

**MILLERSBURG BOROUGH
DAUPHIN COUNTY, PENNSYLVANIA**

RESOLUTION NO. 12-07

**A RESOLUTION ESTABLISHING THE PROCEDURE FOR SUBMITTING
A SUBDIVISION AND LAND DEVELOPMENT PLAN**

WHEREAS, Millersburg Borough does not have its own subdivision and land development ordinance, and

WHEREAS, this procedure applies to any subdivision or land development within the geographical limitations of Millersburg Borough which is subject to the regulations of Dauphin County's Subdivision and Land Development Ordinance; and

WHEREAS, Millersburg Borough Council desires to establish a specific procedure to be followed for applicants who are required to submit a subdivision and land development plan for approval.

NOW THEREFORE BE IT RESOLVED that the Millersburg Borough Council approves the procedure below for applicants who wish to submit a subdivision and land development plan for approval.

1. The Applicant shall supply five hard copies and one electronic PDF version of the plan along with the Dauphin County Planning Commission Application for Review to the Borough Manager. The Borough Manager will sign the Municipal Acceptance Statement on the Dauphin County Planning Commission Application for Review stating that the plan was received.
2. The Applicant will forward the plan to the Dauphin County Planning Commission for review as per their requirements at least nine business days prior to their meeting (1st Monday of the month unless a holiday). The Dauphin County Planning Commission's comments will be provided to the Borough and the Borough Manager will distribute them to Borough Council and the Millersburg Planning Commission.
3. If necessary, the Borough Manager on Borough Council's behalf shall request in writing to the Dauphin County Planning Commission that they table action to allow for Engineer, Millersburg Planning Commission and Council review.

4. Upon receipt of the plan, the Borough Manager will forward the plan to the Borough Engineer for storm water review, as well as engineering specifications under the design standards as stated in the Dauphin County Subdivision and Land Development Ordinance. As permitted under Dauphin County Subdivision and Land Development Ordinance Section 805 the municipality will invoice the Applicant for all costs associated with the Engineer's review. If the application is for a simple lot subdivision or a reverse subdivision, an Engineer's review is typically not required. The Engineer will provide written comments to the Borough Council.
5. Upon receipt of the plan, the Borough will forward the plan to the Millersburg Planning Commission at least nine business days prior to their monthly meeting (4th Tuesday of the month). The Applicant (engineer and/or property owner) shall be present at this meeting to answer any questions. The Planning Commission will review the plan and provide written comments to the Borough Council.
6. The Borough Council will review the plan as well as the comments furnished by the Engineer, Millersburg Planning Commission and Dauphin County Planning Commission. The Applicant (engineer and/or property owner) shall be present at the Council meeting on the 2nd Wednesday of the month to answer any questions. The Borough Secretary will produce a written summary of the Council's comments to the Dauphin County Planning Commission.
7. No building permit shall be issued until the plan is approved and recorded by the Dauphin County Recorder of Deeds. A copy of the recorded plan must be provided to the Borough Manager.
8. A certificate of occupancy will not be issued until all fees are paid.

ADOPTED this 9th day of may, 2012.

ATTEST:

MILLERSBURG BOROUGH COUNCIL

Ann Bowman Jackson
Secretary

Christopher C. DeF...
President of Council

This Resolution No. 12-07 is hereby approved this 9th day of may, 2012.