

## **CHECKLIST FOR APPLICANTS**

*These are the minimum requirements for submittal to the County*

### **REVIEW (Municipal SALDO - Commission Reviewed) – [see MPC, Section 502(b)]**

1. [County Application](#) (formerly Appendix 24) completed and signed by the applicant and municipality.
2. Two full-sized plan sets folded if less than 21 sheets and one 11 x 17.
3. One copy of any other correspondence, **not** to include stormwater or erosion and sedimentation reports.
4. A filing fee ([see Schedule of Application Fees](#)).

### **EXPEDITED MOU REVIEW (Municipal SALDO - Staff Review) – *Please check with the municipality to see if your plan qualifies for this process* – [MOU Municipalities]**

1. [County Application](#) (formerly Appendix 24) completed and signed by the applicant and municipality.
2. An [MOU Checklist](#) needs to be filled out and signed by the municipality.
3. A copy of the municipal or municipal engineer's comments. The municipality can use the [Technical Review Comment Sheet](#) or provide a standalone letter.
4. One full-sized plan set.
5. A filing fee ([see Schedule of Application Fees](#)).

### **PLANNING MODULE (Staff Review) – [see PA Sewage Facilities Act, Title 25, Chapter 71.31]**

1. One copy of the completed DEP package with DEP Code #.
2. One copy of the plan.
3. A \$150.00 filing fee ([see Schedule of Application Fees](#)).

**COMMUNITY PLANNING REVIEW (Commission Action) – [see MPC, Sections 303-306]**

1. A letter or memo from the municipality or municipal solicitor requesting the County to review the associated amendment, rezoning, ordinance or map update, road vacation, etc.
2. A proposed ordinance stating the request with associated materials and/or maps.
3. A \$250.00 filing fee ([see Schedule of Application Fees](#)).

**EXISTING COUNTY APPROVALS ONLY**

**MODIFICATION (Commission Action)**

1. A letter addressed to the County listing which condition of approval you wish to waive or modify from the County's review and justification for the request.
2. A \$150.00 filing fee for each request ([see Schedule of Application Fees](#)).

**TIME EXTENSION (Commission Action)**

1. A letter addressed to the County requesting an extension of time to record the specified plan. It should include the LCPC#, Plan Name, Municipality, number of days you are requesting, and reason for the request.
2. A \$150.00 filing fee ([see Schedule of Application Fees](#)).

If you have any questions regarding this information or you need assistance calculating a fee, please contact Farah Eustace, Applications Coordinator, at 717-299-8333 or email her at [feustace@co.lancaster.pa.us](mailto:feustace@co.lancaster.pa.us).

REV 5-2022