

## General procedures for applying for Subdivision and Land Development approval from the Borough of Hanover

### Pre submission:

- Hire a surveyor from a planning or engineering firm to research, survey and draw plans.
- In lieu of formally submitting a sketch plan to the Planning Commission, staff in the Borough's Engineering Department is available to offer feedback and suggestions.

### Submission:

- Plans must be submitted to the York County Planning Commission ([www.ycpc.org](http://www.ycpc.org)). The Hanover Borough Council will not approve a plan until comments have been received from the YCPC.
- Prior to 4:30 pm on the Tuesday of the week prior to the Planning Commission meeting the Engineering Department must have five paper copies of the plan all bearing the owner's and other necessary signatures and accompanied by an application with the appropriate fee.

### Planning Commission – Meets at 7:00pm the 1<sup>st</sup> Wednesday of each month:

- Have a representative attend the Planning Commission meeting to answer questions.
- Plans will be recommended for approval or resubmission. After a recommendation for approval or denial is given, the plans will go before the Hanover Borough Council, and a final decision will be given within 90 days of the next meeting after the application was filed. The Borough of Hanover does not charge an additional fee for a resubmittal.

### Post Approval:

- A Public Improvements Agreement will be drafted and must be signed by the owner and accompanied by the appropriate guarantee of funds before the signed plans will be released. Funds can be secured through a bond, letter of credit, check or cash and are released after public improvements are completed.
- Have the plans signed by the York County Planning Commission.
- Have the plans recorded by the County Recorder of Deeds within 90 days of the date they were approved by the Hanover Borough Council. Send a copy of the receipt to the Borough of Hanover.

<u>SUBDIVISION AND LAND DEVELOPMENT</u>	
MAX FEE	\$2600.00
Subdivision Plan Review	\$400.00 per plan, plus \$50.00 per lot/dwelling
Final Subdivision Plan Review	\$400.00 per plan, plus \$30.00 per lot/dwelling
Residential Land Development Plan	\$400.00 per plan, plus \$50.00 per lot
Other Land Development Plans	Base Fee of \$400.00, plus:
Up to 2,000 square feet	Base Fee Only
2,001 - 5,000 square feet	\$600.00
5,001 - 10,000 square feet	\$900.00
10,001 - 50,000 square feet	\$1,000.00
50,001 - 100,000 square feet	\$1,100.00
100,001 - 200,000 square feet	\$1,400.00
200,001 - 500,000 square feet	\$1,900.00
500,001 square feet and over	\$2,200.00
Review of Plan for Accessory Building	\$400.00
Subdivision & Land Development Ordinance Copy	\$10.00

Fees based on Resolution No. 1104 dated August 24, 2015.

Questions can be directed to the office of the Borough of Hanover at 717-637-3877.