

**2024 LOWER WINDSOR TOWNSHIP
STAFF REVIEW, ZONING HEARING CASES AND SALDO SCHEDULES**

ZONING HEARING BOARD Appeals, Special Exceptions and Variances (3rd Thursday of Each Month, As Needed)	ZHB Application Filing Deadline	Planning Commission	Zoning Hearing Board Hearing Date	
	Applications must be received at least ten (10) days prior to the scheduled Planning Commission meeting in order for the members to have ample time to review the applications prior to their meeting.		12/18/23	01/18/24
			01/25/24	02/15/24
			02/22/24	03/21/24
			03/28/24	04/18/24
			04/25/24	05/16/24
			05/23/24	06/20/24
			06/27/24	07/18/24
			07/25/24	08/15/24
			08/22/24	09/19/24
		09/26/24	10/17/24	
	10/23/24 (4th Wed)	11/21/24		
	11/20/24 (3rd Wed)	12/19/24		

SUBDIVISION AND LAND DEVELOPMENT FILING DEADLINE CALENDAR

In-house Staff Review Meetings	Involves discussing zoning, subdivision, land development, pre-application issues, sketch plans, and other questions with the engineer and zoning officer.	4th Tuesday of each month at 9:00 AM
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Application & Plan Filing Deadline	Staff Review Meeting	Plan Revisions for PC	Planning Commission	Plan Revisions for BOS	Board of Supervisors
12/04/23	12/26/23	01/08/24	01/25/24	01/29/24	02/08/24
01/02/24	01/23/24	02/05/24	02/22/24	03/04/24	03/14/24
02/05/24	02/27/24	03/11/24	03/28/24	04/01/24	04/11/24
03/04/24	03/26/24	04/08/24	04/25/24	04/29/24	05/09/24
04/01/24	04/23/24	05/06/24	05/23/24	06/03/24	06/13/24
05/06/24	05/28/24	06/10/24	06/27/24	07/01/24	07/11/24
06/03/24	06/25/24	07/08/24	07/25/24	07/29/24	08/08/24
07/01/24	07/23/24	08/05/24	08/22/24	09/03/24	09/12/24
08/05/24	08/27/24	09/09/24	09/26/24	09/30/24	10/10/24
09/03/24	09/24/24	10/07/24	10/23/24 (4th Wed)	11/04/24	11/14/24
10/07/24	10/22/24	11/04/24	11/20/24 (3rd Wed)	12/02/24	12/12/24
11/04/24	11/26/24	12/02/24	12/18/24 (3rd Wed)	12/23/24	01/06/25
12/02/24	12/17/24	01/06/25	01/23/25	02/03/25	02/13/25

Submission & Recording Requirements:

Copies to be Submitted with Application for In-House Staff Review Seven (7) copies to Township *One (1) copy to the engineer *One (1) copy to YCPC	All plans must be received by noon (12:00 PM) of the filing deadline date. NO plans and/or plan revisions will be accepted or considered for review after the filing deadline. No exceptions. Staff may recommend additional In-House reviews if there are numerous outstanding or unaddressed issues on a plan prior to Planning Commission review. Once plans are signed/approved, they will be held until all fees are paid, including Township engineering fees. Applicant is required to record final approved plan(s) and provide the Township with the recording information; one (1) paper original; and a PDF file.
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*Applicant is responsible for all submissions to the Township engineer and YCPC.

Revised copies to be submitted for Planning Commission and Board of Supervisors.

NOTE - All plans MUST be folded. - Rolled plans will NOT be accepted.

- **In-House Staff Review** - meets the 4th Tuesday of each month beginning at 9:00 AM unless otherwise noted.
- **Board of Supervisors** - meets the 2nd Thursday of each month beginning at 6:30 PM unless otherwise noted.
- **Zoning Hearing Board** - meets the 3rd Thursday of each month, as needed, beginning at 6:30 PM unless otherwise noted.
- **Planning Commission** - meets the 4th Thursday of each month beginning at 6:30 PM unless otherwise noted.

All meetings dates are subject to change. Any date that occurs on a weekend or a Township holiday will be modified to the following Township business day. All meeting dates after the end of the calendar year are estimated and will be set at the Board of Supervisors organizational meeting on the first Monday of the following calendar year. Other dates will be modified to accommodate any changes in PC or BOS meeting dates. All meetings will take place at the Lower Windsor Township Municipal Building located at 2425 Craley Road, Wrightsville, PA 17368, Telephone (717) 244-6813, Fax (717) 244-0746.