

**DERRY TOWNSHIP, MIFFLIN COUNTY  
SUBDIVISION/LAND DEVELOPMENT PLANS PROCEDURE:**

**SUBMITTAL FEE: \$100**

1. Submit the Derry Twp. SALDO Submittal Form along with the \$100 review fee. At least five (5) paper copies of plans must be submitted to the township office 10 days before the scheduled Derry Township Planning Commission meeting.
2. A copy must be submitted to the Mifflin County Planning Commission/see County requirements for submittal deadlines. *This can be submitted at same time as Township submittal.*
3. Township Manager needs to sign the Mifflin County Planning Application/Transmittal Letter when the plans are submitted. *Make sure owner's signatures are on application. The official filing date shall be the date of the regular meeting of the Planning Commission next following the date the application and plans are received in the Municipal Building; provided that should said regular meeting occur more than 30 days following the submission of the application, the official filing date shall be the 30th day following the day the application has been submitted.*
4. Manager reviews plans for completeness with the SALDO.
5. DTPC does not review plans until they have been reviewed by the MCPC and a recommendation has been received.
6. Manager keeps 1 copy of the plan, 1 copy goes to Township Solicitor, Timothy Searer, (**prefers to receive digital copy**), 2 copies are given to Zoning Officer for the Derry Township Planning Commission.
7. Forward 1 copy to Township Engineer, Karl Shellenberger, Buchart Horn for review and comment. (Storm water issues, housing developments, etc.) **Prefers to receive digital copy.**
8. Comments should be received from Attorney Searer and Engineer, Karl Shellenberger prior to final review by Supervisors (*Planning Commissions prefer engineering comments prior to their review as well*). A Developer's Agreement/Deposit may be required.
9. If the DTPC and MCPC recommends approval, then the plans are submitted to the Supervisors at their next meeting. If planning commission requests changes to the plan or offers conditional approval, the Manager reviews plans and comments made by Planning Commissions before submitting the plan to the Supervisors for approval.
10. Make sure all other required permits are in place as may be applicable to project:
  - On Lot Sewage Permit or
  - Public Sewer Permit
  - Water Connection Permit
  - NPDES approval/E & S (*include MCCD Checklist*)
  - DEP Sewage Planning Modules (*as needed*)
  - Driveway Permit/Township
  - HOP/PennDOT
  - Zoning Permit
  - Building Permit
  - Any others as may be required.
11. Once plans are approved by the Supervisors at a Township Meeting, they must be recorded at the County Courthouse by the developer within 90 days of approval. If the plans are not recorded within 90 days of approval, the whole process must be repeated.
12. **A recorded copy of the plan must be returned to the township to be filed.**

*This document is to be used only as a guide for plan submittals. All requirements of the Township Code must be adhered to.*