



Subdivision and/or Land Development Plan Application Submission Checklist

Checklist Item	Applicable		Provided	
	Yes	No	Yes	No
A. APPLICATIONS CHECKLISTS AND FORMS				
1	Cover Sheet with 3-ring binder			
2	Application Submission Checklist (This document)			
4	City Subdivision and Land Development Application Form			
5	County Subdivision and Land Development Application Form			
B. FEES AND PAYMENTS				
1	Application Filing Fees			
	a. Subdivision Plan Only			
	b. Land Development or Subdivision/Land Development Plan			
	c. Minor Land Development or Subdivision Plan			
	d. Supplement Report Fees			
	e. Fees for Waivers and Modifications			
	f. Fees for Processing Planning Sewer Module			
2	Payment In Lieu of Planting			
3	Payment In Lieu of Park and Recreational Facilities			
4	Payment in Lieu of Installing the Bicycle Parking Facilities			
5	Fees for Public Hearings or Official Map Amendments			
6	Site Inspection Fees			
C. DOCUMENTS				
1	Project Narrative According to § 265-19			
2	Landowner Acknowledgement Letter			
3	SALDO Modification Request Letter			
4	Waiver of Preliminary Plan Filing Requirements			
5	Design Development Schedule			
6	Community Benefit Survey			
7	Buildings and Site Photos			
8	An electronic copy of all application and submission materials			

SALD Application Submission Checklist

Checklist Item		Applicable		Provided	
		Yes	No	Yes	No
D. IMPACT STUDIES, REPORTS AND MITIGATION MEASURES					
1	Traffic Impact Study				
2	Floodplain Impact Study				
3	Wetland Impact Study.				
4	Stormwater Management (SWM) Site Plan				
5	Geology Impact Study				
6	Environmental Impact Report				
7	Tree Appraisal Report				
E. PERMITS AND APPROVALS					
1. CITY BUREAUS APPROVALS					
a. Bureau of Engineering and City Engineer					
	1. Scope of the Traffic Impact Study Approval (City Engineer and Planning Commission)				
	2. Approval of a request letter by the applicant for Assignment of Steet Number of Addresses of Individual Lots and Units				
	3. Access Drive/Driveway Approvals				
	4. Opinion of Probable Construction Cost Approval				
	5. Fire Hydrants Location Approval by City Engineer and Fire Marshal				
b. Bureau of Water					
	1. Approval of the Domestic Water Capacity Request				
	2. Approval of the Fire Suppression Water Capacity Request				
	3. Approval of installation of a water supply system's main and public lines				
c. Bureau of Wastewater					
	1. Approval of the Domestic Sewer Capacity Request				
	2. Sewer Planning Module Application and Approval				
d. Bureau of Stormwater					
	1. Stormwater Ordinance Modification Request Approval (DPW-Director)				
	2. Stormwater Management (SWM) Site Plan				
	3. Soil Erosion and Sediment Control (E&SC) Plan Approval by the City for projects involving earth disturbance of less than one acre.				
		Applicable		Provided	

SALD Application Submission Checklist

Checklist Item	Yes	No	Yes	No
e. City Fire Marshal				
1. Fire Hydrants Location Approval by City Engineer and Fire Marshal				
f. Bureau of Planning				
1. Administrative Waiver of the Preliminary Plan Filing Requirements in accordance with § 265-22A.				
2. Minor Plan Approval Process				
3. Sewer Planning Module Application-Component 4A				
4. Review and Comment on Covenants Placed Upon the Use of the Land.				
5. Inspection of Required Private and Public Improvements				
2. CITY BOARDS AND COMMISSIONS APPROVALS				
a. Traffic Commission Approval for Access Drives				
b. Shade Tree Commission Approval				
c. Zoning Hearing Board/City Council Approvals				
d. Floodplain Zoning Permit				
e. Historical Commission				
f. Historical Architectural Review Board (HARB)				
g. Certificate of Appropriateness–City Council Resolution for applications in the Historic District and/or Heritage Conservation District				
h. Sewer Planning Module Approval –City Council Resolution				
i. Scope of the Traffic Impact Study Approval by City Engineer and Planning Commission				
j. Approval of a waiver request with the Planning Commission of the preliminary plan filing requirements.				
k. Planning Commission Approvals of Preliminary, Final, and preliminary/Final Subdivision and/or Land Development Plans.				
3. COUNTY AGENCIES APPROVALS				
a. Soil Erosion and Sediment Control (E&SC) Plan Approval by the Lancaster County Conservation District (LCCD) for projects one acre or greater of earth disturbance,				
b. NPDES Permits for Discharges of Stormwater Associated with Construction Activities.				
	Applicable		Provided	

SALD Application Submission Checklist

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	c. New Street Names Approval by Lancaster County-Wide Communication				
	d. Evacuation Plan by the Appropriate Disaster Preparedness Authority				
4. STATE AND FEDERAL AGENCIES APPROVALS & PERMITS					
	a. Water Obstruction and Encroachment Permits				
	b. Sewage Facilities Planning (Act 537) Approvals				
	c. NPDES permit for Discharges of Sewage and Water Quality Management (Part II) Permits				
	d. Public Water Supply Permits				
	e. Pennsylvania Historical and Museum Commission (PHMC) Review				
	f. Pennsylvania natural Diversity Inventory (PNDI) Review				
	g. Highway Occupancy Permit by PennDOT				
	h. Section 404 Clean Water Act Permits				
	i. National Environmental Policy Act (NEPA) Review				
	j. Endangered Species Act Review				
5. OTHER UTILITIES AGENCIES AND COMPANIES					
	a. Public Street Lighting Approval by the Electric Utility Company				
	b. Include information regarding any other utility approvals that are anticipated (e.g., UGI, PPL, LASA).				
F. APPLICABLE SUBDIVISION AND LAND DEVELOPMENT PLAN					
1.	Minor/Preliminary/ Final Subdivision and/or Land Development Plan				
G. CITY/COUNTY STAFF REVIEW COMMENTS AND CORRESPONDENCES					
1.	City Staff Review Comments				
2.	Lancaster County Planning Commission Advisory Review				
H. AGREEMENTS, EASEMENTS, COVENANT, AND PUBLIC DEDICATION DOCUMENTS (DRAFT AND FINAL)					
1.	Stormwater Operations & Maintenance Agreement				
2.	Drainage Easement				
		Applicable		Provided	

SALD Application Submission Checklist

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3.	Developer's Agreement				
4.	Street Tree Easement Agreement				
5.	Utility Easement Agreement				
6.	Maintenance Easement				
7.	Riparian Easement				
8.	Vehicles/Pedestrian Traffic Circulation Easement Agreement				
9.	Public Access Greenway Easement for Lots Adjacent to the Conestoga River.				
10.	Covenants				
11.	Homeowner's Association Agreement for Park and/or Recreational Facilities Use and Maintenance.				
I. PROJECT CLOSE-OUT					
1.	Construction Phasing Program and Schedule				
2.	Opinion of Probable Construction Cost signed by professional engineer (P.E) and accepted/approved by City Engineer.				
3.	Improvement construction guaranty Surety performance bond/ Escrow account/ Letter of credit (project name and City File # shall be noted on the financial security form.				
4.	GIS/CAD/PDF Files emailed to the Planning Bureau				
5.	Paper and Mylar Plans				
6.	A proof of recorded plans, documents, and receipt of payment				
J. INSPECTION OF REQUIRED PUBLIC AND PRIVATE IMPROVEMENTS					
1.	A letter requesting reduction or releasing of improvement construction guaranty				
2.	As-built drawings with all deviations from previously approved plan highlighted				
3.	Opinion of Probable Construction Cost with tracking spreadsheet for reductions				
4.	Site Inspection Report				