

Camp Hill Borough Land Development Process Overview

This document presents a high-level overview. It does not cover every aspect, possible exceptions, etc. This document represents the Borough's understanding of the relevant laws and regulations, and it is subject to clarification or change as needed.

Governing standards

The process for review of land development plans is established by the PA Municipalities Planning Code (the "MPC"). In order to be approved, a plan must meet the requirements of local zoning, land development and related ordinances. The borough's engineers and attorneys advise the borough (including the Planning Commission and Council) regarding these requirements as the plan is reviewed.

The Process.

Camp Hill's Planning Commission reviews the Plan, then makes a recommendation to Council as to whether to approve or disapprove the Plan or to approve it with conditions (i.e., conditional approval). Council then votes to approve or disapprove the Plan, or approve it with conditions. The recommendations of the Planning Commission are not binding on Council.

Once a land development plan is submitted, Borough staff and the Borough's engineer provide comments on the plan. These comments cover how the plan complies or does not comply with the Borough's land development ordinance ("SALDO" [Subdivision and Land Development Ordinance]) as well as comments related to Borough stormwater and zoning ordinances. The plan is also sent to the Cumberland County Planning Office for their review of the plan as it relates to the County's comprehensive plan as well as the Borough's SALDO and other planning regulations. Comments from the County and Staff are given to the developer and the Planning Commission.

The Planning Commission is provided a presentation by the developer and provides feedback to the Developer. Comments provided by the municipal staff and the Borough's professional advisors are discussed with the developer.

Planning Commission Role.

The Planning Commission's role is to review plans for conformance with relevant standards and to make a recommendation to Council. If the Planning Commission determines that the developer has met the relevant requirements, the Planning Commission may make a recommendation to Borough Council to approve the plan.

Timing.

Under the Municipalities Planning Code, the Planning Commission must provide its recommendation to Borough Council and Council must take action on the Plan within 90 days of the date of the first Planning Commission meeting where the plan is discussed. If the plan is not discussed at this first planning commission meeting date, the 90-day time clock starts 30 days after the initial submission date. If Council does not act within the designated time, the plan is "deemed" [i.e. automatically] approved.

If the developer or the municipality does not feel the plan is ready to be acted upon, the developer can approve a time extension to allow the plan to be further reviewed and modified to attempt to meet the relevant requirements.

Plan Modifications.

The developer has the right to modify the plan to meet the requirements of the relevant ordinances. The plan may go through several changes. Significant modifications to the plan may require the developer to withdraw the plan and resubmit.

Public Input.

Borough residents can provide input at Planning Commission meetings and Council meetings. Residents can also send comments to the Borough Manager, Pat Dennis, at pdennis@camphillborough.com

Evaluation of Traffic Impacts.

Traffic Impacts will be evaluated under section 731 of the Borough Zoning Code.

Waivers and Modifications.

The developer can request waivers and/or modifications that exempt the developer from meeting certain criteria of the municipal ordinances. A waiver typically is granted where the basic purpose of the ordinance can be met, even if not to the letter. Any requested waivers and/or modifications must be agreed to by Borough Council and the developer.

Council Approval or Disapproval.

Once the Planning Commission makes a recommendation, the plan and any corresponding requests for waivers and/or modifications are sent to Borough Council for approval or disapproval. If the developer has not met all the conditions of the relevant ordinances, Borough Council may disapprove the plan. If Council determines the plan meets all relevant requirements, Council is then required to approve the plan.