

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.

Submission:

- Plans must be submitted to the York County Planning Commission (www.ycpc.org). The Hanover Borough Council will not approve a plan until comments have been received from the YCPC.
- Plans, application, and appropriate fees must be submitted thirty (30) days prior to the Planning Commission meeting. Need to submit two complete paper copies of the plan all bearing the owner's and other necessary signatures. The plans need to be 24" x 36". Once the plans are approved a complete mylar (24" x 36") with all signatures and changes must be submitted to the Borough.

Planning Commission – Meets the 1st Wednesday of each month:

- Have the owner and/or a representative that can legally represent the owner attend the Planning Commission meeting to explain the plans and 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.

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.
- After plans have been recorded an electronic copy of the plans with the recording information noted on plans and all signatures must be sent to the Borough office

**APPLICATION FOR SUBDIVISION AND LAND DEVELOPMENT APPROVAL
PLAN CHECKLIST FOR SUBMISSION
TO HANOVER BOROUGH**

1 General Information

Name of Subdivision and/or Development: _____

Submitted as:

Sketch Plan ☐

Preliminary Plan ☐

Final Plan ☐

Fee paid: _____

Check #: _____

Date: _____

Fee Borough: _____

County: _____

Owner: _____

Address: _____

Phone: _____

Subdivider/Developer: _____

Address: _____

Phone: _____

Engineer or surveyor: _____

Address: _____

Firm: _____

Phone: _____

DESIGNER

STAFF

2 Development Data Required

A. 2 sets of prints, 1 mylar

☐☐

B. Completed checklist

☐☐

C. Suggested drawing size - 24"x 36"

☐☐

D. Seal of drawer

☐☐

E. Scale: 1" = 10' to 1" = 50' (Adjust to meet drawing size)

☐☐

Scale: _____

☐☐

F. Date: _____

☐☐

3 Existing and Proposed Streets

Required

Proposed

A. Width of right-of-way

☐☐

B. Width of cartway

☐☐

C. Names of streets

☐☐

4 Lot Layout

A. Tract dimensions

☐☐

B. Building setbacks

☐☐

C. Sidewalk locations, existing and proposed

☐☐

D. Existing building locations

☐☐

E. Existing easement

☐☐

F. Public lands location

☐☐

G. Tree mass locations

☐☐

H. Stream/physical features

☐☐

I. Monuments, pins, reference elevation

☐☐

J. Lot line bearing, distances

☐☐

L. Sign locations

☐☐

5 Topo Map

A. 2 Feet intervals (4% AV.)

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B. 5 Feet intervals steep land

☐☐

C. Existing topo

☐☐

D. Proposed topo

☐☐

E. Flood plain area

☐☐

STAFF

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No

Date: _____

Date: _____