

**Franklin Township**  
**150 Century Lane**  
**Dillsburg, PA 17019**  
**717-432-3773**

In response to requests for a “guidance” sheet for applications to the Township, we are providing the following. We have attempted to include all phases and aspects of this, but we must include a reminder that **this is not a “legal” description of requirements - only an aid for you.**

**Subdivision & Land Development**

1. The Township strongly urges anyone who is contemplating a subdivision (s/d) to come to the township planning commission meeting to discuss the proposed subdivision (or land development) - for direction and advice from the commission and from the township engineer and in some cases to obtain a copy of the township subdivision and land development ordinance.
2. A preliminary decision should be made as to the area of the proposed subdivision or land development.
3. Application should be made to the Township for testing for an on lot sewage disposal system (except in the areas where public sewage is available - in that case, contact should be made with the Dillsburg Area Authority to ascertain if sewage capacity is available).
  - a. First a probe test is performed - the applicant securing a backhoe to dig the required hole and the township SEO examining the soil in the hole to determine the suitability of the soil and the site.
  - b. If the probe determines that the soil is suitable for an on lot system, the township SEO will then conduct the percolation test to further determine the suitability of the soil and site.
  - c. If the percolation test is satisfactory for an on lot system, the subdivider should then engage his surveyor or engineer to do the actual subdivision plan. In addition to the subdivision plan, a sewage planning module will be needed and this is usually prepared by the surveyor or the engineer doing the plan.
4. Subdivision and/or land development plans should be prepared by a licensed land surveyor or engineer as needed.
5. The subdivision plan is submitted to the Township with applicable fees. Fifteen (15) copies of the plan must be submitted to the Township 15 business days prior to the next planning commission meeting (deadline for submission of plans is set at each planning commission meeting). The plan must also be submitted to York County Planning Commission with the applicable fees – this must be submitted through the Township. Four (4) copies of the sewage planning module and three (3) copies of supporting data should also be submitted to the Township. If the sewage module is complete, the Supervisors will approve it for submission to the PA DEP for their review and approval.

6. The township engineer reviews the plan and submits a copy of his review to the planning commission. These reviews are based on the requirements of the township subdivision and land development ordinance. The township planning commission reviews the plan at the meeting. After discussing and further reviewing the plan, the commission votes to either table the plan (if all necessary requirements have not been met) or approve the plan. It is to be noted that there are no recommendations for approval until receipt of the review letter from the York County Planning Commission and/or until approval of the sewage planning module is received from DEP. They both have a specified length of time to respond to the submission.
7. When the plan has been approved and all details have been taken care of in connection with the approval (such as placing of monuments and/or necessary bonding, etc.) the Township will take the plan to the York County Planning Commission for their signature verifying that they have reviewed the plan (a provision of the State Municipal Planning Code) – the plan is then taken by the Township to the Recorder of Deeds in York for recording. The subdivider will be provided with a copy of the recording receipt and the place of recording.

**At this point it is permissible to transfer deeds to the lots or parcels of the Subdivision.**

Buyers or users of lots or parcels must make application to the Township for sewage permits for the tested lots - this procedure is described in another “guide sheet” for sewage permits.