

To Whom It May Concern:

The York County Planning Commission will follow the procedures outlined below until further notice in order to continue programs and services in certain divisions of the York County Planning Commission.

**I. The Municipal Planning division will continue to conduct plan reviews, plan signing, and proposed ordinance amendment reviews as follows:**

**A. Subdivision and Land Development Plan Reviews**

As no public individuals are permitted within county offices, plans intended for Planning Commission review may be delivered in the following ways:

- 1) Hand delivery – Plans may be hand delivered to the front vestibule of the York County Administrative Center located at 28 East Market Street, York, PA 17401. Upon entering the building inform the security guard that you are dropping off a plan for review by the York County Planning Commission. The guard will place the plans in the drop box. County planners will retrieve the plans for review. Engineers/developers are strongly encouraged to call the Planning Commission at 717-771-9870 and inform the Reception Desk that you are dropping off plans so we are expecting the delivery and our delivery log is completed. Checks for review SHOULD NOT be included with the plans when they are dropped off. Plans and documents will be retrieved on a daily basis and processed accordingly.

Upon the beginning of our review engineers/developers will be contacted by a county planner with the proper amount for the review fee. At that point the review fee should be submitted to the York County Planning Commission via mail. Comments will be not be provided until the review fee check is received. We are not responsible for checks that are provided with the initial plan drop-off.

- 2) Electronic – Plans may be submitted electronically. Upon receipt of the plans, a county planner will inform you of the review fee. At that point the review fee should be submitted to the York County Planning Commission via mail. Subsequently, a hard copy of that plan will need to be submitted to the Planning Commission office. Comments will not be provided until the review fee check is received.
- 3) Mail – Plans may be submitted for our review through the mail. Review fee checks can be submitted with the plans.

## **B. Plan Signings**

If a plan is to be submitted for plan signing, assignment of parcel identification numbers, and plan recordation, then the following process will be followed:

1. The county planning office will be called in advance to inform them that a plan for signing will be delivered.
2. The plan will be dropped off at the front vestibule of the York County Administrative Center located at 28 East Market Street, York, PA 17401.  
**Please include the name and contact information of the person that will be paying the recording fees. Also, provide a self-addressed stamped envelope to mail the receipt for the payment of the fees.**
3. The county planners will be notified of the drop-off, and an available county planner will retrieve the plan and begin the plan signing process.
4. Upon the completion of the Planning Commission sign-off, the county planner will deliver the plan(s) to the Tax Assessment Office.
5. The Tax Assessment Office will complete their duties, and then they will deliver the plan to the Recorder of Deeds Office.
6. The Recorder of Deeds Office will contact the responsible party notifying them of the proper recordation fee. Upon receipt of the plan recordation fee, the Recorder of Deeds will complete their process, and return the recorded plan to the Assessment office for final processing.

**\*\*Please note that the receipt for the Recording fees cannot be mailed without providing a self-addressed stamped envelope. \*\***

## **C. Proposed Ordinance Amendment Reviews**

Proposed amendments should be submitted in accordance with the already established York County Planning Commission (YCPC) policy. With the uncertainty of Coronavirus impacts, the ability of the YCPC to hold the monthly meeting in a traditionally timely manner may be in question. This could impact the Planning Commission's ability to respond as directed by the Pennsylvania Municipalities Planning Code for these reviews.

## **II. The Housing Division will continue to accept applications for the Weatherization Program, as well as applications and bid packets for the Home Improvement Program.**

Applicants and Contractors should call the Planning Commission at 717-771-9870 and inform the Reception Desk that you are dropping off an application or bid packet so we are expecting the delivery and the delivery log is completed. The documents will be retrieved on a daily basis and processed accordingly.

**All of the above policies are subject to change as the current situation evolves. For the most current information and updates, please visit [www.ycpc.org](http://www.ycpc.org) or call our main office at (717) 771-9870.**