

[COMPANY LETTERHEAD]

[DATE]

Mr. Douglas Smith, Chief Planner
Bureau of Planning
City of Lancaster
P.O. Box 1599
Lancaster, PA 17608-1599

Re: [Name of Project and Address]

Dear Mr. Smith:

[Name of applicant or property owner] proposes to [brief description of project, such as convert space within an existing building for a second nonresidential occupant, convert a building to space for two or more occupants, construct a (x) square-foot addition, construct a vertical addition with no more than two stories]. This proposed improvement will meet the definition of no impact land development, as per the City of Lancaster Subdivision and Land Development Ordinance (SALDO). Because this improvement will not meet the thresholds for a traffic impact study or large stormwater management site plan, will not cause an increase in water consumption or sewage discharge exceeding 350 gallons per day, and will not require the installation new water or sewer laterals or a new access drive, we request an administrative waiver of the land development plan filing requirements of Section 265-4 of the SALDO.

Enclosed please find the \$150 waiver fee, payable to the City of Lancaster, PA, as required by City Council Resolution No. 52 – 2020.

Sincerely,

[Applicant or Owner]