

**DEVELOPERS PRE-PLANNING GUIDANCE**

\_\_\_\_\_  
Date

The East Cocalico Township and East Cocalico Township Authority encourages pre-planning sessions and planning sessions during land planning processing assisting developers and consultants with understanding the Township and the Authority procedures.

It is our belief that the developer and consultant will spend less time and money if they avail themselves of ready information as a guide to navigate the land planning process for approval from our agencies.

The information needed from the developer or consultant to schedule a pre-planning session is attached.

The developer and property owner are required to pay the hourly rate of the personnel, including engineers, attorneys, superintendent, etc.who attend any planning sessions.

Generally, it is beneficial for both Township and Authority staff to attend the pre-planning sessions if the development will connect to public water and sanitary sewer.

Routinely, the ECT Land Planning Engineer, Zoning Officer, Manager and Planning Commission Chairman (or representative) attends. If transportation issues and impacts are known, the ECT Transportation Engineer attends. If the development will connect to public water and sanitary sewer, then the Authority Administrator, Engineer, and Superintendent may attend. Most of the planning sessions are approximately 1 to 1.5 hours in length.

\_\_\_\_\_  
Mark A. Hiester  
Township Manager

\_\_\_\_\_  
Terry W. Reber  
Authority Administrator

*For office use only:*

*ADMINISTRATIVE NOTE: Copy the returned packet to the Township and Authority.*

# East Cocalico Township

100 Hill Road, Denver, PA 17517

Phone (717) 336-1720

Fax (717) 336-1724

# East Cocalico Township Authority

102 Hill Road, Denver, PA 17517

Phone (717) 336-1731

Fax (717) 336-1735

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## REQUEST FOR PRE-PLANNING MEETING WITH PROFESSIONAL STAFF AND EMPLOYEES

Anyone requesting a land planning pre-planning meeting or a plan review session with Township and Authority Personnel shall provide to the Township/Authority the following information one week prior to the scheduled meeting:

- 1) Project name:
  
- 2) Name of person(s) requesting meeting, include address, telephone number, e-mail, etc:
  
- 3) Location(s) of tract(s) in East Cocalico Township to be developed including size in acres and road location:
  
- 4) Name(s) of property owner(s), include address, telephone number, e-mail, etc:
  
- 5) Name(s) of equitable owner(s) and/or agent status for owner(s), include address, telephone number, e-mail, etc:
  
- 6) Name(s) of developer(s), include address, telephone number, e-mail, etc:
  
- 7) Name(s) of consultant(s), include address telephone number, e-mail, etc:

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- 8) Name(s) of those attending the planning meeting and their capacity with this development. List address, telephone number, e-mail, etc. if not previously listed. Please disclose if any attendees are attorneys:
  
  
  
  
  
  
  
  
  
  
  - 9) Description of intended land use(s):
  
  
  
  
  
  
  
  
  
  
  - 10) Developer/Consultant list of items to be discussed and specific concerns:
  
  
  
  
  
  
  
  
  
  
  - 11) It is required that notes of the planning meeting be taken and sent to the Township and Authority within 10 days from the date of the planning meeting: Please provide the name of the person from your organization responsible for taking and sending these notes.
  
  
  
  
  
  
  
  
  
  
  - 12) Please bring to the meeting for discussion a deed plot, survey plan or project plan if available:

## **TOWNSHIP RATES** Revised January of Each Year

## **AUTHORITY RATES** Revised January of Each Year

Land Planning Engineer - \$110.00/hr
Zoning Officer - \$25.86/hr
Manager - \$40.21/hr
Planning Commission Chairman - \$20.00/hr
Alternate Land Planning Engineer - \$145.00/hr
Transportation Engineer - \$145.00/hr
Solicitor is \$125.00/hr
Zoning Consultant is \$85.00/hr

Authority Engineer - \$115.00 - \$165.00
Authority Superintendent - \$67.26/hr.
Authority Administrator - \$63.40/hr.
Authority Solicitor - \$120.00/hr.

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Names(s) of and signature(s) below of person(s) responsible to pay the expenses incurred by the Township for the professional Staff and Employees determined by the Township to be present at the pre-planning meeting.

## **Contact Information:**

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Name (please print)

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Signature

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Street Address

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Title

---

City, State, Zip

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Date

---

(Area Code) Telephone Number

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E-mail address

## **Contact Information for Owner:**

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Name (please print)

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Signature

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Street Address

---

Title

---

City, State, Zip

---

Date

---

(Area Code) Telephone Number

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E-mail address