

WEST HEMPFIELD TOWNSHIP

SALDO Applicant Information

- For initial submission, all applications must be accompanied by:
 - 1 set of full size paper prints, folded (unless folding is impractical)
 - 10 sets of 11"x17" paper prints, folded
 - Access to electronic copies of all submitted documents
 - Completed application form with all required signatures
 - Written requests for all required waivers/modifications
 - A transmittal letter/form explaining what the project is and listing all submitted documents
 - Proper application fee
 - Proper plan review escrow fee

- The applicant is responsible for submitting a paper and electronic copy (CD/DVD), for initial submissions and all subsequent resubmissions, **DIRECTLY** to the Township Engineer, Melissa Kelly, Rettew, 3020 Columbia Avenue, Lancaster, PA 17603.

- The applicant is responsible for submitting **DIRECTLY** to the Lancaster County Planning Commission (LCPC). Township staff will sign the LCPC application form at your request.

- The applicant is responsible for submitting **DIRECTLY** to all other necessary agencies, including but not limited to, PennDOT, DEP, and LCCD.

- Plans need to be submitted/resubmitted to WHT & Township Engineer at least 18 business days prior to Planning Commission meeting date to be placed on the agenda. The exact date the plan will be placed on an agenda will be based on Township Staff discretion in consultation with the Township Engineer.

- All resubmissions must be accompanied by:
 - 1 set of full size paper prints, folded (unless folding is impractical)
 - 10 sets of 11"x17" paper prints, folded
 - Access to electronic copies of all submitted documents
 - Completed application form with all required signatures
 - Written requests for all additional waivers/modifications
 - A transmittal letter/form explaining what the project is and listing all submitted documents
 - Any additional application fees and/or plan review escrow fees as required
 - Include a comment/response letter for all resubmittals

- Upon approval of the plans by the Board:
 - The applicant must sign the approval letter and return to us as per the directions on the letter
 - The applicant must provide the Township required financial security in a format acceptable to the Township
 - The applicant must address any and all conditions of approval
 - The applicant must provide the Township with an original plan with all signatures and seals for the Township to sign
 - The applicant is required to record the plans at the Lancaster County Recorder of Deeds. Unless prior approval is obtained from the Township, ALL pages are to be recorded
 - The applicant must supply the Township with 1 full size paper set and electronic access of the recorded plans and a copy of the recording receipt.

- Requests for meetings with the Township Engineer must be made through the Township.
- The Township must be copied on all correspondence sent to the Township Engineer.
- The applicant will be responsible for reimbursing the Township for all costs related to the review of a project, including, but not limited to, meetings, phone calls, plan reviews, site visits, and inspections. Reimbursement includes, but is not limited to, the Township Engineer, Township Solicitor, Township Staff, and any other Professional involved with the project. Pre-submission meetings and discussions are also included in this.
- For plans requiring financial security, it is the applicant's responsibility to submit requests for reduction or release of financial security to the Township in writing in accordance with the PA MPC. Verbal requests will not be acted on.
- The applicant shall coordinate construction inspections for escrowed improvements directly with Melissa Kelly at Rettew. Failure to coordinate these inspections may impact your ability to reduce and/or release financial security.
- Upon completion of the project, or as necessary for financial security reductions, as-builts will be required. These shall be submitted on paper and electronic access provided.