

MILFORD TOWNSHIP  
SUBDIVISION ORDINANCE  
ARTICLE III  
PLAN PROCESSING PROCEDURES

301 General

All plans for the subdivision and/or development of land within the corporate limits of Milford Township shall be submitted to and reviewed by the Township Planning Commission and other Township, State and/or County Officials as provided in this Ordinance, and shall be approved or disapproved by the Governing Body in accordance with the procedures specified in this Article.

302 Sketch Plan.

302.1 Sketch Plans

Applicants are urged, but not required, to submit a sketch plan to the Planning Commission prior to the submission of a Preliminary Plan. The purpose of the Sketch Plan is to establish:

- A. The overall objectives of the applicant.
- B. The extent to which the proposed plan conforms with the provisions of this Ordinance.
- C. If the said plan shall qualify as a major or a minor subdivision and/or land development.

302.2 Non-formal Filing

A sketch plan shall be considered a submission for discussion between the applicant and the Planning Commission and shall not constitute a formal filing of a plan with the Planning Commission. All sketch plans submitted shall be so noted on the Plan and in the minutes of the Planning Commission.

302.3 Submission at Meeting

A Sketch Plan may be presented to the Planning Commission at any regularly scheduled meeting and the Commission may review and comment on said plan at such meeting.

302.4 Detailed Review

Applicants may request, by letter to the Planning Commission, a detailed review of a Sketch Plan by the Commission. In such cases eight (8) copies of the Sketch Plan and supporting documents shall be submitted to the Planning Commission



Secretary at least fifteen (15) days prior to the Planning Commission meeting at which the plan is to be discussed.

302.4.1 Sketch Plan Distribution - The Planning Commission Secretary shall distribute the plans and supporting documentation as follows.

- A. Two (2) copies to the Milford Township Board of Supervisors.
- B. One (1) copy to the Township Engineer.
- C. One (1) copy to the Township Zoning Officer.
- D. One (1) copy to any other such Engineer or Consultant as the Commission may designate.

302.4.22 Written Comments - Comments of the Township Engineer, Township Zoning Officer and other Township consultants shall be made in writing and submitted to the Planning Commission Secretary prior to the meeting at which the Sketch Plan will be discussed.

#### 302.4.3 Review by the Township Planning Commission

When a Sketch Plan has been properly submitted for detailed review, the plan shall be reviewed and discussed by the Township Planning Commission at the next regularly scheduled meeting.

- A. During the review of the Sketch Plan, the Township Planning Commission shall consider the written reports of the Township Engineer, the Township Zoning Officer and other Consultants before making its comments.
- B. Within fifteen (15) days after the meeting at which the Sketch Plan is reviewed and discussed by the Township Planning Commission, the Commission shall send written comments concerning changes or modifications, if any, required or recommended, that it deems necessary or advisable, to the following:
  - 1. The Applicant or his agent.
  - 2. The Township Board of Supervisors.

#### 303 Preliminary Plans for Major Subdivisions and Land Developments

All applications for major subdivisions and land developments shall be submitted to Milford Township and processed in accord with this Section 303.

303.1 Official Submission of Preliminary Plans

303.1.1 Plan to be Filed With the Township - Copies of the Preliminary Plan and all required supporting documentation shall be submitted to the Planning Commission Secretary by the Applicant or his authorized representative at least five (5) days prior to the Planning Commission meeting when the Applicant applies for the "Official Date of Preliminary Plan Submission".

303.1.2 Number of Copies to be Submitted - The official submission of the Preliminary Plan shall include the following:

- A. Eleven (11) completed copies of the subdivision and/or land development plan review application. Twelve (12) copies are required if a state road abuts or transverses the subdivision.
- B. Eleven (11) legible blue-line paper prints of the Preliminary Plan. Twelve (12) prints are required if a state road abuts or transverses the subdivision.
- C. Six (6) copies of the zoning compliance report.
- D. Six (6) copies of the sewage disposal report whenever soil test pits and/or soil percolation tests are required.
- E. Five (5) copies of all other required supporting data and information as required in Article VI of this Ordinance.

303.1.3 Preliminary Plan Filing Fee - The Planning Commission Secretary shall collect a preliminary plan filing fee as established by the Board of Supervisors for all subdivisions.

- A. Fees shall be charged in order to cover the costs of examining plans and other administrative expenses associated with the review of subdivisions and land developments.
- B. The applicant shall pay the fee at the time of application for review of the preliminary plan.

303.1.4 Preliminary Plan Submission Verification - Upon receipt of the Preliminary Plan and supporting data the Planning Commission Secretary shall check the submittal for the required number of copies of all documents.