



# Minor Subdivision and/or Land Development Plan

## Applicability

For a plan to be considered "minor," it must meet one of the following criteria:

1. The re-subdivision of a lot for the purpose of correcting existing errors associated with a legal description.
2. Changes to lot lines for the purpose of correcting existing encroachments caused by fences, driveways, landscaping or buildings.
3. Creation of a subdivision/lot add-on plan where the change to a lot line is in conformity with provisions of the City Zoning Ordinance, or where Zoning Hearing Board approval has been granted involving changes to a lot line and where no additional lot is being created.
4. Minor adjustments to easements and street rights-of-way.
5. A minor amendment to a previously recorded plan prior to completion of the project and/or release of any financial guarantee, where site improvements have been or will be made, provided the amendment does not cause the following:
  - a. An increase in building coverage, as defined by City Code Chapter 300, Zoning, greater than 400 square feet.
  - b. An increase in impervious surface, as defined by City Code Chapter 260, Stormwater Management, equal to or greater than 1,000 square feet.
  - c. Elimination of required landscaping.
  - d. Addition of an access drive.
  - e. A change in pedestrian and/or bicycle access to the site and to building entrances within the development.
  - f. Elimination of any required improvement.
6. A land development consisting of the following:
  - a. Construction of a single nonresidential building or building addition with a footprint no larger than 1,000 square feet.
  - b. A single new multifamily residential building on one lot containing no more than 10 units and with a footprint no larger than 1,000 square feet.
  - c. Conversion of an existing nonresidential building into no more than 30 residential units, provided there is no increase in lot coverage, no requirement for a traffic/transportation study, and no requirement for a planning module.
7. Conversion of an accessory structure to a residential unit.

8. The division of space within an existing structure into not more than five nonresidential units where there is no requirement to perform a traffic/ transportation impact study as per § 265-44.

### **Minor plan submission and recording requirements.**

A minor plan shall be submitted for a proposed land development or subdivision following *a pre-application conference with City staff, as per § 265-21B*, and in accordance with the following requirements.

1. A minor plan shall have all of the required plan information of a combined preliminary/final plan. In addition, the plan will contain the appropriate recording certificates, including plan preparer certificates of accuracy, property ownership certificate, Lancaster County Planning Commission review certificate, and Planning Bureau approval certificate.
2. Minor plans shall be submitted to the Planning Bureau, which will obtain review comments of other City staff as needed during a forty-five-day review and comment period following plan submission.
3. Applicants submitting minor plans shall provide evidence of zoning approval, or shall have filed an appeal to the Zoning Hearing Board for any necessary approvals. Unconditional approval of a minor plan shall not be granted prior to the issuance of zoning approvals.
4. At the discretion of the Lancaster County Planning Commission (hereinafter "LCPC") minor plans will be reviewed administratively, as authorized by Lancaster City Council with the adoption of Administration Resolution No. 24 - 2008 and in accordance with procedures established by LCPC.
5. All accepted applications shall be reviewed and receive administrative approval, conditional approval or denial within 45 calendar days of plan submission. An exception to the forty-five-day stipulation for the City may occur only when the applicant has agreed in writing to an extension of time. Acceptance of conditions by applicants shall be in accordance with § 265-23B(4)(a) and (b). Plans receiving unconditional approval shall be recorded upon signing of the Planning Bureau certificate. No site improvements shall be installed prior to unconditional approval and recording of the plan.
6. The applicant shall have one year to meet any conditions of plan approval. Failure to submit a revised plan which complies with all conditions within the aforesaid time period shall serve as a rejection of the conditions by the applicant and serve to automatically rescind the plan approval.
7. Upon determination that all conditions of administrative conditional approval have been met, the Chief Planner shall advise the applicant that the minor plan conditions have been satisfied and that the plan may be recorded.

## **Minor Plan Processing requirements**

1. The City submittal shall consist of one paper copy of the plan, which shall be signed by the landowner as per § 265-26D(3)(g), one copy of any reports or supplemental information, a completed City plan application and plan application fee. The Planning Bureau may request additional paper copies as needed. An electronic copy of all application and resubmission materials shall be submitted in a format acceptable to the Chief Planner.
2. The County submittal shall be in accordance with LCPC requirements.
3. Prior to submitting the plan to the LCPC, the applicant shall schedule a meeting with the Planning Bureau, at which time the plan will receive an initial technical review. City technical review comments will be included in the applicant's submission to LCPC.
4. Upon satisfying any comments provided by the City, the applicant shall provide signed and sealed drawings consisting of one mylar and three paper sets of plans along with two copies of any documents which are to be recorded. A digital copy of the plan shall be submitted in a format acceptable to the LCPC. Two digital copies of the plan and documents to be recorded shall also be provided to the City.

## **General Information**

- The minor plan process shall not obligate the City to mail written comments or notices as would be the case for plans reviewed by the Planning Commission. The signing of the Planning Bureau certificate on the approved plan will serve as notification of plan approval and satisfaction of all conditions.
- For minor plans, no sketch plan submission is required; however, the applicant shall consult with the Planning Bureau prior to a minor plan submission to determine the plan's eligibility for filing under the minor plan provisions.