

Municipal Reminders

By Felicia Dell, Director

As we close out our year and prepare for the new one, there are several informational items and reminders to share with all York County municipalities.

YCPC Fee Schedule

YCPC fee schedule for the review of subdivision and land development plans, planning modules and traffic impact studies will remain unchanged for 2018. The existing fee schedule is attached for your information and use.

Although we are also sending the fee schedule to municipal engineers, solicitors and surveyors, it would be helpful if the schedule for 2018 were posted in your municipal office where it could be seen by developers, surveyors, engineers, etc. Your cooperation in this matter is greatly appreciated. In addition, the fee schedule will be posted on our website at www.ycpc.org under the tab for "Forms and Fees".

Submission Timeframes for Review by the YCPC

Municipal projects for review by the YCPC may be submitted via mail, e-mail or hand delivered. All project submissions should be directed to Felicia Dell, Executive Director, with a cc to Kim Baker, Administrative Assistant.

The list of items that can be submitted are listed below along with the YCPC time line for review, as required by the PA MPC:

- Comprehensive Plan - Proposed amendments or plans are to be submitted to the YCPC at least 45 days prior to the governing body taking action [s. 302(a)];
- Land Use Assumptions Report - Proposed reports are required to be submitted at least 30 days prior to the required municipal public hearing [s.504-A.(c)(3)];
- Official Map Ordinance - Proposed ordinances or amendments are to be submitted to the YCPC at least 45 days prior to the governing body taking action [s. 402(b) and 408(b)];
- Subdivision and Land Development Ordinance - New proposed ordinances are required to be submitted to the YCPC at least 45 days prior to the required public hearing [s. 504(a)], and proposed amendments are to be submitted to the YCPC at least 30 days prior to the required public hearing [s. 505(a)]; and
- Zoning Ordinance - New proposed ordinances are required to be submitted to the YCPC at least 45 days prior to the required public hearing [s. 607(e)], and proposed amendments are to be submitted to the YCPC at least 30 days prior to the required public hearing [s. 609(e)].

YCPC Review Process

The YCPC has developed a systematic process for reviewing the documents noted above. Municipalities should be particularly aware of the steps in the process noted below:

- Documents must be submitted at least 30 days prior to a scheduled YCPC Board meeting for the project to be placed on that Meeting Agenda as an action item.
 - The YCPC meets the 3rd Tuesday of every month, unless a scheduled holiday falls on the 3rd Tuesday, in which case the meeting will be held the following day.
 - As noted above, the PA MPC only requires municipalities to provide the YCPC a 30 day, or in some cases a 45 day, review period. However, depending on the date the document is submitted to the YCPC, official action may not be taken within the prescribed time allotment. To prevent this from happening, municipalities should be mindful of the scheduled meeting dates when submitting documents for review. Additionally, in cases where YCPC action will occur beyond the allotted review time, municipalities are encouraged to postpone taking action on the document until the official YCPC recommendation has been received.
- The YCPC staff will review the project and prepare a Staff Report that will be a basis for the Commission's deliberations on the project. The Report will contain an overview of the project, a staff recommendation, and comments to support the recommendation. A copy of the Staff Report may be obtained by interested parties prior to the meeting, but no earlier than the start of business hours on the preceding Friday.
- Following action by the YCPC, the official Report will be promptly sent to the municipality. If timing is an issue, the

municipality may request that a copy of the official Report be sent via e-mail or fax.

- Although Official Sewage Facilities (Act 537) Plans do not fall under the authority of the PA MPC, the YCPC review steps noted above are also applicable to them.
- The YCPC requests that it be notified of the Final Municipal Action taken on the proposed plan, ordinance, report or amendment, whether it be adoption or denial. This will assist the YCPC with its record keeping and is in addition to the requirement to submit a copy of any adopted plan, ordinance or amendment.
 - The YCPC has implemented an electronic process to report the Final Municipal Action. A fillable Adobe reader (.pdf) form is provided via e-mail for municipalities to complete. Municipalities can then simply click on a "submit by e-mail" button at the bottom of the page to return it to the YCPC. We believe that this process makes it easier for municipalities to keep YCPC abreast of actions taken.

Adopted Plans, Ordinances or Amendments

Municipalities are required by the PA MPC to send a copy of any adopted Comprehensive Plan [s.306(b)], Official Map Ordinance [s. 408(c)], Subdivision and Land Development Ordinance [s.504(b)], Zoning Ordinance [s. 608], or amendments to these documents [ss. 306(b), 408(c), 505(b), and 609(g)], to the YCPC within 30 days after adoption. In the case of Official Map Ordinances and Subdivision and Land Development Ordinances, or amendments thereto, the PA MPC stipulates that a "certified" copy must be sent. Copies of adopted plans, ordinances or amendments should be addressed to Kim Baker, Administrative Assistant.

- If adopted, the PA MPC, as noted above, requires that a copy be provided to the YCPC within 30 days after adoption. These copies are

very important as they assure that YCPC is using the most current version of the municipal plan or ordinance when preparing reviews.

Electronic Submission of Plans

The YCPC continues to encourage the electronic submission of subdivision and land development plans in a digital format in conjunction with the usual submission of a hard copy of the plan for County Planning review. The submission of plans in a PDF format will greatly assist us with the long-term storage of plans submitted to us for our review. The PDF could be delivered to us on a CD/DVD, or if the file is less than 10 MB in size it could be e-mailed to Kurt Leitholf, Chief of Municipal Planning at: kleitholf@ycpc.org.

Traffic Count Service

The Transportation Planning division of the YCPC will conduct traffic counts for your municipality on an “as requested” basis. This service is offered on a fee basis to cover the costs to perform the counts. Counts can be conducted for total volume, vehicle classification, turning movements, bike/pedestrian

or rail car crossing. Traffic count requests must be submitted in writing on municipal letterhead.

If you have any questions about traffic counts, please contact Will Clark, Chief of Transportation Planning at: wclark@ycpc.org.

Updates to Street, Developments & Addresses

In an attempt to coordinate information and databases we are asking for your help and would like to make the following suggestion. When you receive information on new streets, developments, or do any reassigning of addresses, we are requesting you use the attached form and either fax, mail or email the changes to our (911) office. It is extremely difficult when a dispatcher tries to find a response for a new road, address, or development that we have not been made aware exists. This causes delays in providing service until the area can be located. With your help, we can keep our database as accurate as possible and provide the best service possible to the citizens of York County.

I hope you find these reminders helpful. The staff of the Planning Commission looks forward to working with you in the new year.

York County Planning Commission Schedule of Fees Effective 1/1/2018

Review Fees for Subdivision Plans

Subdivision Plans (excluding sketch plans): \$550.00 base fee plus \$50.00 per lot/dwelling unit*

Final Plans: Where a Preliminary Plan is required, the following reduced fee will be charged for a Final Plan if a copy of the **approved Preliminary Plan accompanies the Final Plan submission** –
\$550 base fee plus \$30.00 per lot/dwelling unit*
(*not to exceed \$3,000.00)

Review Fees for Land Development Plans

Residential Land Development Plans: \$550.00 base fee plus \$50.00 per dwelling unit*

Where a Preliminary Plan has been reviewed, the following fee will be charged for a Final Plan if a copy of the **approved Preliminary Plan accompanies the Final Plan submission** –
\$550 base fee plus \$30.00 per dwelling unit*
(*not to exceed \$3,000.00)

All Other Land Development Plans (excluding certain accessory buildings):

\$ 550.00 for buildings and additions up to 2,000 square feet
\$1,050.00 for buildings and additions from 2,001 - 5,000 square feet
\$1,550.00 for buildings and additions from 5,001 - 10,000 square feet
\$1,800.00 for buildings and additions from 10,001 - 50,000 square feet
\$2,050.00 for buildings and additions from 50,001 - 100,000 square feet
\$2,300.00 for buildings and additions from 100,001 - 200,000 square feet
\$2,550.00 for buildings and additions from 200,001 - 500,000 square feet
\$2,800.00 for buildings and additions from 500,001 square feet and over
(Square footage is to be calculated as the equivalent of the building footprint.)

For a Change of Use Review to Existing Commercial/Industrial Buildings: \$500.00

Plans Proposing an Accessory Building on a Lot with an Existing Principal Building which does not Involve a New Access onto a Street: \$500.00

Fees for Participation in the Traffic Impact Study (TIS) Scoping Process

Review required when: a) required by PennDOT for access to state-maintained roads; and/or
b) YCPC review of TIS is requested by the municipality.

\$725.00

York County Subdivision and Land Development Ordinance

A pre-application meeting with YCPC staff is required for plans which are subject to the requirements of the County Ordinance. Please contact the YCPC office at (717) 771-9870 for more information.

Review Fee of Sewage Facilities Planning Modules (Component 4B)

\$200.00 per module

York County 9-1-1 Update

Municipality _____

Date the change(s) is/are effective _____

Type of change/addition: (Please check all that apply)

New Road House Numbering New Development

Other: _____

New Road: Please indicate the new road name and location, as well as any existing road(s) that intersect(s), or are close to it:

House Numbering: Please indicate the streets where the house numbering occurred, including the house numbers and all intersecting streets:

New Development: Please indicate the development name, street names, and all existing roads that intersect or are close to the new development:

First Due: For the above changes/additions, please indicate the fire and ambulance crew that is currently listed as first due for that location:

Please enclose any maps available showing the area(s) where the modifications have occurred.

Fax this form to:
Fax Number 840-7535
York County Department of Emergency Services
Attn: Kim Holtzapple