

ANTRIM TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT PLAN SUBMISSION REQUIREMENTS

EFFECTIVE NOVEMBER 25, 2014 PER ORDINANCE 338

The following shall be submitted for a complete plan submission as per § 125-12:

- ☐ Antrim Township Subdivision/ Land Development Application.
- ☐ Subdivision/ Land Development fees as approved by the Board of Supervisors by check made payable to Antrim Township.
- ☐ Letter of Transmittal listing all submitted items.
- ☐ Franklin County Planning Commission review application and submission fees on a check made payable to the Franklin County Planning Commission. Fees must be obtained from the Franklin County Planning Commission by calling (717) 261-3855.
- ☐ Eleven (11) full sets of the plan.
- ☐ Sewage Facilities Planning as required. (Plans with prior sewer planning approval shall indicate the name and date of the plan that obtained the approval and submit a copy of such approval. Non-building plans such as lot additions, agricultural lots, etc. shall submit a Request for Planning Waiver – Non Building Declaration.)
- ☐ One (1) electronic submission of the full plan set and all reports/studies in a portable document format (.pdf) or in a format approved by Antrim Township shall be uploaded to the Townships SecureDrawer. Contact the Township prior to plan submission for a SecureDrawer invitation by e-mailing your contact information to shouse@twp.antrim.pa.us.

Informal resubmissions are permitted to receive a review of revisions. Such informal submission neither extends timing provisions nor allows approval from Commissions or Boards. Notwithstanding anything in this section, the Supervisors have the right to disapprove the plan if an extension request is not submitted and approved by the Supervisors.

Informal resubmissions shall contain at a minimum:

- ☐ Letter of Transmittal listing all submitted items.
- ☐ Comment response letter(s).
- ☐ Two (2) full sets of revised plans.
- ☐ One (1) electronic submission of the full revised plan set and all revised reports in a .pdf or in a format approved by Antrim Township.

Modifications:

- ☐ The Board of Supervisors may grant a modification of the requirements of one or more provisions of Chapter 125 if the literal enforcement will create undue hardship because of particular conditions pertaining to the land in question, provided that such modifications will not be contrary to the public interest and that the purpose and intent of this chapter is observed.
- ☐ All requests for a modification shall be in writing and shall accompany and be a part of the application for development. The request shall state in full the grounds and facts of

unreasonableness or hardship on which the request is based, the provision or provisions of this chapter involved and the minimum modification necessary to afford relief.

- ☐ Any request for modification shall be referred to the Antrim Township Planning Commission for advisory comments.
- ☐ The Board of Supervisors shall keep a written record of all action on all requests for modifications.

General Submission Information:

- ☐ Prior to Board of Supervisors approval and after all revisions have been made, an electronic **copy of a complete plan set in State Plane 83 South shall be submitted** to the Township in accordance with Chapter 125.
- ☐ Financial Security shall be in place prior to Board of Supervisors final approval.
- ☐ A check made payable to the Franklin County Recorder of Deeds in an amount sufficient to cover the cost to record all sheets of the approved plan and any associated agreements shall be provided to the Township before Board of Supervisors approval.