

**Lancaster County Planning Commission
Municipal Memorandum of Understanding (MOU) Checklist**

Municipality: _____

Plan Name: _____

The following items are being submitted to the Lancaster County Planning Commission for a plan authorized under the executed Memorandum of Understanding:

- An Appendix 24, authorized by a municipal official, with the applicable review fee.
- Technical review correspondence from the municipal engineer or planning staff.
- A plan reduction of the submission (11"x 17" preferred)
- Certification that this plan qualifies as one of the Memorandum of Understanding types

I hereby certify that this submittal complies with one of the following plan types as authorized under the Memorandum of Understanding: (Please Circle the Appropriate Type)

1. Subdivision or Land Development Plan that represents a minor amendment to a previously recorded plan and that has received unconditional final plan approval by the municipality subject only to recordation, comparable to or equivalent of Section 304 of the Lancaster County Subdivision and Land Development Ordinance.
2. A Minor Subdivision Plan where the subject tract is restricted by effective Agricultural, Land Conservation, or Open Space zoning allowing the creation of less than 5 lots, comparable to or equivalent of Section 310 of the Lancaster County Subdivision and Land Development Ordinance.
3. A Minor Land Development Plan consisting of (i) a single non-residential building, or (ii) a multi-family residential building with less than 5 residential units comparable to or equivalent of Section 305 of the Lancaster County Subdivision and Land Development Ordinance.
4. A Lot Add-On Plan which creates no additional lot and which results in lots compliant with the dimensional requirements of the Zoning Ordinance, comparable to or equivalent of Section 306 of the Lancaster County Subdivision and Land Development Ordinance.
5. A Centerline Separation Plan for the division of an existing tract along the centerline of an existing road to create 2 lots whose common boundary is said centerline, comparable to or equivalent of Section 311 of the Lancaster County Subdivision and Land Development Ordinance.

Municipal Official and Title

Date