

EAST HANOVER TOWNSHIP

1117 School House Road Annville, PA 17003

Phone 717-865-3614

SUBDIVISION or LAND DEVELOPMENT APPLICATION PACKET INSTRUCTIONS

PRE-APPLICATION (Optional, but recommended)

Prior to the formal submission of a subdivision or land development plan for review and approval, the subdivider or land developer is urged to submit a sketch plan to East Hanover Township for advice on the requirements necessary to achieve conformity to the standards of these regulations as well as to alert the subdivider or land developer as early as possible to factors which must be considered in the design of a subdivision or land development, such as pertinent elements of any County or Municipal land use, thoroughfare or other community plans. Review of a sketch plan is an informal, advisory process to guide the subdivider or land developer in eventual preparation of a formal preliminary or final plan.

Sketch plans and subsequent official minor and major subdivision and land development plans should be accompanied by any letters of transmittal or development details necessary to explain existing or proposed site conditions which are not self-explanatory on the actual sketch, minor or major subdivision or land development plan.

MINOR SUBDIVISIONS

The following narrative describes the steps to follow to obtain approvals for preliminary/final subdivision/land development review stage for any division of land to facilitate a lot addition or a land exchange or a division of land which adjoins an existing public street and does not involve the opening, widening, extension or improvement of any street or the installation of any public utility outside the frontage road and does not involve more than five (5) lots or dwelling units (except that subdivision of lots from a property after five (5) or more lots have been previously subdivided is a major subdivision).

Dedication or establishment of an unimproved right-of-way or easement shall be a minor subdivision. Re-platting, re-subdivision or revision of five (5) lots or less shall also be considered a minor subdivision. Multi-family, commercial, industrial and mobile home park development shall be a major, not minor, subdivision or land development, regardless of the number of lots or units created.

This narrative summarizes the procedures from several sections of the East Hanover Township Code of Ordinances including sections regarding Subdivision and Land Development (SALDO). Since these sections are revised from time to time, all applicants must refer to official copies of these documents to ensure that current requirements are being met.

1. Application

At this time, the applicant must submit a completed application packet along with a check or money order made payable to East Hanover Township in the amount of \$1,000.00. The \$1,000.00 fee will be held in escrow to cover the costs of the Township's consultants. Any costs to the Township above and beyond the \$1,000.00 will be charged to the applicant at the current rate of the Township consultant. The Township may request the applicant to submit additional money if it appears that the costs for further reviews/correspondence will exceed the initial \$1,000.00. All unused funds will be returned to the applicant upon close out of the project.

The application packet shall contain two (2) copies of the Application for Subdivision or Land Development Approval, seven (7) copies of 24"x36" plans, two (2) copies of any reports, studies, and outside agency permits conforming to the requirements of the SALDO along with a digital copies of the aforementioned items contained on a portable digital device (i.e. usb thumb drive, CD or DVD).

The application packet shall be submitted to the Township no later than **21 calendar days prior** to the regularly scheduled meeting of the Township Planning Commission. Provided that the Application Package is complete, the Township will formally accept the Application Package at the next regularly scheduled meeting of the Township Planning Commission and forward the application package to the Township Engineer.

2. Review

After the completed application package has been submitted to East Hanover Township, together with all maps, necessary data, and fees, the Township Engineer will perform an administrative review of the packet contents. Provided that the Township Engineer is satisfied that the engineered plans are sound and all required supporting documentation has been submitted, he will make a recommendation to the Planning Commission that the plan be reviewed and processed.

East Hanover Township shall complete the review and either approve or disapprove the plan no later than ninety (90) days after such application submission is recommended for review. The decision shall be in writing and shall be communicated to the applicant personally or mailed to him at his last known address not later than fifteen (15) days following the decision.

3. Approval or Disapproval

When the application is approved, it shall be appropriately signed and dated and copies shall be distributed according to Section 3.03(E) of the Sub-division and Land Development Ordinance. When the application is disapproved, the decision shall specify the defects found in the application and describe the requirements which have not been met and shall, in each case, cite the provisions of the Ordinance relied upon. A disapproved copy of the subdivision or land development plan shall be retained by East Hanover Township and any remaining copies of the plan shall be returned to the subdivider, developer and/or his agent.

4. Public and Required Improvements Cost Estimate

Based on the plans approved by the Township Engineer, the applicant or their consultant may be required to prepare an estimate of the cost of public and required improvements for review and approval by the Township Engineer. The Township Engineer will prepare an Escrow Status Report showing the approved cost and retainage required to be posted. The Township Engineer will forward a copy of the Escrow Status Agreement to the Township Solicitor for his use in preparing a Developer's Agreement and Financial Agreement.

The applicant must arrange for financing, such as a letter of credit, or other financial security instrument acceptable to the Township Solicitor, in the amount shown on the Escrow Status Report. The applicant must provide the Township Solicitor the information contained on the attached "Basic Information for Development Agreements. The Solicitor will then prepare the Developer's Agreement for execution by the Applicant and by the Township.

When the Township Engineer has declared the plans to be correct, and when the Township Solicitor is satisfied that the Developer's Agreement is fully executed and the financial security is in place, the applicant must prepare the Record Plans (five paper copies) with notarized signatures and professional seals as appropriate. In addition, the applicant must submit the Record Plans, supporting documentation, permits, and reports in a digital format. The plans, supporting documentation, permits, and reports are to be submitted as.pdf files via email and/or portable digital device (i.e. usb thumb drive, CD or DVD). The Township will affix the proper signatures to the plans. Following the recording of the plan, the Township will retain two paper copies of the plan and will then return any remaining plans to the applicant with the recording information.

5. Inspection of Improvements

During each phase of construction of any required improvements, the applicant is responsible to notify the Township Engineer that the site work is ready for inspection to verify that all work has been done in accordance with the approved plans. The applicant shall not proceed to the next phase of construction without prior authorization of the Township Engineer.

The Township Engineer will review interim Escrow Releases of the Improvements Security, as the work progresses. Final approval of each release rests with the Board of Supervisors.

6. Recording

When recording of a minor subdivision or land development, the subdivider shall submit to East Hanover Township nine (9) blue line paper prints of the proposal on 18" x 24" sheets. When the 18" x 24" size plans are prepared by reduction of the larger plan original, five (5) sets of the original size plans shall also be provided.

After approval of a minor subdivision or land development plat by East Hanover Township, the original plat paper copy, containing original, notarized signatures and original professional endorsements, shall be filed and recorded in the office of the County Recorder of Deeds, said recording to occur within ninety (90) days of the final or deemed approval date of the plan or the approval shall be null and void. Whenever such plat approval is required by this Ordinance, the Recorder of Deeds shall not accept any plat for recording unless such plat officially notes the approval of East Hanover Township. Likewise, whenever plan review and comment by East Hanover Township is required by this ordinance (Section 3.03(C)), the Recorder of Deeds shall not accept any plat for recording unless such plat officially notes the review of the Lebanon County Planning Department.

One copy of an approved plat shall be sent to East Hanover Township and the remainder to be retained by the applicant. Additional copies may be distributed to the Pennsylvania Department of Transportation, County Emergency Management Agency, County Assessment Office, County Planning Department, Metropolitan Edison Company, or other utility or related agency making a timely request for copies.

MAJOR SUBDIVISIONS AND LAND DEVELOPMENTS

The following narrative describes the steps to follow to obtain approvals for major subdivisions, and land developments involving more than five (5) lots or dwelling units; or any subdivision or land development on a property after five (5) or more lots or dwelling units have previously been subdivided from that property; or any subdivision or land development proposing the opening, widening, extension or improvement of a street shall be deemed to be a major subdivision or land development. Multi-family, mobile home park, commercial and industrial development shall be considered major subdivision or land development, regardless of the number of lots or units created.

This narrative summarizes the procedures from several sections of the East Hanover Township Code of Ordinances including sections regarding Subdivision and Land Development (SALDO). Since these sections are revised from time to time, all applicants must refer to official copies of these documents to ensure that current requirements are being met.

Preliminary Plan

1. Application

At this time, the applicant must submit a completed application packet along with a check or money order made payable to East Hanover Township in the amount of \$3,000.00. The \$3,000.00 fee will be held in escrow to cover the costs of the Township's consultants. Any costs to the Township above and beyond the \$3,000.00 will be charged to the applicant at the current rate of the Township consultant. The Township may request the applicant to submit additional money if it appears that the costs for further reviews/correspondence will exceed the initial \$3,000.00. All unused funds will be returned to the applicant upon close out of the project.

The application packet shall contain two (2) copies of the Application for Subdivision or Land Development Approval, seven (7) copies of 24"x36" plans, two (2) copies of any reports, studies, and outside agency permits conforming to the requirements of the SALDO along with a digital copies of the aforementioned items contained on a portable digital device (i.e. usb thumb drive, CD or DVD).

The application packet shall be submitted to the Township no later than **21 calendar days prior** to the regularly scheduled meeting of the Township Planning Commission. Provided that the Application Package is complete, the Township will formally accept the Application Package at the next regularly scheduled meeting of the Township Planning Commission and forward the application package to the Township Engineer.

2. Review

After the completed application package has been submitted to East Hanover Township, together with all maps, necessary data, and fees, the Township Engineer will perform an administrative review of the packet contents. Provided that the Township Engineer is satisfied that the engineered plans are sound and all required supporting documentation has been submitted, he will make a recommendation to the Planning Commission that the plan be reviewed and processed.

East Hanover Township shall complete the review and either approve or disapprove the plan no later than ninety (90) days after such application submission is recommended for review. The decision shall be in writing and shall be communicated to the applicant personally or mailed to him at his last known address not later than fifteen (15) days following the decision to him at his last known address not later than fifteen (15) days following the decision.

3. Approval or Disapproval

After an application for approval of a plat of a minor subdivision or land development has been filed with East Hanover Township, together with all maps, necessary data, and fees, the plan shall be reviewed and processed. The subdivider or developer shall pay required review fees at the time of official submission of the plat and official submission shall not be deemed to have been made until receipt of all the required review fees. East Hanover Township shall complete the review and either approve or disapprove the plat not later than ninety (90) days after such application submission is filed. The decision shall be in writing and shall be communicated to the applicant personally or mailed to him at his last known address not later than fifteen (15) days following the decision.

When the application is approved, it shall be appropriately signed and dated and copies shall be distributed according to Section 3.03(E) of the East Hanover SALDO. When the application is disapproved, the decision shall specify the defects found in the application and describe the requirements which have not been met and shall, in each case, cite the provisions of the Ordinance relied upon. A disapproved copy of the subdivision or land development plan shall be retained by East Hanover Township and any remaining copies of the plan shall be returned to the subdivider, developer and/or his agent.

Failure of East Hanover Township to render a decision and communicate it to the applicant within the time and in the manner required herein shall be deemed approval of the application in the terms as presented, unless the applicant has agreed in writing to an extension of time or change in the prescribed manner of presentation of communication of the decision in which case, failure to meet the extended time or change in manner of presentation of communication shall have like effect. However, removal or withdrawal of the subdivision or land development plan from the approval process by the subdivider, developer and/or his agent shall be considered withdrawal of plan application, shall not obligate East Hanover Township to approve or disapprove the plan within the herein described timetable and shall not result in a deemed approval when ninety (90) days have elapsed. Upon knowledge of plan withdrawal, East Hanover Township shall notify, in writing, the subdivider or land developer that plan withdrawal has disrupted the approval process and no approval or disapproval will be rendered unless the subdivision or land development plan is resubmitted as a new application.

4. Recording

After approval of a preliminary plan for a major subdivision or land development plat by East Hanover Township, recording of the preliminary plan is **not** authorized.

Approval of the preliminary plan shall assure the subdivider for a period of five (5) years from the date of approval that:

- a) The general layout of streets, lots, and other features are approved and shall be the basis for the preparation of the final plan; and
- b) The general terms and any special conditions under which the approval of the plan was granted will not be changed; and
- c) The subdivider may install improvements in accordance with the approved preliminary plan and other requirements contained in this Ordinance and those ordinances of local municipalities where the subdivision is located.

Approval of a preliminary plan does not constitute approval of the final plan, and therefore, does not authorize the recording of the subdivision or land development plan or the sale or transfer of lots. After a period of five (5) years, approval of the preliminary plan shall expire.

Final Plan

1. Application

Within five (5) years after the approval of the preliminary plat, a final plat with all necessary supplemental data shall be officially submitted to East Hanover Township with a request for approval. Failure to submit a final plan within five (5) years of the date of an approval of the preliminary plat shall void the preliminary approval, unless extended in writing by East Hanover Township. Said expired or voided preliminary plan shall not be used as a basis for any development or construction. Any subsequent development shall be preceded by a new preliminary plan.

When filing an application for approval of a major subdivision or land development to East Hanover Township, the subdivider shall submit to the Township two (2) paper copies of the Application for Subdivision or Land Development Approval, seven (7) paper copies of 24"x36" plans, two (2) paper copies of any reports, studies, and outside agency permits conforming to the requirements of the SALDO along with digital copies of the aforementioned items on a portable digital device (i.e. USB thumb drive, CD or DVD). As part of the submission, the subdivider shall also submit two (2) paper prints of the improvement plan (if not contained on initial sheet) containing details of the physical site

The subdivider or developer may apply for final approval of: 1) only a portion, section, or phase of the entire subdivision or land development as preliminarily approved; or 2) the entire subdivision or land development.

2. Review

The application packet shall be submitted to the Township no later than **21 calendar days prior** to the regularly scheduled meeting of the Township Planning Commission. Provided that the Application Package is complete, the Township will formally accept the Application Package at the next regularly scheduled meeting of the Township Planning Commission and forward the application package to the Township Engineer. When the Township Engineer is satisfied that the engineered plans are sound and all required supporting documentation has been submitted, he will make a recommendation to the Planning Commission for consideration of preliminary/final plan application packet. Shortly thereafter, the project will be placed on an agenda for the Township Board of Supervisors to review at a public meeting. The review process may take up to ninety (90) calendar days to complete. A plan review comment letter will be issued to the Township by the Township Engineer recommending approval by the Township or

outlining any deficiencies with the proposed plan that should be addressed.

After an application for approval of a plat of a major subdivision or land development has been filed with East Hanover Township, together with all maps, necessary data, and fees, the plan shall be reviewed and processed. East Hanover Township shall complete the review and either approve or disapprove the plat not later than ninety (90) days after such application submission is filed. The decision shall be in writing and shall be communicated to the applicant personally or mailed to him at his last known address not later than fifteen (15) days following the decision.

3. Approval or Denial

After an application for final approval of a plat of a major subdivision or land development has been filed with East Hanover Township, approval or disapproval shall be granted in accordance with Section 3.03 (D) of The East Hanover Township SALDO.

However, no plat shall be finally approved unless the streets on such plat have been improved as may be required by ordinance, and any walkways, curbs, gutters, street lights, fire hydrants, shade trees, landscaping, water mains, sanitary sewers, storm sewers, storm water management facilities, and other site improvements as may be required by this Ordinance and any applicable municipal requirements have been installed in accordance with such requirements. In lieu of the completion of any site improvements required as a condition for the final approval of a plat, a financial security shall be deposited by the subdivider/developer with the municipality and/or county in an amount to cover the costs of any site improvements which may be required by ordinance. Such financial security shall provide for and secure to the public, the completion of any site improvements which may be required for the subdivision or land development.

Financial improvement guarantees shall further be subject to the requirements of Section 5.14 of this Ordinance and Sections 5.09 – 5.11 of Act 247.

4. Recording

After approval of a final plat for a major subdivision or land development by East Hanover Township, the plat shall be recorded and copies distributed in the manner prescribed in Section 3.03 (E) of the East Hanover Township Subdivision and Land Development Ordinance.

Recording shall entitle the subdivider to sell, transfer, or develop the land shown on the plat in accordance with the approved plat, subject to any conditions attached thereto. Where final plans are approved for only a portion, section, or phase of the entire subdivision or land development, sale, transfer or development may proceed only on that approved portion, section, or phase.

When a final plat has been approved, no subsequent change or amendment in zoning, subdivision or other governing ordinance shall be applied to affect adversely the right of the subdivider or land developer to commence and complete any aspect of the approved development in accordance with the terms of such approval within five (5) years from such approval. Where final approval is preceded by preliminary approval, the aforesaid five-year period shall be counted from the date of the preliminary approval.

When the subdivider or land developer has failed to substantially complete development of the approved plan within five (5) years of the aforesaid approval date and when changes in a zoning, subdivision, or other governing ordinance have occurred which affect the design of the approved plat, the subdivision or land development shall be subject to the changes in the zoning, subdivision, or other governing ordinance. East Hanover Township shall notify, in writing, the subdivider or land developer that approval has expired and submission and approval of a revised preliminary and/or final plan (as necessary to detail changes), illustrating compliance with the revised ordinance, is required prior to further development or lot transfer.

5. Geodetic Control Requirements

The following geodetic control requirements shall be met for all Major Final Subdivision and Land Development Plans and are recommended for Minor Subdivision Plans:

- a. The plat boundary shall be field tied to the nearest Lebanon County monument, which is based upon the State Plane Coordinate System NAD83 and NGVD29, in accordance with one of the methods outlined below:
 - i. Self-closing (looped) traverse(s) shall be conducted between two Lebanon County monuments and the boundary with minimum precision of no less than one part in 10,000 before adjustment.
 - ii. Self-closing (looped) traverse(s) shall be conducted between one Lebanon County monument, the plat boundary, and a line whose azimuth has been determined by astronomic observation or Global Position System (GPS) with a minimum precision of no less than one part in 10,000 before adjustment. Astronomic or GPS observation shall be performed in accordance with third order, Class II requirements set forth in Standards and Specifications for Geodetic Control Networks, Federal Geodetic Control Committee, September 1984, or as subsequently amended.
 - iii. Geodetic control points that are used shall be shown on the plat by graphically identifying their location, name, and number. The final adjusted direct tie (bearing and distance) shall be shown between those geodetic control points and specific control point(s) on the plat boundary. If only one Lebanon County monument was used, as in Section A2 above, a bearing diagram shall be shown on the plat relating the bearing structure shown on the plat to grid north.
- b. A certified copy of the associated electronic data file (disk) shall be given to East Hanover Township, at the time of plan recording, in order to expedite entering the information into the Township's records.
 - i. The electronic disk shall contain all cross reference items listed below:
 - Boundary (line)
 - Property (line)
 - Road Centerline (line)
 - Road Right of way (line)
 - Curb (line)
 - Wetlands (line or polygon)
 - Paving -parking lot and driveways (line)
 - Sanitary Sewer Mainlines (line)
 - Sanitary Sewer Manholes (point)
 - Sanitary Sewer Pump Stations (point)
 - ii. Disk requirements:
 1. Compatible with AutoCAD Drawing Files (.dwg) in Version 2000 or earlier or .dxf files.
 2. Text shall appear only on a separate TEXT layer and shall not be attached to the ITEM layers.
 3. Drawing layer name shall be provided for all cross reference items (see item b.i. above).

6. Post Final Plan Approval

The developer must schedule a Pre-Construction Meeting with the Township Engineer. The Pre-

Construction Meeting is to be attended by the following: Developer, prime contractor and site superintendent, sub-contractors, Township Engineer, Township Building Code Official, Lebanon County Conservation District, PennDOT (if applicable), other permitting agencies (as required). Site work can begin after the Developer's Agreement and all required fees and escrows are in place and after all erosion and sedimentation controls are in place, with the approval of the Township Engineer and the Lebanon County Conservation District.

During each phase of construction of any required improvements, the applicant is responsible to notify the Township Engineer that the site work is ready for inspection to verify that all work has been done in accordance with the approved plans. The applicant shall not proceed to the next phase of construction without prior authorization of the Township Engineer.

The Township Engineer will review interim Escrow Releases of the Improvements Security, as the work progresses. Final approval of each release rests with the Board of Supervisors.

The dedication of public improvements will occur after all building construction has ceased, after the Township Engineer has inspected and approved all improvements, upon posting the predetermined maintenance security, and upon acceptance of the improvements by the Board of Supervisors.

The maintenance period shall begin after acceptance of the public improvements by the Board of Supervisors. The developer shall notify the Township Engineer of the end of the 18- month period. The Township Engineer shall conduct an inspection and present the developer with a punch list of deficiencies. After all punch list items have been corrected, and upon the recommendation of the Township Engineer, the Board of Supervisor may release the developer from his obligation and authorize the return of all security and/or escrow deposits.

BASIC INFORMATION FOR DEVELOPMENT AGREEMENTS

In order to complete the development agreements for this subdivision or land development, the following information is required:

1. The full and complete legal name of the person or entity which is now holding, or which will be holding, legal title to the real estate for development purposes, and e-mail contact, and a mailing address. If a corporation, provide the state of incorporation, the name of the corporate president and corporate secretary, and a copy of the certificate of incorporation. If a partnership, provide the names of the general partners, and a copy of the partnership agreement.
2. A statement of the expected duration of the period of construction of the required municipal improvements. The financial security to be provided to East Hanover Township to secure the performance of the developer's municipal improvement obligations must be of greater duration than the estimated construction period, and the expiration date of any letter of credit must not be less than two months after the expiration of the estimated construction period. This will provide sufficient time for the developer to notify the Township concerning the completion of all improvements and adequate opportunity for inspection thereof prior to the final release of financial security.
3. The name and address of the lender or bonding company which will be providing the security, together with a statement whether the security will be in the form of a letter of credit, a mortgage escrow account, or a bond.
4. The exact name of the subdivision or land development plan as set forth on the plan to be recorded; the plan, drawing or job number as set forth the plan; the name of the engineering firm responsible for the plan as set forth on the plan; and the date of the plan the last revision date of the plan prior to recording.

The applicant is also required to ensure that the professional responsible for preparation of the land development plans has submitted engineering cost estimates for the required improvements so that a determination can be made concerning the amount of financial security that will be required. No agreement will be completed until and unless the amount of required financial security is confirmed by the Township Engineer.

As soon as the amount of financial security is determined, the Township will authorize the Township Solicitor to begin preparation of the necessary legal documents.

The applicant must also contact the Township Board of Supervisors who will explain the process by which fees due the Township shall be paid and the process by which the Township will execute the final agreements and release signed plans for recording.

Appendix A contains the approved copy of the Agreement to Provide Financial Security to Guarantee Completion of Improvements required by a land development or subdivision plan.

EAST HANOVER TOWNSHIP

1117 School House Road Annville, PA 17003

Phone 717-865-3614

SUBDIVISION/LAND DEVELOPMENT APPLICATION CHECK SHEET

The application packet shall contain two (2) copies of the Application for Subdivision or Land Development Approval, seven (7) copies of 24"x36" plans, two (2) copies of any reports, studies, and outside agency permits conforming to the requirements of the SALDO along with a digital copies of the afore mentioned items contained on a portable digital device (i.e. usb thumb drive, CD or DVD).

SUBDIVISION/LAND DEVELOPMENT NAME: _____

ITEM	YES	NO	N/A	REMARKS
Escrow				
LCPC Application & Fee				
Complete Plan				
Environmental Impact Study				
Environmental Impact Statement				
E& S Application				
NPDES Application				
Sewage Facilities Planning Module				
Twp. Driveway Permit or PennDOT HOP				
Signal Permit App.				
Waivers Required				
Waiver Request Letter				

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Phone 717-865-3614

APPLICATION for SUBDIVISION or LAND DEVELOPMENT APPROVAL

Date of Application: _____

Escrow fee enclosed Amount:\$ _____ Check # _____

Application for (check one only):

- Sketch Review
- Preliminary/Final Minor Subdivision (SALDO Chapter 4)
- Preliminary Subdivision/Land Development (SALDO Chapter 4)
- Final Subdivision/Land Development (SALDO Chapter 4)

Applicant

Name: _____

Address: _____ City _____ State _____ Zip _____

Tel: _____ Fax: _____ e-mail address: _____

Landowner of Record

Name: _____

Address: _____ City _____ State _____ Zip _____

Tel: _____ Fax: _____ e-mail address: _____

Agent/Attorney

Name: _____

Address: _____ City _____ State _____ Zip _____

Tel: _____ Fax: _____ e-mail address: _____

Engineer/Surveyor

Name: _____

Address: _____ City _____ State _____ Zip _____

Tel: _____ Fax: _____ e-mail address: _____

Subdivision Land Development Data

Development Name _____

Deed Book and Page: _____

Tax Parcel Number(s) _____

Number. of Lots: _____ Density _____ Ave. Lot Size _____ sq. ft.

Lot Size _____

Area in acres:

Flood Plain _____ Steep Slopes _____ Wetlands _____ Forest _____

Proposed New Streets (LF) _____

Water Supply: Public System On-Lot System
 Sewer System: Public System On-Lot System

List All Easements or other Encumbrances:

Provide a copy of the current deed and any easements, restrictions, covenants, etc. that apply to the lot.
 Provide copy of Agreement of Sale, if Applicant is equitable owner.
 Explanatory statement of the intent of the owner with this application:

Consent of Entry (check one box)

- I hereby give consent for East Hanover Township staff, and the East Hanover Township Board of Supervisors to enter the property listed above for the purposes of viewing the property and necessary fact finding in conjunction with this application provided that reasonable advance notification is given by e-mail or U.S. Postal Service mail.
- I hereby withhold consent for entry onto the property listed above.

 Print Name of Owner/Equitable Owner

 Signature of Owner/Equitable Owner

FOR TOWNSHIP USE ONLY
Application Package received by the Township on ____/____/_____ By _____
Application Package is complete? <input type="checkbox"/> Yes <input type="checkbox"/> No if so why not _____
Application Package forwarded to the Township Engineer on ____/____/_____ By _____ via <input type="checkbox"/> Email <input type="checkbox"/> Mailed <input type="checkbox"/> Hand-delivered
Township Engineer recommended placement of Package on Twp. P.C. meeting agenda ____/____/_____