

Martic Township Planning Commission Submission Standard Procedure:

1. Submit (simultaneously) a minimum of 8 business days (not including Fridays) prior to the Martic Township Planning Commission scheduled meeting, complete packets of plot plans and documents to:
 - a. Martic Township Secretary – **2 copies: One copy for Township office and one copy for the Planning Commission**
 - b. Martic Township Engineer: **1 copy:**
Wilson Consulting Group, PC,
100 Old Schoolhouse Lane
Mechanicsburg, PA 17055-5665
Phone: (717) 591-3070
2. Martic Township Planning Commission meetings are held the third Thursday of every month, (if needed).
3. After submittal to the above listed persons, please contact the Township Secretary to verify the Planning Commission meeting agenda item(s).
4. If the item(s) need to be reviewed by the Board of Supervisors at their monthly meeting, please verify with the Township Secretary, that you are included on the BOS agenda.
5. When letters of recommendations and updates need to be submitted, please send a copy to the Township office so that the secretary can forward any needed information to the Township Engineer, Planning Commission, Zoning Officer and Board of Supervisors.
6. **The Township Engineer reviews ALL submittals, to assure compliance with the Martic Township Ordinances.**

Please note: The Applicant/property owner is responsible to reimburse the Township, all Engineering fees pertaining to their submittal, as per Martic Township Resolution No. 01-07-13 C.