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LYCOMING COUNTY PLANNING COMMISSION
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SUBDIVISION SUBMISSION PROCEDURES (Revised 11/7/05)

The following information is required to be submitted to the Lycoming County Planning Commission, in order to process a subdivision 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 sheet size for preliminary plans may be 18" x 24" or 24" x 36"; the final plans must be 18" x 24".
3. PLANS MUST SHOW, as provided by the Surveyor drawing:
 - * Survey of lot boundaries
 - * Location sketch, landowner, municipality, date, scale and north arrow
 - * Plans must be certified with seal by a registered professional land surveyor or engineer
 - * Lot size and residual acreage
 - * Adjacent land owners
 - * Required building setback lines
 - * Main access route centerline
 - * Street and road names (**state and/or township route numbers as reference only**)
 - * Profiles for roads/driveways to be constructed or existing
 - * Defined parking areas
 - * Location, width and centerline, by courses and distances (where applicable), 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 (also on residual)
 - * Location and size of existing and proposed sewers, water mains, wells, culverts, drainage easements and/or other stormwater management devices/structures
 - * Existing water courses, 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
- * Existing buildings on residual parcel
- 4. Agreements must be required for drainage easement maintenance and for shared water source.
- 5. An Erosion & Sedimentation Control Plan will be required, contour lines may need to be drawn on the plans.
- 6. 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 subdivision submission, for approval consideration.
- 8. Evidence of review and approval for sewage by the municipal Sewage Enforcement Officer and/or DER must be submitted (planning module and soils test results).
- 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. Other information may be required after staff's initial review.
- 11. A filing fee for subdivision processing is required. Checks should be made payable to the Lycoming County Planning Commission.

FEES FOR SUBDIVISION PROCESSING

Single lot fees are designed to partially recover LCPC costs and provide a public service to assist such applicants. Major subdivision 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.

- * Fees for subdivision plans shall be payable to the LCPC at the time of filing, according to the following schedule:

Single lot or add lot(s) - \$70 per plan

Multi-lot(s)

- \$140.00 plus \$20.00 per new lot.
- \$140.00 plus \$40.00 per new lot when access, public safety, drainage, environmental or other facility improvements are necessary.
- \$240.00 plus \$50.00 per new lot or dwelling unit when a private sewage treatment system is proposed.

- * The residue is not counted as a lot.

INSTRUCTIONS

UPON SUBMISSION OF THE NECESSARY PLANS, SUBDIVISION/LAND DEVELOPMENT FILING FEES AND DOCUMENTS, THE PROPOSAL WILL UNDERGO THE FOLLOWING PROCESS:

1. Copies of the proposed plan will be forwarded by the Subdivision and Land Development Administrator, to the municipality, Zoning Official and to other agencies deemed to have an interest in which the land development is located. (PA DOT, 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 LCPC Executive Director, or designee for concurrence.
3. A presentation for single and add-lot subdivisions 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.

Multi-lot subdivision plans are prepared to be presented to the Planning Commission at their regular monthly meeting, after a plan acceptable to staff has been provided and above comments from agencies and municipalities are addressed - held the third Thursday of each month.

Once action is taken or a determination is made concerning the plan of subdivision, 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 Records office within 90 days of the final approval date or upon meeting any conditions of approval by the applicant. 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.