

Land Development Plan Approval Process

1. Two (2) plan copies and all associated reports are to be submitted to the Lebanon County Planning Department (LCPD) with applicable fees for LCPD & County Engineer (if applicable).
 - * 2 plan copies with all included reports are to be simultaneously submitted to North Londonderry Township.
 - * Township will distribute one plan copy to GHD (Township's Sanitary Sewer Engineer) if applicable
2. If storm water management is involved in the project, one (1) plan copy & County Engineer's review fee are to be distributed from the LCPD to County Engineer.
3. The LCPD, Township, County Engineer & GHD (if applicable) review the plans simultaneously.
4. Plan review comments are submitted to the LCPD.
 - * If new building lots are proposed, a Township review letter should include the amount of Park & Rec. fees and schedule for payment of said fee to Township.
 - * GHD comments are to be included with Township comments.
5. Once all comments are received, the LCPD sends an official review letter, containing everyone's comments, to the design firm.
 - * The LCPD includes a copy of the Park & Rec. Agreement with the letter.
6. The design firm revises the plans to address plan review comments.
7. Revised plans are re-submitted in accordance with Step 1 (excluding fees).
8. Repeat Steps 2 thru 7 until all plan review comments are addressed.
9. When all comments have been addressed, the LCPD sends a letter to the design firm requesting a full set of plans containing property owner signatures and professional endorsements.
10. When a full plan set is received by the LCPD, LCPD will write a letter to the Township Supervisors recommending approval of the plan.

11. A plan set and letter of recommendation are delivered to Township.
 - * The plan must be received by Township a minimum of one (1) week prior to a Planning Commission Meeting to be placed on the agenda.
 - * If applicable, a finalized Park & Rec. Agreement along with the fee must be submitted to Township with the plan.
12. The plan set and letter are reviewed at the monthly Township Planning Commission Meeting.
13. The plan set and letter are reviewed at the monthly Township Board of Supervisors Meeting.
14. Once plans are signed by the Planning Commission and the Board of Supervisors, plans are returned to LCPD.
15. If storm water management is involved, bonding (a letter of credit or escrow account) must be posted with LCPD, a storm water inspection fee must also be submitted to the County.
16. A recording fee (\$40 for first 8 sheets) must be submitted to LCPD.
17. LCPD will sign the plans.
18. Plans will be taken to the Recorder of Deeds Office by LCPD.
19. Plans are recorded.
20. Recording information (deed book & page #) are sent/emailed to Township.
21. Periodically, as the project is under construction, the Developer will contact County Engineer for inspection and reduction of bonding.
 - * If public improvements are involved (streets, curbing, sidewalks, etc...) a Township representative will be included in on-site inspections.
22. When construction is completed and County Engineer approves all site improvements, if public improvements (new streets, curbing, sidewalks, etc.) are included in the plan, an 18-month integrity bond must be posted with Township
 - * Streets and easements are dedicated to Township at this time.
23. Once the integrity bond is posted with Township, bonding with the LCPD will be released.