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LAND DEVELOPMENT SUBMISSION PROCEDURES
(Revised 11/7/2005)

The following information is required to be submitted to the Lycoming County Planning Commission, in order to process a land development plan under the Lycoming County Subdivision and Land Development Ordinance. As a step prior to submission a "sketch plan" is strongly encouraged to review with staff:

1. Six prints of the proposed plan.
2. Prints must be drawn to scale, not to exceed 200' to the inch. The preliminary plan sheet size may be 18" x 24" or 24" x 36"; the final plans must be 18" x 24" for recording purposes. A lesser size print (8 1/2" x 11") drawn to scale, will be accepted for approval for a second principle residence (sample attached).
3. PLANS MUST SHOW as provided by the Surveyor drawing:
 - * Location sketch, landowner, municipality, date, scale and north arrow
 - * Where such plans propose the development of an area for residential, commercial, or industrial use serving more than one (1) occupant, the Planning Commission *MAY* require the developer to submit a plan certified with seal by a registered professional land surveyor or engineer.
 - * Lot boundaries
 - * Adjacent landowners and lot area
 - * Required building setback lines
 - * Main access route centerline
 - * Street and road names (**state and/or township route numbers as reference only**)
 - * Road profiles for roads/driveways to be constructed or existing
 - * Location and dimensions of parking areas; size and number of spaces
 - * Location and width of all existing or proposed streets, service drives, rights-of-way
 - * Location of transmission lines and utility rights-of-way or other easements
 - * Location of soils test site or existing on-lot system

- * Location and size of existing and proposed sewers, water mains, culverts, drainage easements and/or other storm water management devices
 - * Fire suppressant devices (i.e. hydrants, tanks)
 - * Existing watercourses, floodplains, wooded areas and other significant natural features
 - * The boundary of the floodplain shall be shown utilizing the most current national flood mapping for the municipality.
 - * The 100-year flood elevation shall be indicated wherever detailed NFIP flood mapping is available.
 - * Building dimensions; including existing building, as well as additions and additional structures.
4. An Erosion & Sedimentation Control Plan will be required; contour lines may need to be drawn on the plans.
 5. A Stormwater Management Plan may be required.
 6. A Landscape Plan may be required
 7. Evidence of conformance with other necessary regulatory requirements (i.e. zoning permits, municipal variances, special exceptions zoning hearing board determinations must be submitted in conjunction with the land development submission for approval consideration.
 8. Evidence of review and approval for sewage by the municipal Sewage Enforcement Officer and/or DEP must be submitted.
 9. If a private right-of-way is involved, a Right-of-Way Use and Maintenance Agreement shall be presented. (Samples are available in the Planning Commission Office.)
 10. A Lighting plan providing specifications for non-reflective, non-glare fixtures may be required.
 11. As built plans will be required not later than the date of the issuance of an Occupancy Certificate or not later than 30 days following the final inspection by the LCPC and the municipality, unless the Lycoming County Planning Commission approves an advance, a specified date or time extension.
 12. Other information may be required after staff's initial review
 13. A filing fee for land development plan processing is required. Checks should be made payable to the Lycoming County Planning Commission.

INSTRUCTIONS

I. FEES FOR LAND DEVELOPMENT PROCESSING

Minor land development or single lot fees are designed to partially recover LCPC costs and provide a public service to assist such applicants. Major subdivision and land development fees are designed to recover LCPC staff time plus overhead costs and related costs based upon the complexity and size of the proposed land development, whether concurrent or the projected cumulative result of phased development. The per square foot rate applied in the schedule is subject to determination made by the Executive Director and probable review costs.

Fees for Land Development Plans shall be payable to the LCPC at the time of filing, according to the following schedule:

1. Residential Land Development - \$70.00 plus \$20.00 per dwelling unit.
2. Commercial Land Development - \$155.00 plus \$.05 per gross sq. ft. of principal and accessory buildings or structures.
3. Industrial Land Development - \$155.00 plus \$.03 per gross sq. ft. of principal and accessory buildings or structures.
4. Institutional Land Development - \$155.00 plus \$.03 per gross sq. ft. of principal and accessory buildings or structures.
5. Recreational Land Development - \$50.00 plus \$10.00 per acre plus \$10.00 per campsite or unit.
6. Agricultural Land Development - \$155.00 plus \$.01 per gross sq. ft. of principal and accessory buildings or structures.

NOTE: As already required by Section 1.04 of the Lycoming County Subdivision and Land Development Ordinance engineering review and inspection fees and additional staff costs may also be required to be paid by the developer.

Upon submission of the necessary plans and materials, the proposal will undergo the following process:

1. Copies of the proposed plan will be forwarded by the Subdivision & Land Development Administrator, to the municipality and to other agencies deemed to have an interest in which the land development is located. (PaDOT, Municipal Sewage Enforcement Officer, Conservation District, public utilities, PA Department of Environmental Protection) *A minimum of 14 days is allowed by ordinance for these reviews, unless parties involved agree to a lesser time period. The LCPC has 90 days after the nearest Planning Commission meeting in which to render and communicate a decision, following submission.*
2. The Subdivision and Land Development Administrator will physically view the site and evaluate the plan on the basis of all information gathered and will then prepare a staff recommendation and present the plan to the Executive Director for his concurrence.
3. A presentation for minor land development is made to the Chairman of the Planning Commission for an action. He is authorized to approve the plan or to defer action until the next regular meeting of the Planning Commission. Major land development plans are prepared to be presented to the Planning Commission at their regular monthly meeting held the third Thursday of each month.

Once action is taken or a determination is made concerning the plan of land development, the developer or designee will be notified by letter within 15 days, with instructions to record one approved plan, the approval letter and any other pertinent documents, in the County Register and Recorders office within 90 days of the final approval date. Failure to record these copies will nullify the approval granted. An additional fee may be required for the re-approval process.

If you have any questions or need further information, please contact our office, at 320-2130.