

**CODORUS TOWNSHIP SUBDIVISION PLAN AND
LAND DEVELOPMENT PLAN CHECKLIST**

The applicant will contact the Township Office in writing two weeks prior to each required township meeting attendance to request to be placed on the meeting agenda. Applicants will not be placed on a meeting agenda if all required documents have not been submitted to the township office 2 weeks prior to the meeting.

Stage	Step	Task	Completed
Sketch Plan	1	Submit a sketch plan to the township office of the intended subdivision or land development along with a request to be placed on the agenda for a planning commission meeting. Request to verify that there are sufficient dwelling rights available for the intended subdivision. This can be high level drawing without engaging professional services. Use of a Google Earth printout or a copy of the tax maps would be good for such initial outlines to review with the township staff and planning commission.	
	2	Meet with the Codorus Township Planning Commission to obtain guidance and understanding of the regulations, required submissions, professional services required, expected costs and timetables through approvals.	
Preliminary Planning	3	Engage the services of the Township Sewage Enforcement Officer to have a percolation test performed.	
	4	Engage the services of a registered surveyor or engineer to draw the proposed plan and prepare a Sewage Facilities Planning Module. You may select the professional of your choice.	
	5	Submit The Subdivision Plan or Land Development Plan and Application to the Township Office. Electronic Submission is preferred. The Township Secretary will notify the YCPC and the Township Engineer to Expect plan submission.	
	6	Submit one copy of the Subdivision Plan to York County Planning For review and comments. Application Fee required.	
	7	Submit one copy of the Subdivision plan to the Township Engineer, C.S. Davidson, Inc. for review. Electronic Submission is preferred. The Township Engineer will determine if further engineering review will be required. This step may be waived at the discretion of the township engineer.	
	8	Submit five copies of the Subdivision or Land Development plan, 2 copies of the sewer module, and 2 copies of the percolation test to the township office and Request to be placed on the Codorus Township Planning Commission Agenda for the Review of the Subdivision Plan and Sewage Module. Comments from YCPC and Township Engineer of record must be received to be placed on the	

		meeting agenda. If you wish to retain a signed original copy, please submit and additional copy.	
	9	Meet with the Codorus Township Planning Commission to review the plan and sewage module and if acceptable, the module will be approved by motion for submission to the State Department of Environmental Protection, the Commission secretary signs the module. The Planning Commission may grant Conditional Approval and sign the plan pending approval from all other outside agencies.	
	10	Sign 5 copies of the plan in the presence of a Notary. The township does not provide notary services.	
	11	Request to be added to the Board of Supervisors Agenda for the Review of the Subdivision or Land Development Plan and Sewage Module.	
Approval and Recording	12	Meet with the Township Board of Supervisors to review the plan and sewage module and if acceptable, the module will be approved by motion for submission to the PA Department of Environmental Protection. The Chairperson of the Board of Supervisors signs the module. If approved for submission to DEP, the Township Secretary will send 2 copies of the module, 2 copies of the percolation test, and 2 copies of the proposed plan plus any other required forms to DEP for review. A check payable to the PA Department of Environmental Protection must be submitted to the township secretary for the necessary fees for the sewage module to be submitted. See attached DEP fee schedule. The Board of Supervisors <u>may</u> grant a conditional approval at this time Subject to Approval from all other outside agencies.	
	13	Once All Outside agency approvals are granted request to be placed on the agenda for the next Board of Supervisors Meeting.	
	14	The Board of Supervisors will sign the Subdivision or Land Development Plan noting the approval from the outside agencies.	
	15	The township secretary will generate an invoice of fees due including subdivision and land development fees, and professional services. The Signed plans will not be released until fees have been paid.	
	16	The Township secretary will assign an addresses to lot(s) as required.	
	17	Once all prior steps are completed, the Township Engineer or his designee will have the plan recorded. Additional Fees will apply for the recording of the plan.	

Codorus Township Subdivision and Land Development Checklist

Important Contacts

Township Office
Megan Harris, Secretary/Treasurer
717-235-4634
codorustownship@gmail.com

Township Engineer
C.S. Davidson, Inc.
Jeff Shue
717-846-4805
jss@csdavidson.com

Township Sewage Enforcement Officer
Hanover Land Services
717-637-5674

York County Planning Commission
28 East Market Street | York, PA 17401-1580
Phone 717.771.9870 | Fax 717.771.9511
www.ycpc.org
<https://www.ycpc.org/308/Subdivision-Land-Development>

Department of Environmental Protection
Southcentral Regional Office
909 Elmerton Ave | Harrisburg, PA 17110
Phone: 717.705.4755 | Fax: 717.705.4760
<https://www.dep.pa.gov/Business/Water/CleanWater/WastewaterMgmt/Act537/Pages/Sewage-Facilities-Planning.aspx>

CODORUS TOWNSHIP SUBDIVISION & LAND DEVELOPMENT FEES

Fee	Payable to	Due	Amount
Residential Subdivision			
Percolation Test	Codorus Township	At Time of Service	See Fee Schedule Provided by Sewage Enforcement Officer
York County Planning Commission Review Fee	York County Planning Commission	At Time of Submission	See Fee Schedule https://www.ycpc.org/308/Subdivision-Land-Development
Sewage Planning Module	PA Department of Environmental Protection	To Township Secretary at time of Module Submission	See Fee Schedule https://www.dep.pa.gov/Business/Water/CleanWater/WastewaterMgmt/Act537/Pages/Fees,-Grants,-Reimbursements-and-Funding.aspx
Residential Subdivision Fee	Codorus Township	At Final Approval	\$350.00 Plus \$35.00 per Lot
Stormwater Management Plans	Codorus Township	At Approval of SWM plan	\$500.00
Recreation Fee	Codorus Township Recreation Fund	At Final Approval	\$2,100.00
Engineering Fees	Codorus Township	At Final Approval or Quarterly for multi-lot subdivisions.	Actual Invoiced Amount Copies of Vendor Invoices will be provided.
Non-Residential, Commercial & Industrial Subdivisions			
Commercial & Industrial Land Development Fees	Codorus Township	At Final Approval	\$300.00 plus \$10.00 per 1,000 square feet of floor area or fraction thereof up to 50,000 square feet; plus \$5.00 per 1,000 square feet of floor are or fraction thereof from 50,000 square feet, plus \$1.00 per 1,000 square feet of floor are or fraction thereof in excess of 100,000 square feet.
Engineering Fees	Codorus Township	At Final Approval or Quarterly for multi-lot subdivisions.	Actual Invoiced Amount Copies of Vendor Invoices will be provided.