

**ADAMS COUNTY PLANNING AND DEVELOPMENT  
MUNICIPAL REQUEST FOR REVIEW**

(To be filled out by designated Township or Borough official)

SUBDIVISIONS, LAND DEVELOPMENTS, OR ORDINANCE AMENDMENTS,  
PURSUANT TO ACT 247, THE PENNSYLVANIA MUNICIPALITIES PLANNING CODE

Please print or type. If information is not available indicate with an N/A.

Tentive meeing dates upon which proposal may initially  
be discussed :

\_\_\_\_\_  
Municipality                      Submission Date

Planning Commission: \_\_\_\_\_

\_\_\_\_\_  
Official Accepting Plan

Governing Body: \_\_\_\_\_

\_\_\_\_\_  
Official's Signature

\_\_\_\_\_  
Other Meeting (Zoning Board, etc.)                      Date

**APPLICANT INFORMATION**

Name of Development (if applicable): \_\_\_\_\_

Name of Applicant(s): \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX: (if available) \_\_\_\_\_

Email Address: \_\_\_\_\_

**TECHNICAL INFORMATION**

1. Type of Review Requested:  
\_\_\_\_ Subdivision Plan  
\_\_\_\_ Land Development Plan  
\_\_\_\_ Municipal Zoning Ordinance  
\_\_\_\_ Subdivision Ordinance  
\_\_\_\_ Other, Specify: \_\_\_\_\_

3. Utilities:  
Water Sewer Type  
\_\_\_\_      \_\_\_\_      Municipal/Central  
\_\_\_\_      \_\_\_\_      Capacity Available  
\_\_\_\_      \_\_\_\_      Not Available  
\_\_\_\_      \_\_\_\_      On-site System

2. Type of Plan:  
\_\_\_\_ Concept or Tentative  
\_\_\_\_ Preliminary  
\_\_\_\_ Final

4. Zoning (if applicable):  
(please name district)  
Existing District: \_\_\_\_\_  
Proposed District: \_\_\_\_\_

5. Additional Information: \_\_\_\_\_

Please return this application and a copy of the plan and/or ordinance amendments to:

Adams County Office of Planning and Development  
19 Baltimore Street, Suite 101  
Gettysburg PA 17325  
Telephone: (717) 337-9824      Fax: (717) 334-0786

Business Hours are 8 AM to 4:30 PM

**\*\* Please Review the Subdivision and Land Development Basic Review Process on the Back \*\***

## SUBDIVISION AND LAND DEVELOPMENT BASIC REVIEW PROCESS

1. All applications for subdivision and land development must be forwarded upon receipt by the municipality to the Adams County Office of Planning and Development for review and report.
2. The municipality cannot approve a subdivision or land development application until the County Planning Office has received a **complete** application and the County report is received by the municipality or until 30 days has elapsed from the date the County Planning Office received a **complete** application.
3. An application is considered **complete** when the County Planning Office has received all of the following:
  - a. the “Municipal Request for Review” form signed by the municipality,
  - b. the applicable subdivision and/or land development plan(s), and
  - c. the review fee.
4. Upon the receipt of a **complete** application, the County Planning Office will, by letter, notify the municipality, the applicant, and the plan preparer of the official date of the receipt of said application and the date on which the County 30-day review period will expire.
5. During the 30-day review period, the County Planning Office will refer the application to the Adams County Planning Commission and other involved/interested agencies for comment. Concurrently, relevant site data will be compiled and the Director will then assign the application to one or more staff members to prepare a detailed review letter.
6. Upon completion of the County Planning Office review, a review letter will be sent to the municipality, the applicant, the owner, and other interested/involved agencies.
7. Unless the applicant has agreed to an extension, the municipality must render a decision not later than 90 days following the date of the regular meeting of the planning commission or governing body, whichever first reviews the application.
8. This brief description of the subdivision and land development review process is based on the requirements and procedures set forth in Article V of the Pennsylvania Municipalities Planning Code (MPC) Act of 1968, P.L. 805, No. 247 as reenacted and amended and does not supersede the MPC requirements. *Additional information regarding this process may be obtained from the Adams County Office of Planning and Development at (717) 337-9824.*