area, minimum building setbacks, and minimum lot width, maximum density, maximum building height, number of floors, maximum floor area ratio, maximum lot and building and impervious coverage, minimum number of parking spaces required, minimum open space, minimum landscape buffer and screening.
- 2). Any variance decisions affecting the plan are required to be noted with the date of the decision and application number with the municipality.

J. The following **Supplemental Plan** sheets as required:

- 1). A preliminary Grading and Earth Moving Plan.
- 2). A preliminary Erosion and Sedimentation Control Plan shall be prepared as required by the “Pennsylvania Clean Streams Law”, and the Pennsylvania Department of Environmental Resources “Erosion and Sediment Pollution Control Program Manual” (April 2000): (Title 25, Part I, Subpart C, Article II, Chapter 102-Erosion Control).
- 3). A preliminary Facilities Design Plan.
 - a). The preliminary street centerline profile, including grades, for each proposed street.
 - b). The preliminary street cross-section for proposed streets.
 - c). The preliminary design of water, sanitary, and storm sewer mains.
 - d). The preliminary street signage and traffic regulatory signs and details.
- 4). A preliminary Lighting Plan (Sec. 507) for outdoor and street lighting, as applicable.
- 5). A preliminary Landscaping, Buffering, and Screening Plan (Sec. 513), if required, prepared by a landscape architect, arborist or other qualified professional.
- 6). A preliminary Stormwater Management Plan.

- 7). A preliminary Phasing Plan will be required when the applicant intends to undertake a phased project. This plan sheet must also provide the number of lots and time schedule for development in a table form.

11. **Other Information** required to accompany the Preliminary Plan shall include:

- A. Traffic Impact Study, as required by this Ordinance.
- B. All supporting calculations for the mitigating stormwater management.
- C. A hydrogeologic/water supply study, as requested by the Pennsylvania Department of Environmental Protection.
- D. A completed Pennsylvania Department of Environmental Protection Sewage Facilities Planning Revision Module, Exemption, or Non-building Waiver Request form.
- E. Such other data as may be required by the Commission, and municipal engineer in the administration and enforcement of this Ordinance.
- F. A Phasing Schedule when the applicant intends to undertake a phased project.
- G. Where one hundred (100) or more dwelling units are proposed in a subdivision or land development, the applicant shall submit evidence in writing from the applicable school district containing the review and comments of the school district on the proposed development.

SECTION 405. FINAL PLAN PROCEDURES

The Final Plan and all related information shall be submitted to the Dauphin County Planning Commission as provided below:

1. A Final Plan shall be submitted nine (9) working days prior to the Planning Commission meeting date.
2. The applicant shall submit a copy of the Final Plan to the municipal governing body for review of the plan and data and to provide a written review report to the County Planning Commission within thirty (30) days of its receipt or forfeit the municipality's right to review. The County Planning Commission shall not approve the application until the plan-affected municipality's review report is received or until the expiration of thirty (30) days from the date the application was accepted by the County Planning Commission.
3. The County Planning Commission shall review the Final Plan and data and act on the plan within ninety (90) days from the first Planning Commission meeting after receipt of

the plan, or after a final order of the court remanding an application, provided that in no instance shall the ninety (90) days begin more than 30 days after the receipt of the plan.

Failure of the Planning Commission to render a decision and communicate it to the applicant within the time and manner required in this Ordinance shall be deemed an approval of the application in terms as presented unless the applicant has agreed in writing to an extension of time or change in the prescribed manner of presentation of communication of the decision in which case, the failure to meet the extended time or change in manner of presentation of communication shall have like effect.

The County Planning Commission may request an Extension of Time from the maximum 90-day review period. If the applicant approves the Extension of Time, it shall do so in writing.

4. The County Planning Commission shall review the Final Plan to determine if it meets the requirements and standards set forth in this Ordinance and compliance with the approved Preliminary Plan.
5. The Final Plan shall incorporate all the changes and modifications required by the Planning Commission for the Preliminary Plan and shall conform to the approved Preliminary Plan. The Final Plan may constitute only that portion of the approved Preliminary Plan which the applicant proposes to record and develop at the time, provided that such portion conforms with all the requirements of this Ordinance. The phasing of a Final Plan shall be mutually agreed to by the Planning Commission and the applicant and conform to the phasing requirements of the Pennsylvania Municipalities Planning Code.
6. Before approval of a Final Plan, the Planning Commission shall be assured by means of a proper completion guarantee in accordance with this Ordinance that all the improvement required in this Ordinance shall be installed by the applicant in strict accordance with the standards and specifications of the municipality and this Ordinance within a specified time after approval of the Final Plan.
7. Before acting on the plan, the Planning Commission may hold a public hearing after proper public notice.
8. The County Planning Commission shall decide whether the Final Plan should be approved, approved subject to conditions, tabled to make revisions to the plan, or disapproved.
 - a. When a plan is tabled by the Planning Commission to comply with the review comments generated by the Planning Commission, Planning Commission staff, Municipal Engineer, or other review entity(s), the applicant shall provide a written response to all the comments and revise the plan before the date to which the plan was tabled.

9. The Planning Commission shall not take official action on the Final Plan until the applicant and the Commission agree to the terms for completion of all public improvements or guarantee thereof. The agreements and improvement and/or maintenance guarantee shall be a prerequisite to Final Plan approval.
10. The Planning Commission shall notify the applicant of the decision in writing either personally or by mail to the applicant's last known address not later than 15 days following the decision. If the plan is approved with conditions or disapproved, the Planning Commission shall specify in their notice the conditions which must be met and/or the defects found in the plan and the requirements which have not been met, including specific reference to provisions of any statute or ordinance which have not been fulfilled.

If a plan is approved by the County Planning Commission, the applicant shall accept the conditions in writing within 45 days, or the approval shall be automatically be rescinded.

11. No changes, erasures, modification or revisions shall be made on any Final Plan after approval has been given by the County Planning Commission and endorsed in writing on the Final Plan, unless the plan is first resubmitted to the Planning Commission.
12. Upon approval of a Final Plan, the applicant shall within 90 days of such final signed approval on the plan, following completion of conditions imposed by such approval, whichever is later, record such plan in the Dauphin County office of the recorder of deed. The Recorder of Deeds shall not accept any plan for recording unless the plan officially noted the approval of the County Planning Commission.
13. Recording of the Final Plan shall be an irrevocable offer to dedicate all streets and other public ways to public use and to dedicate or reserve all park reservation and other public areas to public use unless reserved by the applicant as hereinafter provided. The approval of the Final Plan shall not impose any duty upon the municipality or the governing body concerning maintenance or improvements of any such dedicated street, or public use, until the governing body shall have accepted the same by the prevailing procedure of the municipality.
14. Changes in an ordinance shall affect plans as follows: (in accordance with PA Municipalities Planning Code Sec. 508(4)).
 - A. From the time an application for approval of a plat, whether preliminary or final, is duly filed as provided in the subdivision and land development ordinance, and while such application is pending approval or disapproval, no change or amendment of the zoning, subdivision or other governing ordinance or plan shall affect the decision on such application adversely to the applicant and the applicant shall be entitled to a decision in accordance with the provisions of the governing ordinances or plans as they stood' at the time the application was duly filed. In addition, when a preliminary application has been duly approved, the applicant shall be entitled to final approval in accordance with the terms of the approved

preliminary application as hereinafter provided. However, if an application is properly and finally denied, any subsequent application shall be subject to the intervening change in governing regulations.

- B. When an application for approval of a plat, whether preliminary or final, has been approved without conditions or approved by the applicant's acceptance of conditions, no subsequent change or amendment in the zoning, subdivision or other governing ordinance or plan shall be applied to affect adversely the right of the applicant to commence and to complete any aspect of the approved development in accordance with the terms of such approval within five years from such approval. The five-year period shall be extended for the duration of any litigation, including appeals, which prevent the commencement or completion of the development, and for the duration of any sewer or utility moratorium or prohibition which was imposed subsequent to the filing of an application for preliminary approval of a plat. In the event of an appeal filed by any party from the approval or disapproval of a plat, the five-year period shall be extended by the total time from the date the appeal was filed until a final order in such matter has been entered and all appeals have been concluded and any period for filing appeals or requests for reconsideration have expired. Provide, however, no extension shall be based upon any water or sewer moratorium which was in effect as of the date of the filing of a preliminary application.
- C. Where final approval is preceded by preliminary approval, the aforesaid five-year period shall be counted from the date of the preliminary approval. In the case of any doubt as to the terms of a preliminary approval, the terms shall be construed in in the light of the provisions of the governing ordinances or plans as they stood at the time when the application for such approval was duly filed.
- D. Where the landowner has substantially completed the required improvements as depicted upon the final plat within the aforesaid five-year limit, or any extension thereof as may be granted by the Planning Commission, no change of municipal ordinance or this ordinance or plan enacted subsequent to the date of filing of the preliminary plat shall modify or revoke any aspect of the approved final plat pertaining to zoning classification or density, lot, building, street or utility location.
- E. In the case of a preliminary plat calling for the installation of improvements beyond the five-year period, a schedule shall be filed by the landowner with the preliminary plat delineating all proposed sections as well as deadlines within which applications for final plat approval of each section are intended to be filed. Such schedule shall be updated annually by the applicant on or before the anniversary of the preliminary plat approval, until final plat approval of the final section has been granted and any modification in the aforesaid schedule shall be subject to approval of the Planning Commission in its discretion.

- F. Each section in any residential subdivision or land development, except for the last section, shall contain a minimum of 25% of the total number of dwelling units as depicted on the preliminary plan, unless a lesser percentage is approved by the Planning Commission in its discretion. Provided the landowner has not defaulted with regard to or violated any of the conditions of the preliminary plat approval, including compliance with landowner's aforesaid schedule of submission of final plats for the various sections, then the aforesaid protections afforded by substantially completing the improvements depicted upon the final plat within five years shall apply and for any section or sections, beyond the initial section, in which the required improvements have not been substantially completed within said five-year period the aforesaid protections shall apply for an additional term or terms of three years from the date of final plat approval for each section.

- G. Failure of landowner to adhere to the aforesaid schedule of submission of final plats for the various sections shall subject any such section to any and all changes in zoning, subdivision and other governing ordinance enacted by a municipality or this Ordinance subsequent to the date of the initial preliminary plan submission,

SECTION 406. FINAL PLAN SUBMITTAL REQUIREMENTS & SPECIFICATIONS

A Final Plan which meets all the specifications required for a Preliminary Plan shall be prepared for submission to the County Planning Commission and comply with the following requirements.

1. Final plans shall be prepared by land surveyor, an engineer or landscape architect registered in the Commonwealth of Pennsylvania.

A land surveyor shall prepare the bearings and distances for the tract and lots.

The Commission shall have the right to require a survey of the entire tract, which may be in excess of the property proposed to be developed. Where the remaining balance of the property is two (2) acres or less in size, a survey of the entire tract will be required.

2. One (1) copy of the Final Plan shall be submitted on a minimum sheet size of 18 inches by 24 inches and a maximum sheet size of 24 inches by 36 inches.
3. One (1) electronic media formatted copy of the final Plan shall be submitted. The digital files shall reside on a 3 ½ inch compact disc. The digital file shall be Auto CAD or DXF compatible.
4. In the case where the numbers of plan sheets exceed three pages an index table shall be provided to identify each sheet. For plans with 2 or 3 plan sheets, sheet numbering shall apply.

5. The Final Plan shall include a legend describing various symbols and shading displayed on the plan.
6. The Final Plan shall include a list of requested modifications, waivers, variances, special exceptions, conditional and/or conditional uses. If approved, the dates of approval shall be added to the plan.
7. When the subdivision or land development plan fronts on an existing street the required additional right-of-way shall be dedicated and a signed dedicatory statement shall be shown on the Final Plan.
8. The **Final Plan** shall include the following information:
 - A. **Title Block** consisting of the following:
 - 1). Name of proposed subdivision or land development, the municipality, and the county, Pennsylvania, and plan labeled “**FINAL PLAN**”.
 - 2). Name, address, and telephone number of the record owner of the tract, the equitable owner if one exists, and the subdivider/developer.
 - 3). Date of plan preparation and revision date(s).
 - 4). Name, address and telephone number of professional engineer, landscape architect and professional land surveyor.
 - 5). A listing of all plan revision dates.
 - B. **Location Map** consisting of the following:
 - 1). A location map drawn to a scale of a minimum of one inch to two thousand feet (1”= 2000’) and north arrow or point.
 - 2). North arrow, graphic and written scale.
 - 3). Street names.
 - 4). Municipal boundaries
 - C. **Original Tract Map** consisting of the following:
 - 1). Reference to instrument number/deed book volume and page number, and tax parcel number.
 - 2). A north arrow/point.

- 3). A graphic and written scale.
- 4). Tract/lot boundary with bearing and distances, existing lot area, and existing lot numbers. For undeveloped area in access of ten (10) acres, deed plat information may be used.
- 5). Location of existing building or structure(s) on the tract.
- 6). Location of existing wells.
- 7). The location of existing on-lot sewage systems and/or soils test sites.
- 8). Name and instrument/deed reference of all adjoining landowners with abutting lot lines.
- 9). Primary Control Point, which shall be referenced to the PA State Plane Coordinate System.

D. **Final Plat Area Map** for the area where new lots are proposed, or the portion of the property where subdivision and/or land development activity is proposed. The plan is required to be drawn to a minimum scale of one inch equaling one hundred feet (1" = 100') or less. Where a smaller scale is proposed, such scale shall be subject to the prior approval of the Planning Commission.

- 1). Existing elevation contour lines at vertical intervals of five (5) feet or less, as required by the Commission, for the entire tract or parcel.
- 2). A north arrow/point.
- 3). A graphic and written scale.
- 4). Existing natural features such as wetlands delineated in accordance with the Federal Manual for Identifying and Delineating Jurisdictional Wetlands(January 1989), 100-years flood elevation, flood fringe and floodway, tree masses, watercourses, soil types, steep slopes, rock outcrops, contours and other features.
- 5). The layout, names and widths of right-of-way, cartway and paving of proposed streets, alleys and location and width of existing and proposed easements with bearings and distances.
- 6). Parcels of land intended to be dedicated or reserved for schools, parks, playgrounds, parking areas, common open space, or other public, semi-public or community purposes.
- 7). Minimum building setback lines for each lot.

- 8). Proposed buildings and their first floor elevations.
- 9). Existing and proposed concrete monuments and iron pin markers.
- 10). Areas of steep slope delineated and shaded.
- 11). Clear sight triangle and sight distance at proposed street intersections and driveways.
- 12). Name of existing and proposed public or private streets and driveways on or adjacent to the tract, right-of-way and cartway width, curb and sidewalks.
- 13). For on-lot sewerage facilities provide location of perc and probe for primary and secondary sites and distance to well.
- 14). For on-lot water supply provide location of a proposed well.
- 15). Location of existing sanitary sewer main water supply main, fire hydrant, gas line, power line, stormwater management facilities and other significant manmade features on or adjacent to the tract or developed/disturbed area within 200 feet.
- 16). Location of any proposed site improvements such as curbs, sidewalks, street trees, traffic regulatory signs, fire hydrants, snow dump areas, community mail box(s), trash dumpster(s) handicap ramps and parking facilities.
- 17). The approval date of State Highway Occupancy Permit and number where a proposed subdivision and land development proposes access to a state road.
- 18). When applicable, the approval date and number of the municipal road occupancy permit where a proposed subdivision and land development proposes access from a municipal street.
- 19). Description of all lot lines, with accurate bearings and distances, and lot areas for all parcels. Curve segments shall be comprised of arc, cord, bearing and distance. Along existing street right-of-way, the description shall be prepared to the right-of-way lines. The description shall not have an error of closure greater than one (1) foot in ten thousand (10,000) feet.
- 20). Description of the centerline and right-of-way for all new and existing streets, to include distances and bearings with curve segments comprised

of radius, tangent, arc, and cord. The description shall not have an error of closure and greater than one (1) foot in ten thousand (10,000) feet.

- 21). Zoning district boundary line(s), as applicable.
- 22). Name and deed reference of all adjoining landowners with abutting lot lines of all lots.
- 23). Proposed lot numbers.
- 24). Proposed gross and net lot area figures for all lot numbers.
- 25). Primary control point (Point of beginning) referenced to the PA State Plane coordinate system.

E. **Signature Blocks** consisting of the following:

- 1). Signature block for approval of the plan by the Planning Commission. Sufficient space is required for listing the date of the Planning Commission's approval and applying the Chairman's and Secretary's signatures.
- 2). Signature block for review of the plan by the municipal governing body. Sufficient space is required for listing the date of the municipal governing body's review and applying the Chairman's signature.
- 3). When applicable, signature block for the Municipal Engineer or County appointed engineer for the review of the engineering aspects of the plan.

F. A list of **Plan Certifications/Statements** consisting of the following:

- 1). Certification of ownership and statement of dedication of roads or streets and right-of-ways signed by owner and duly notarized.
- 2). Certification of professional land surveyor with seal and signature for the accuracy of the plan survey.
- 3). When applicable, certification of professional engineer or landscape architect with seal and signature that prepared the plan, that all information shown is correct.
- 4). When applicable, certification by a biologist or a person with training in wetland who has evaluated the site and determined by the 1987 Army Corp of Engineer's manual on wetland delineation and determination that there are/or there are no wetlands on the site.

- 5). A statement that the municipality shall be notified at least 48 hours prior to any blasting activities taking place.
- 6). Where applicable, a statement regarding the date and ordinance number of the municipal Zoning Ordinance in effect at the time of submission.
- 7). A statement listing any approved modifications of requirements, waivers, variances, special exceptions, conditional uses and/or any non-conforming structures.
- 8). Statement regarding the presence or absence of floodplain.
- 9). An inventory of all permits/approvals/ required by other agencies along with date submitted and approval dates.
- 10). A statement regarding presence or absence of archaeological resources, historical features and important natural habitat.
- 11). Existing and proposed restrictive covenants running with the land.
- 12). In the case of a subdivision or land development plan proposed for the sale of lots only, the subdivider shall include on the Final Plan a covenant with the land assuring the implementation by the lot owner of the Erosion and Sedimentation control Plan.
- 13). A copy of the sewage “Plan Revision Module for Land Development” or other equivalent documentation approved by the Pennsylvania Department of Environmental Protection.
- 14). Such other certificates, affidavits, endorsements or dedications as may be required by the Dauphin County Planning Commission for the enforcement of this Ordinance.
- 15). Per Sec. 503.1 of the Pennsylvania Municipalities Planning Code, if water is to be provided by a means other than be private wells owned and maintained by the individual owners of lots within the subdivision or development, applicants shall present evidence to the Dauphin County Planning Commission that the subdivision or development is to be supplied by a certified public utility, a bona fide cooperative association of lot owners, or by a municipal corporation, authority or utility. A copy of a Certificate of Public Convenience from the Pennsylvania Public Utility Commission or an application for such a certificate, a cooperative agreement or a commitment or agreement to serve the area in question, whichever is appropriate, shall be acceptable evidence.

G. A **Site Data Table** to include:

- 1). Total area of tract, proposed use, proposed number of lots/number of units, proposed floor area for non-residential uses, proposed lot and building coverage, proposed density, proposed building height, proposed number of floors, proposed floor area ratio, proposed open space area, proposed developable area, proposed area of public right-of-way, total length of proposed and/or improved street(s) in feet and parking calculations including handicap parking, as well as above data for all existing development.

H. A **Plan Notes** list consisting of, but not limited to the following:

- 1). Existing and proposed protective covenants associated with the land, if any or a note stating none exist.
- 2). A statement that a Highway Occupancy Permit (HOP) is required pursuant to Section 420 of the Act of June 1, 1945 (P.L. 1242, No. 428) known as the “State Highway Law,” as amended by Act No. 1986-43 of May, 1986, before access to State Highway is permitted.
- 3). Where applicable, a statement regarding municipal highway occupancy permit: “No building permit will be issued until a Municipal Occupancy Permit has been issued”.
- 4). The zoning classification of adjoining lots and land.
- 5). A list of all utilities with addresses and telephone number.
- 6). Date of Preliminary Plan approval.
- 7). List of Modifications granted.
- 8). Statement regarding all parcel(s) of land and/or improvements to be dedicated.
- 9). Pennsylvania One Call System, Inc., with serial number(s).
- 10). Contribution of recreation land or fee for residential lots and land developments as required by the municipal governing body.

I. When applicable, a **Zoning Data Table** to include:

- 1). The Zoning District, minimum lot area, minimum building setbacks, and minimum lot width, maximum density, maximum building height, number of floors, maximum floor area ratio, maximum lot, building and

impervious coverage, the minimum number of parking spaces required, minimum open space, minimum landscape buffer and screening.

- 2). Any variance decisions affecting the plan are required to be noted with the date of the decision and application number with the municipality.

J. The following **Supplemental Plan sheets** as required:

- 1). Depending upon the amount of earth disturbance, a final Grading and Earth Moving Plan may be required.
- 2). The final Erosion and Sedimentation Control Plan shall be prepared as required by the “Pennsylvania Clean Streams Law”, and the Pennsylvania Department of Environmental Resources “Erosion and Sediment Pollution Control Program Manual” (April 2000): (Title 25, part I, Subpart C, Article II, Chapter 102-Erosion Control).
 - a). Approval date of Erosion and Sedimentation Control Plan by the Dauphin County Conservation District.
- 3). A final Facilities Design Plan to include:
 - a). The final Street centerline profile for each proposed street.
 - b). The final Street cross-section for proposed streets.
 - c). The final design of water, sanitary, and storm sewer mains.
 - d). The final street signage and traffic regulatory signs and details.
- 4). A final Lighting Plan (Sec. 507) for outdoor and street lighting, as applicable.
- 5). A final Landscaping, Buffering, and Screening Plan (Sec. 513), if required, prepared by landscape architect, arborist or other qualified professional.
- 6). A final Stormwater Management Plan approved by the municipal or designated Dauphin County review engineer, with approval date.
 - a). Details of stormwater management facilities along with maintenance and inspection requirements.
 - b). Drainage and grading plan showing existing and proposed final contours, including swales and any stormwater facilities.

- 7). A final Erosion and Sedimentation control Plan showing the location and types of erosion and sediment control measures.
 - K. Statement for recordation of the plan with date, instrument number, deed book, volume and page number and tax parcel number.
9. **Other Information** required to accompany the Final Plan:
 - A. Traffic Impact Study, as required by this Ordinance.
 - B. All supporting calculations for the mitigating stormwater management as required by this Ordinance.
 - C. A copy of the final hydrogeologic/water supply study, as requested by the Pennsylvania Department of Environmental Protection.
 - D. An approval letter from the Pennsylvania Department of Environmental Protection for the Sewage Facilities Planning Revision Module, Exemption, or Non-building Waiver Request form.
 - E. A Phasing Schedule when the applicant intends to undertake a phased project.
 - F. Financial security for all required improvements directed to be undertaken by this Ordinance. This includes both performance and maintenance guarantees.
 - G. Copy of all the permits/approvals from utilities and government agencies.
 - H. A copy of all final deed restrictions or protective covenants.
 - I. When applicable, copy of the condominium/homeowner's association package..
 - J. Signed municipal comment form.
 - K. Comment from the fire department, when applicable.
 - L. Comment from the School District, when applicable.
 - M. Such other data which may be required by the Dauphin County Commission for the administration and enforcement of this Ordinance.
 - P. Plans and profiles of proposed streets, sanitary and stormwater sewers with grade and pipe size indicated and a plan of proposed water distribution system showing pipe size and location of valves and fire hydrant and specification for construction and materials.

- Q. Parcels of land intended to be dedicated or reserved for parks, playgrounds, parking areas, common open space, or other public, semi-public, or community purpose.
- R. Wetland Study, as required.
- S. Traffic studies required by state laws to warrant traffic control devices such as stop signs, traffic signals, speed limits, turning lanes, etc.

SECTION 407. LOT ADD-ON PLAN PROCEDURE

- 1. A plan which proposes to alter the location of lot lines between existing lots can be submitted as a “Lot Add-On Final Plan” when meeting the following criteria:
 - A. No lot or tract of land is created which is neither smaller than the minimum nor larger than the maximum lot size permitted by any applicable ordinance.
 - B. Drainage easements or rights-of-way are not altered.
 - C. Access to the affected parcel is not changed.
 - D. Street alignments are not changed.
 - E. No new building lots are created.
- 2. The Lot Add-On Plan shall be prepared in conformance with the provisions of this Ordinance and any other applicable requirement of the law.

SECTION 408. LOT ADD-ON PLAN SPECIFICATIONS

A subdivision plan which meets the criteria of a Lot Add-On Final Plan shall comply with the following requirements:

- 1. The Lot Add-On Final Plan shall be prepared by a land surveyor registered in Commonwealth of Pennsylvania.
- 2. One (1) copy of the plan will be submitted on a minimum sheet size of 18 inches by 24 inches and no larger than 24 inches by 36 inches.
- 3. Dimensions shall be in feet and degrees, minutes and seconds with an error of closure no greater than one foot in ten thousand feet.
- 4. When the subdivision or land development plan fronts on an existing street the required additional right-of-way shall be dedicated and a signed dedicatory statement shall be shown on the Lot Add-On Final Plan.

5. The Lot Add-On Final Plan shall contain the following information:

A. **Title Block** consisting of the following:

- 1). Name of proposed plan, municipality, county, Pennsylvania and plan labeled "LOT ADD-ON FINAL PLAN".
- 2). Name, address, and telephone number of the recorded owner and any equitable owner of the two effected lots.
- 3). Date of plan preparation and revision date(s).
- 4). Name, address and telephone number the professional land surveyor.

B. **Location Map** consisting of the following:

- 1). A location map drawn to a scale of a minimum of one inch to two thousand feet (1" = 2000') and north arrow.
- 2). North arrow, graphic and written scale.
- 3). Street names.
- 4). Municipal boundaries.

C. **Tract Map** consisting of the following:

- 1). Reference to Instrument Number/Deed Book, Volume and Page Number and tax parcel number.
- 2). The plan shall be drawn no smaller than 100 feet to an inch. All dimensions shall be in feet and hundredth of a foot.
- 3). Property plan showing the entire lot, tract or parcel to be effected by the Lot Add-On Plan.
- 4). Existing and proposed bearings and distances and lot numbers and lot areas. If the remaining acreage is in excess of ten (10) acres, its boundary and the boundary of the remaining tract shall be described by deed plotting drawn at a legible scale.
- 5). Name and deed reference of all adjoining landowners with abutting lot lines of both conveying and receiving lots.
- 6). Primary Control Points, which shall be referenced to the PA Plane Coordinate System.

- 7). Existing and proposed concrete monuments and iron pin markers.
 - 8). Name of existing public or private streets, and driveways on or adjacent to the lot, right-of-way and cartway width, curb and sidewalk.
 - 9). Location of easements with bearing and distances and utilities on and/or adjacent to both the conveying and receiving lot.
 10. Zoning district boundary line(s), as applicable.
- D. **Zoning Data Table**, as applicable, to list: zoning district, minimum lot area, minimum building setbacks, minimum lot width, maximum density, maximum floor area ratio, maximum lot and building coverage, minimum off-street parking, minimum open space, and minimum landscape buffer & screening.
- E. **Site Data Table**, to include: existing and proposed lot areas, proposed use, proposed lot and building coverage, proposed density, and proposed open space area.
- F. Existing and proposed protective covenants associated with the lands, if any, or a note stating that none exist.
- G. A statement listing any approved modification of requirements, waivers, variances, special exceptions, conditional uses and/or any non-conforming structures.
- H. Statement for recordation of the plan with date, instrument number/deed book, volume and page number and tax parcel numbers.
- I. Certification of Professional Land Surveyor with seal and signature for the accuracy of the plan survey.
- J. Certification regarding presence or absence of wetlands and floodplains.
- K. Signature block for review of plans by the municipal governing body or assigned official(s).
- L. Signature block for approval of plan by the Dauphin County Planning Commission.
- M. A statement is required to be placed upon all Lot Add-On Final Plans stating “Lot # ___ has been proposed as a lot addition to the adjoining lands of _____ to form a single lot consisting of _____ acres. Lot # ___ may not be sold or retained as a stand-alone lot.”

- N. A statement indicating that a Non-Building Waiver Form B has been approved by the Pennsylvania Department of Environmental Protection.
- O. Pennsylvania One Call System, Inc., with serial number(s).