

# CONSERVATION BY DESIGN SUBDIVISIONS

(LAND DEVELOPMENT PLANS AND CONVENTIONAL SUBDIVISIONS SHALL FOLLOW A DIFFERENT PROCEDURE)

## PLAN SUBMISSION PROCEDURE

***(PLEASE NOTE THIS PROCESS HAS DRASTICALLY CHANGED ESPECIALLY THE SUBMISSION OF REVISED PLANS)***

### FOR A COMPLETE APPLICATION, YOU SHALL SUBMIT THE FOLLOWING:

- 13 - Full sets of plan, which will be used as follows:
  - 8 – will be used for signatures;
  - 1 – will be forwarded to Township Stormwater review engineer
  - 1 – will be forwarded to Township Utility Engineer
  - 1 – will be forwarded to Township Planning Review Engineer
  - 1- Will be forwarded to Township Arborist
  - 1 – will be sent to Township Staff for review
- 1 – CD of plan in .pdf format, which includes a site plan showing the entire development on 1 page.
- Letter of Transmittal indicating all that is being submitted to the Township
- Antrim Township Application for Subdivision / Land Development (*most recent version-on website*)
- Check payable to Antrim Township (*see current fee schedule – on website*)
- Application for Franklin County Planning Commission (*contact County @ 261-3855 for form*)
- Check payable to Franklin County Planning Commission (*contact County @ 261-3855 for fees*)
- As required: supporting reports such as storm water, traffic, erosion control, geotechnical etc...

### SUBMITTING REVISIONS TO AN APPLICATION: (*FOR REVIEW ONLY, NOT CONSIDER A FORMAL SUBMISSION*)

- 5 - Full sets of plan, which will be used as follows:
  - 1 – will be forwarded to Township Stormwater review engineer
  - 1 – will be forwarded to Township Utility Engineer
  - 1 – will be forwarded to Township Planning Review Engineer
  - 1- Will be forwarded to Township Arborist
  - 1 – will be sent to Township Staff for review
- 1– CD of plan in .pdf format, which includes a site plan showing the entire development on 1 page.

### RE-SUBMITTING ONCE ALL COMMENTS HAVE BEEN SATISFIED:

- 10 - Full sets of plan, which will be used as follows:
  - 8 – will be used for signatures;
  - 1 – will be forwarded to Road Dept. for use during construction
  - 1 – will be forwarded to Township Utility Dept. for use during construction
- 1 – CD of plan formatted in PA State Plane 83 South, which will be incorporated into Township's GIS system.

**\*\*\* Antrim Township reserves the right to require additional sets of plans to be submitted as they feel necessary \*\*\***