



Ephrata Borough Planning Commission

Instruction sheet for applicants

All submissions must be done on applications available through the Borough of Ephrata, Codes Division. Office hours are 8:00 a.m. to 5:00 p.m. weekdays.

The current Subdivision and Land Development filing fees are:

Sketch plan - \$100.00 plus plan review fees

Residential - \$50.00/ lot (\$300.00 **minimum**) plus plan review fees

Commercial - \$100.00/acre (\$300.00 **minimum**) plus plan review fees

Industrial - \$100.00/acre (\$300.00 **minimum**) plus plan review fees

Waiver/Modification Requests - \$100.00 each

Submit completed application, with plans, fees, requests for waivers and any other accompanying material to the Codes Office. Submissions should be submitted to the attention of the Zoning and Codes Administrator, Nancy Harris. The number of required copies is noted on the application.

Questions regarding submissions may be directed to 717-738-9202. Specific questions about the plans, ordinances, or other items may be directed to Nancy Harris, Zoning and Codes Administrator 717-738-9202 x 130. Voice mail is available for after-hours calls.

After the submission has been processed, the applicant will be notified when the plans are on the agenda to be reviewed by the Planning Commission. The Planning Commission typically meets the third Tuesday of every month at 7:30 p.m. at Borough Hall, 124 South State Street, Ephrata, PA. Please use the front entrance of the building.

All plans are reviewed by an outside consultant for the Borough. Plan review fees are to be expected. The applicant or designee will be invoiced for plan review fees as services are rendered. All correspondence as a result of these reviews should be directed to Borough personnel.

Plans must also be submitted to the Lancaster County Planning Commission as well as the Borough. The Borough's Planning Commission will not review plans until the Lancaster County Planning Commission comments are available. Please allow appropriate time for this in your schedule. The Lancaster County Planning Commission can be reached at 717-299-8333.

Signatures may be obtained for the Lancaster County Planning Commission's Application for Consideration of Subdivision and/or Land Development Plan, Appendix 24 when needed. Please call to schedule a time to obtain municipal signatures.