

# MANHEIM TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT PLAN SUBMITTAL REQUIREMENTS

*All plan submissions to the Township must include the following, as applicable. Both hard copy and digital copy submittals are required, as described below.*

## HARD (PAPER) COPY SUBMITTAL:

- A completed application with original signature
- Application fee and expense escrow deposit (refer to fee schedule at office or website [www.manheimtownship.org](http://www.manheimtownship.org))
- One (1) full-size paper copy of the full plan set, including stormwater management, E&S, and PennDOT HOP plans, if applicable
- One (1) paper copy of supplemental/support documentation including a project description/narrative, modification requests, applications to outside agencies, and outside agency review letters, if applicable

## DIGITAL SUBMITTAL:

- Full plan set and all supporting documentation
- Digital only: Stormwater management and E&S reports, traffic impact studies, and any other large reports/studies

Send digital submittals to Planning and Zoning Director Sharyn Young at [syoung@manheimtownship.org](mailto:syoung@manheimtownship.org) and Plan Review Administrator Jim Langenstein at [jlangenstein@manheimtownship.org](mailto:jlangenstein@manheimtownship.org).

*Submittals for the Township Engineer shall be made directly to the engineers, in digital format only:*

- Jeff Shue, PE, C.S. Davidson – [jss@csdavidson.com](mailto:jss@csdavidson.com)
- Nate Hardman, EIT, C.S. Davidson – [njh@csdavidson.com](mailto:njh@csdavidson.com)

*If applicable, submittals for the Township Traffic Engineer shall be made directly to the engineer, in digital format only:*

- Chris Schwab, PE, TRG – [cschwab@consulttrg.com](mailto:cschwab@consulttrg.com)

**Please contact Sharyn Young at 717-569-6406 ext. 1105 or Jim Langenstein at ext. 1136 if you have any questions about these requirements.**

NOTE: In addition to review by Township staff, consultants, and outside agencies, subdivision and land development plans must be reviewed by the Township Planning Commission and Lancaster County Planning Department/Commission prior to review by the Township Board of Commissioners. The Board of Commissioners may take action on the plans only after review by the Township and County Planning Commissions.