



SPRING GARDEN TOWNSHIP

ADMINISTRATION • 340 TRI HILL ROAD, SUITE A
YORK, PA 17403-5709
PHONE NUMBER: 717.848.2858

Application for Subdivision / Land Development Plan Approval

Type of Plan: Subdivision Land Development Subdivision/Land Development
Category of Plan: Sketch Preliminary Final Preliminary/Final

Name of Development: _____

General Information

Name of Owner: _____

Address: _____

Phone: _____

Name of Applicant: _____

Address: _____

Phone: _____

Engineer/Surveyor: _____

Address: _____

Phone: _____

Attorney: _____

Address: _____

Phone: _____

Email: _____

Development Data

Location: _____

Current Zoning: _____

Current Use: _____

Proposed Use: _____

Total Acreage: _____ # of Dwelling Units: _____

of Lots: _____ Linear Feet of New Streets: _____

Minimum Lot Size: _____

Water Supply: Public On-Lot

Sewerage System: Public On-Lot

Existing EDU: _____ # Proposed EDU: _____

Off-Street Parking Spaces Required by Zoning Ordinance: _____

Off-Street Parking Spaces Provided: _____

Proposed Building Coverage (Percent of Lot Area): _____

Proposed Impervious Surface Coverage (Percent of Lot Area): _____

Maximum Building Height Proposed: _____

Number of Street Lights Proposed: _____

Number of Fire Hydrants Proposed: _____

Additional Comments: _____

Signature of Owner/Date: _____

Signature of Applicant/Date _____



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For Township Use Only

Exhibits Submitted	Date	Fees Paid
_____ Sketch Plan	_____	_____
_____ Preliminary Plan	_____	_____
_____ Final Plan	_____	_____
_____ Feasibility Study	_____	_____
_____ Street Profiles & Cross Sections	_____	_____
_____ Drainage Plan	_____	_____
_____ Performance Bond	_____	_____
_____ Deed Restrictions	_____	_____
_____ Other _____	_____	_____

Distribution of Plan	Date Sent	Reply Received
_____ Township Planning Commission	_____	_____
_____ Township Engineer	_____	_____
_____ York Co. Planning Commission	_____	_____
_____ York Co. Conservation District	_____	_____
_____ DEP Planning Module(s)	_____	_____
_____ PennDOT	_____	_____
_____ YAUFRR	_____	_____
_____ School District	_____	_____
_____ Public Utility Company	_____	_____
_____ Other _____	_____	_____

Approval of plans

90-day clock starts: _____ 90-day clock ends: _____

If PC is more than 30 days after plan submission date, then the 90-day clock is measured from the 30th day following the day the app was filed. If less than 30 days after plan submission, the PC starts the 90-day clock.

Action taken by Planning Commission

Recommended Approval Recommended Approval with Conditions Recommended Denial
 Date of Recommendation: _____

Action taken by Board of Commissioners

Approval Approval with Conditions Denial
 Date of Decision: _____
 Date Applicant Notified of Decision: _____

Recreation Fee:

of Units _____ x \$2,500/unit Total: \$ _____
 Date Paid: _____ Date Cleared: _____

Plan Recorded

Date: _____ Book: _____ Page: _____



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Fee Agreement

The Applicant and Owner(s) hereby agree and acknowledge that they will be responsible for the payment of any fees incurred when plans are reviewed by Spring Garden Township Secretary, Township Solicitor, Township Engineer, Township Zoning Officer, or any other Township designated consultant or professional for any work or services rendered in connection with this application, whether conceptual, preliminary, or final, at such rates as are set forth from time to time by Resolution of the Board of Commissioners, as provided by the Pennsylvania Municipalities Planning Code and the Spring Garden Township Subdivision and Land Development Ordinance. Spring Garden Township will bill the Applicant and/or Owner(s) any fee associated with the plan. All parties listed on this application, the Applicant and/or Owner(s) shall be required to execute this agreement.

Signature of Applicant

Date

Signature of Owner(s)

Date

Access Agreement

The Applicant and/or Owner(s) hereby grant Spring Garden Township a right to access the property listed on this application for the purposes of permitting physical inspection by the Township Engineer, Board of Commissioners, Planning Commission, Zoning Officer, and/or any other Township approved staff, consultant, and/or professional in accordance with §275-64 of the Spring Garden Township Subdivision and Land Development Ordinance for the general purpose of inspection during the course of this review of the application and plans submitted for subdivision and land development. The Access Agreement shall remain in force from the date of submission to the date of final disposition of the application and any subdivision and land development work (i.e., improvements), and the Applicant and/or Owner(s) agree that the Township may record a copy of this Agreement, as it deems necessary.

Signature of Applicant

Date

Signature of Owner(s)

Date

Extension of Time for Approval of Plat Under Section 508 of the Pennsylvania Municipalities Planning Code and Spring Garden Township Subdivision and Land Development Ordinance

The Applicant and/or Owner(s) hereby grant to Spring Garden Township an extension of time within which to take action to approve or deny the application, as required by Section 508 of the Pennsylvania Municipalities Planning Code and Spring Garden Township Subdivision and Land Development Ordinance. This extension of time shall extend the time for action on the application.

Signature of Applicant

Date

Signature of Owner(s)

Date



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Notice of Effect of Receipt of Application and Acceptance of Fee

The Applicant and Owner(s) are hereby notified that the receipt of this application and the acceptance of the fees submitted by the Applicant to the Township shall not be construed as acceptance of the application. This application is subject to the review and approval of Spring Garden Township as to the completeness and adequacy of fees submitted. In the event that the submitted application is deemed incomplete, the Township will promptly return the application to the Applicant or Owner(s), along with any fees submitted, with an explanation as to the deficiencies of the application. Failure to execute the Fee Agreement and/or Access Agreement shall be sufficient grounds for the rejection of the application. By their signature below, the Applicant and Owner(s) acknowledge that they have reviewed and understand the terms of this notice.

Signature of Applicant

Date

Signature of Owner(s)

Date



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Application Submission Guidance

Section 1: Purpose

The ensuing is an outline, amended from time to time by the governing body, providing guidance on the various ordinances and regulations which govern the preparation of your plan. It is recommended you review copies of the Subdivision and Land Development, Stormwater Management, and Zoning Ordinances which establish development standards and criteria.

Section 2: Schedule of Meetings and Procedures

A. Meeting schedule

1. A preapplication meeting with the township staff is generally held the third Thursday of each month. Please contact the Township staff to determine if a meeting will be held before you submit your plan. This informal, nonbinding meeting introduces your plan to the Township staff. Township staff may include the Zoning Officer, the Township Engineer, representatives from the Fire Company, Police Department, and Public Works Department, and representatives from the County Planning Commission. During this meeting you will be provided guidance on interpreting the Township regulations. A general sketch of the Subdivision and/or Land Development Plan should be produced for discussion purposes only, but it will not be binding. This meeting provides a forum to discuss and highlight major items of your plan and attempts to ensure you have addressed the ordinance requirements. The general sketch of this plan is to be submitted no later than 10 days prior to the preapplication meeting.
2. The Planning Commission is a recommending body comprised of five Township residents who are appointed by the governing body. The Planning Commission meets the first Tuesday of each month at 6pm for the purpose of reviewing both development plans and zoning applications. Contact the Township Zoning Officer for specific meeting dates and times.

Plans for Subdivision and/or Land Development must be submitted 28 days prior to the scheduled township Planning Commission meeting date. At this time, a formal submission is made by the applicant to the County Planning Commission for their review.

Refer to the Subdivision and Land Development Ordinance for other agencies the plan is to be submitted to for review.

ALL ordinance requirements should be addressed on the plans or on the accompanying application.

B. Requirements for Plan Review Process

1. A complete set of all plans containing the necessary criteria as detailed in the Subdivision/Land Development Ordinance. Including any waiver requests, deed restrictions, right of ways and/or easements, 90-day time extension request, etc.
2. Erosion and Sedimentation Control Plan
3. Stormwater Management Plan
4. Zoning Approvals
5. Application and Fee



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C. Plan Review Process

1. Twenty-eight days prior to the Township Planning Commission meeting, the proposed development plans, including all supplemental information and the fee, are submitted by 12:00 pm to the Township Zoning Office.
 - a. The applicant is responsible for forwarding the plan to:
 - The County Planning Commission
 - The local school district (if applicable)
2. Following the submission, the Township staff will review the plans and supplemental information for completeness. If major deficiencies are found or the plan is submitted without the appropriate documents, it will be rejected for that month's Planning Commission meeting.
3. Twenty-six days prior to the Planning Commission meeting the plans will be forwarded to the Township Engineer for review.
4. Eleven days prior to the Planning Commission meeting, all of the reviewing agencies review comments are to be submitted to the Township Zoning Office.
5. Seven days to five days prior to the Planning Commission meeting, the Township Zoning Officer will compile the township Planning Commission agenda and forward to the township Planning Commission members for review.
6. Plan revisions for resubmission to the township Planning Commission for re-review shall be submitted no later than the 21st day prior to the township Planning Commission meeting date.

D. Planning Commission Review

1. The township Planning Commission will take into consideration any review comments from the Township Engineer, County Planning Commission, staff, and other Township agencies when carrying out their review.
2. Plans resulting in numerous review comments following review by township staff and/or consultants should be revised and resubmitted to the Township Planning Commission for review. Plans with substantive deficiencies may not be recommended for approval; it is important the Plan meet all applicable Township ordinances and regulations.
3. Should the plan be recommended for conditional approval, plan revisions reflecting the satisfied conditions are to be submitted at least 14 days prior to the Township Board of Commissioners' meeting for review by Township staff. Township staff will review the plan and forward review comments to the Township Manager for placement on the Board of Commissioners' agenda not less than seven days prior to the Board of Commissioners' meeting.

E. Board of Commissioners' Review

1. Following review and recommendations by the Township Planning Commission, the plan will be scheduled for presentation to the Board of Commissioners, who meet on the second Wednesday of the month.
Staff/Consultant review comments and plans are to be furnished by the Zoning Officer to the Township Manager or designee at least seven days prior to the Board of



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Commissioners' meeting to be placed on the agenda. Note: if the Planning Commission meeting occurs the day prior to the Board of Commissioners' meeting, the plan will be placed on the following month's agenda to satisfy these time requirements.

2. Waiver: if your plan is a large project or lacks information, the Board of Commissioners may decide to not take any action on your plan until the following meeting, or at a later time, with a written waiver of time provided by the applicant.
 3. Plan Approval: The Commissioners will not sign a plan until all conditions have been met. Per the Subdivision and Land Development Ordinance, the Board will review the final plan to assure all conditions have been met prior to signing and release of plans for recording. Plans must be recorded within 90 days of signature.
- F. Recording of Plans
1. Plans will not be recorded until all conditions have been satisfied. Any developer's agreements must be recorded with the plan.
 2. Building permits will not be reviewed until plans have been recorded.

Section 3: Types of Plans

- A. Land Development Plan. The improvement of one lot or two or more contiguous lots, tracts or parcels of land for any purpose involving: (1) A group of two or more residential or nonresidential buildings, whether proposed initially or cumulatively, or a single nonresidential building on a lot or lots regardless of the number of occupants or tenure; or (2) The division or allocation of land or space, whether initially or cumulatively, between or among two or more existing or prospective occupants by means of or for the purpose of streets, common areas, leaseholds, condominiums, building groups or other features.
- B. Subdivision Plan. The division or redivision of a lot, tract or parcel of land by any means into two or more lots, tracts, parcels or other divisions of land, including changes in existing lot lines for the purpose, whether immediate or future, of lease, partition by the court for distribution to heirs or devisees, transfer of ownership or building or lot development; provided, however, that the subdivision by lease of land for agricultural purposes into parcels of more than 10 acres, not involving any new street or easement of access or any residential dwelling, shall be exempted.
- C. Plan. The map or plan of a subdivision or land development, whether sketch, preliminary or final.
 1. Sketch Plan. An informal land development plan, not necessarily to scale, indicating salient existing features of a tract and its surroundings and the general layout of the proposed land development for discussion purposes only and not to be presented for approval.
 2. Preliminary Plan. A tentative land development plan, in lesser detail than a final plan, showing the salient existing features of a tract and its surroundings and approximate proposed street and lot layout as a basis for consideration prior to preparation of a final plan.
 3. Final Plan. A complete and exact land development plan, prepared for official recording, to define property rights and proposed streets and other improvements.



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Spring Garden Township Preliminary/Final Plan Check List

The Applicant's Engineer and/or Surveyor must complete this form as part of the Preliminary and/or Final Plan Submission along with five copies of the plan and two copies of all supporting documents submitted (applications, plans, etc.), and an electronic PDF copy of plans and supporting documents at the time of submittal. This form is a guide to the requirements of the Subdivision and Land Development and is not intended to supersede or remove any required sections of said ordinance.

Sketch Plan Requirements:		
Land development name or identifying title	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Municipality name	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
North point, date, and scale	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Tract Boundaries	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Location map showing the relation of the land development to the surrounding area and community.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Number of acres in tract, average lot size, approximate number of lots, anticipated type of development.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Existing and proposed streets, highways, rights-of-way.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Proposed general lot layout.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
All public reservations such as schools, parks, etc.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply

Preliminary Plan Requirements: The preliminary plan shall be drawn on linen or Mylar material and at a scale of not more than 100 feet to the inch. Sheet size shall be approximately 22 inches by 36 inches		
Proposed land development name or identifying title.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Municipality in which the land development is located.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
North point, scale, and date.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Name and address of the owner of the property or of his authorized agent.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Name and seal of the registered engineer or registered surveyor responsible for the plan, attesting to the fact that survey data and plans are correct.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Total acreage of the tract.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Number of lots, proposed density, and minimum lot size.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Length of new street proposed.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Type and location of water supply and sewage disposal facilities proposed, i.e., on-lot or public. For on-lot systems, the location of perc tests must be shown.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Proposed use of land and existing zoning classification and proof of any variances or special exceptions which may have been granted.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply



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A location map for the purpose of locating the site in relation to the surrounding neighborhood and community. The location map should be at a scale of not less than 2,000 feet to the inch.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Tract boundaries showing bearings and distances.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Contours at vertical intervals of five feet, or less if required, depending on the slope of the land.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Datum to which contour elevations refer. Where reasonably practicable, data shall refer to United States Coast and Geodetic Survey datum.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
The names of owners of immediately adjacent unplatted land, the names of proposed or existing land developments immediately adjacent, and the locations and dimensions of any streets or easements shown thereon which abut the land to be developed.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
All existing watercourse, flood-prone areas with accurate boundaries, base flood elevations, tree masses and other significant natural features, such as rock outcrops, springs, and swampy areas.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
All existing buildings, sewers, water mains, culverts, petroleum lines, telephone and electric lines, gas lines, fire hydrants and other significant man-made features.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
All existing streets on, adjacent to or within 400 feet of any part of the tract, including name, right-of-way width and cartway width.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
All existing property lines, easements and rights-of-way and the purpose for which the easements or rights-of-way have been established.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Lots within the land development shall be numbered.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Location of all proposed buildings, if any.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Location and width of all proposed streets, alleys, rights-of-way, and easements; proposed lot lines with approximate dimensions; driveway access points on corner lots where proposed; proposed minimum building setback lines; playgrounds, public buildings, public areas, and parcels of land proposed to be dedicated or reserved for public use; proposed fill areas; proposed flood- or erosion-protective facilities.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Where the subdivision and/or land development lies partially or completely in flood-prone areas, or where the subdivision and/or land development borders on flood-prone areas, the preliminary plan shall include detailed information giving the location and elevation of proposed roads, public utilities and building sites.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Where the preliminary plan covers only a part of the developer's entire holding, a sketch may be required of the prospective street layout for the remainder.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
A notarized statement to the effect that the applicant is or represents the owner of the land proposed to be developed and that the land development shown on the preliminary plan is made with the owner's free consent.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply



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Preliminary Plan shall be accompanied by:		
The appropriate filing fees		
Feasibility study on sewer and water facilities for the tract (§ 275-22) and, for land developments of two or more lots or dwelling units, a plan revision module for land development along with recommendations from the local office of the Pennsylvania Department of Environmental Protection.		
Erosion and sedimentation control plan (§ 275-23).		
Typical cross sections and center-line profiles for each proposed street.		
Preliminary engineering designs of any new bridges or culverts proposed in the tract.		
A drawing of all present and proposed grades and facilities for stormwater drainage.		

Final Plan Requirements: Shall conform in all important details with preliminary plans as previously approved, and any conditions specified in the approval of preliminary plans shall be incorporated in the final plans.		
The final plan shall be submitted with an application for subdivision and land development approval.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Land development name or identifying title.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Municipality in which the land development is located.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
North point, scale, and date.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Name and address of the developer.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Name and seal of the registered professional engineer or surveyor responsible for the plan, attesting to the fact that survey data and plans are correct.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Total acreage of the tract, number of lots, density, and minimum lot size.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Proposed use of land and existing zoning classification.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
A location map for the purpose of locating the site to be developed in relation to the surrounding neighborhood and community. The location map should be at a scale of not less than 2,000 feet to the inch.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
The names of adjoining land developments, if any, and the names of owners of all adjacent unplatted land.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Street lines, tract boundaries, lot lines, rights-of-way, easements, and areas dedicated or proposed to be dedicated to public use.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Sufficient data to determine readily the location, bearing and length of every street, lot and boundary line and to reproduce such lines upon the ground, such data to be tied into monuments as required.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
The exact location and elevation of flood-prone area boundaries and of all proposed buildings, structures, roads, and public utilities to be constructed in those flood-prone areas.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply



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The length of all straight lines, radii, lengths or curves and tangent bearings for each street.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
All dimensions and angles or bearings of the lines of each lot and of each area proposed to be dedicated to public use.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
All dimensions shall be shown in feet and hundredths of a foot.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
The proposed building setback lines. The proposed placement of each building may be required.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
The point of access of driveways on corner lots, where proposed.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Location, size, and invert elevation of all sanitary, storm and combined sewers and location of all manholes, inlets, and culverts.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Lots within the land development shall be numbered by projected house numbers.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Names of streets within and adjacent to the land development shall be shown.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
The location of permanent reference monuments shall be shown on the plan.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
A notarized statement to the effect that the applicant is or represents the owner of the land proposed to be developed and that the land development shown on the final plan is made with the owner's free consent and that it is desired to record the same.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply
Signature block with five signature lines for approval by the Board of Commissioners.	<input type="checkbox"/> Shown	<input type="checkbox"/> Does not apply

The final plan shall include thereon or be accompanied by:		
Filing fees and additional fees as may be required by this chapter.		
A copy of such private deed restrictions as may be imposed upon the property as a condition of sale by the present owner.		
Typical cross sections and street profiles for all proposed streets. Such profiles shall show at least the following: existing (natural) and proposed grades along the proposed street center line; culvert locations, invert elevations and sizes.		
Certification that the method of sewage disposal, water supply and sedimentation and erosion control have been approved by the Pennsylvania Department of Environmental Protection.		
Certification from a registered professional engineer employed by the Township that the developer has installed all improvements to the specifications of this chapter and any conditions attached by the Board of Commissioners; or that the developer has posted an improvement bond or other accepted security in amount sufficient to assure completion of all required improvements.		
A maintenance guarantee of all improvements in a form acceptable to the Township (§ 275-52).		
Other certificates or permits as may be required, such as from the Pennsylvania Public Utilities Commission, water quality		



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management permits, erosion and sedimentation control permits, dams and encroachments permits, and driveway permits.		
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Additional Documents:		
Waiver requests		<input type="checkbox"/> Does not apply
Sewer and water planning module		<input type="checkbox"/> Does not apply
Hydrogeology study		<input type="checkbox"/> Does not apply
Stormwater management plan (\$265).		<input type="checkbox"/> Does not apply
Erosion and sedimentation plan		<input type="checkbox"/> Does not apply
Traffic impact study/Highway Occupancy Permits		<input type="checkbox"/> Does not apply
Letter from utilities indicating availability of public water and/or sewer		<input type="checkbox"/> Does not apply
Schedule of all proposed sections for development (phases)		<input type="checkbox"/> Does not apply
General proposal for the ownership of open space/private uses		<input type="checkbox"/> Does not apply
HOA/Community Association Document		<input type="checkbox"/> Does not apply
Spring Garden Township Recreation Plan		<input type="checkbox"/> Does not apply
Developer Agreements		<input type="checkbox"/> Does not apply

York County Recorder of Deeds Recording Requirements
Signatures and acknowledgement clauses should be listed separately:
Signatures are required to be in ink and original.
Signature lines - must have the name of the signor typed underneath the signature along with their title and company name.
Agreements must be signed by the Municipality and Homeowner, whose names should be exactly the same as on the property deed.
Refer to the York County Assessment records for the correct names and spellings on the current property deed.
Any documents or plans that do not have the names exactly the same as the deed will be rejected.
Acknowledgement clauses:
Acknowledgements must include the venue: Commonwealth of Pennsylvania: County of York:
Must be dated ON or AFTER the date of the document.
Have the name of the signor typed exactly the same as the deed, along with any title or company names in the notary clause.
The signature lines and the names typed in the notary clause must be exactly the same.
The notary needs to sign and place their stamp legibly below the acknowledgement clause.
BE SURE TO ADD THE PROPERTY ID NUMBER AND LOCATION ON ALL DOCUMENTS AND PLANS

For more information:

York County Recorder of Deeds
 28 East Market Street
 Suite 122
 York, PA 17401-1590
 Phone: 717-771-9295

<https://yorkcountypa.gov/539/Recorder-of-Deeds>



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Certification of Ownership, Acknowledgment of Plan, and Offer of Dedication

The following certification, in the wording shown, must be labeled, and completed on the Final Subdivision or Land Development Plan:

Commonwealth of Pennsylvania
County of York

On this, the _____ day of _____, 20_____, before me, the undersigned officer personally appeared _____, who being duly sworn according to law, deposes and says that she/he is the _____ of the property shown on this plan, that the subdivision plan thereof was made at his/her direction, that he/she acknowledges the same to be his/her act and plan and desires the same to be recorded as such according to law, and that all streets and open space contained in lots number _____ shown and not heretofore dedicated are hereby dedicated to the public use.

Signature of Secretary of corporation
(corporate seal, if applicable)

Signature of Individual, partners, or president of corporation

Notary

My commission expires:
_____, 2_____

Certification of Accuracy

The following certification, in the wording shown, must be labeled, and completed on the Final Subdivision or Land Development Plan:

I hereby certify that the plan shown and described hereon is true and correct to the accuracy required by the Spring Garden Township Subdivision and Land Development Ordinance.

Certified this _____ day of _____ in the year _____

Engineer or Surveyor of Final Plan



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Certification of Municipal Approval

The approval of the Final Plan by each municipality in which the subdivision or land development is located must be indicated on the Recorded Plan, in substantially the following form:

At a meeting held on _____, the Planning Commission of Spring Garden Township, _____ approved the subdivision plan for the property of _____, as shown hereon.

At a meeting held on _____, the Board of Commissioners of Spring Garden Township, approved the subdivision plan for the property of _____, as shown hereon.

Secretary

President

Vice President

Commissioner

Commissioner

Commissioner

Recorder of Deeds Certificate

Recorded in the Office for Recording of Deeds in and for York County, Pennsylvania, in Land record Book _____, Page _____, on this _____ Day of _____, 20_____.

Other Certification details on coversheet to consider: Spring Garden Township Engineer Review; Waiver Requests; Zoning Approvals; Carbonate Geology Statement; Stormwater BMP Modification; York County Planning Commission; Surveyor; Engineer; Landscape Architect; Certificate of Ownership, Acknowledgement of Plan, and Offer of Dedication; Stormwater Management Site Plan Approval.



SPRING GARDEN TOWNSHIP

ADMINISTRATION • 340 TRI HILL ROAD, SUITE A
 YORK, PA 17403-5709
 PHONE NUMBER: 717.848.2858

Subdivision/Land Development Improvements Agreement

In consideration of the mutual covenants contained herein, it is hereby agreed between the Board of Commissioners of Spring Garden Township, York County, Pennsylvania, and _____ the subdivider/land developer of the property shown on the plan of _____, dated _____ 20_____ that in accordance with Township requirements and specifications, the responsibility for the provision and maintenance of the improvements shown on the plan will be as follows:

Improvement	To be Approved by:			
	Cost	Subdivider/ Land Developer	Township	Other(specify)
Street Grading				
Street Base				
Street Wearing Course				
Curbs				
Sidewalks				
Storm Sewer				
Sanitary Sewer				
Main Line				
Laterals				
House Connection				
On-Lot Sewage Facilities				
Water Mains/Laterals				
On-Lot Water Supply				
Fire Hydrants				
Street Monuments				
Street Name Signs				
Street Regulatory Signs				
Street Lights				
Erosion & Sediment Controls				

The applicant agrees to furnish to the Township as-built drawings (paper and an electronic PDF) of all improvements listed in the Subdivision Improvements Agreement, which are to be provided by the applicant.

The applicant shall pay the cost of Township inspection of all improvements. An estimated cost for such inspection shall be included within the Improvements Guarantee. The supervision of all installations shall be the responsibility of the _____.

This agreement shall be subject to such modifications as may be mutually agreed upon by the applicant and the Township.

 Witness

 Signature of Applicant/Owner

 Witness

 Signature of Applicant/Owner

Approved by motion of the Board of Commissioners of Spring Garden Township at the meeting held on

_____, 20_____.