

ELDRED TOWNSHIP PLANNING COMMISSION ... PLAN CHECKLIST  
FINAL PLAN – MINOR SUBDIVISION

NAME OF PLAN: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Applicant: \_\_\_\_\_

Date reviewed by Secretary: \_\_\_\_\_ Date reviewed by Planning Commission: \_\_\_\_\_

Accepted or Rejected

**A. DRAFTING STANDARDS**

YES NO

\_\_\_\_\_ (1) The plan shall be clearly and legibly drawn at a scale of 10 feet, 20 feet, 40 feet, 50 feet, 60 feet, 80 feet, 100 feet or 200 feet to the inch.

\_\_\_\_\_ (2) Dimensions shall be in feet and hundredths of feet; bearings shall be in degrees, minutes and seconds for the boundary of the entire tract; and dimensions in feet for lot lines.

\_\_\_\_\_ (3) The survey shall not have an error of closure greater than one (1) in ten thousand (10,000) feet.

\_\_\_\_\_ (4) The sheet size shall be no smaller than twelve by eighteen (12 x 18) inches and no larger than twenty-four by - thirty-six (24 x 36) inches. If the plan is prepared in two (2) or more sections, a key map showing the location of the sections shall be placed on each sheet. If more than one (1) sheet is necessary, each sheet shall be the same size and numbered to show the relationship to the total number of sheets in the plan (e.g. Sheet 1 of 5); and a key diagram showing the relative location of the several sections shall be drawn on each sheet.

\_\_\_\_\_ (5) Plans shall be legible in every detail.

**B. SITE PLAN**

\_\_\_\_\_ (1) Name and location of Subdivision

\_\_\_\_\_ (2) Name(s) and addresses of:

- a) Land Owners
- b) Developer
- c) Corporate Officers and Major Shareholders
- d) Licensed Engineer or Licensed Surveyor, along with seal and signature of the Qualified Professional; which shall comply with the Pennsylvania Engineer's Registration Law, responsible for the preparation of the plan
- e) Adjoining Property Owners

\_\_\_\_\_ (3) Date, including the month, day and year that the Final Plan for the Minor Subdivision was completed and the month, day and year of each Plan revision, along with a description of the revision.

- \_\_\_\_\_ (4) The deed book, volume and page number reference of the latest source(s) of title to the land being subdivided.
- \_\_\_\_\_ (5) North arrow (true or magnetic)
- \_\_\_\_\_ (6) Graphic scale and written scale.
- \_\_\_\_\_ (7) Lots numbered in consecutive order, along with lots previously subdivided from the parcel.
- \_\_\_\_\_ (8) A plat of the area proposed to be subdivided, including the tract boundaries, if appropriate, street lines and names, lot lines, right-of-way or easements (existing and/or proposed, if any.).
- \_\_\_\_\_ (9) Sufficient data, acceptable to the Township, to determine readily the location, bearing and length of every boundary line, street or lot line. All dimensions shall be shown in feet and hundredths of a foot. All bearings shall be shown to the nearest second of the arc.
- \_\_\_\_\_ (10) The area of each lot or parcel shall be shown within each lot or parcel and the area of each shown in the nearest 1/100<sup>th</sup> of an acre or square feet.
- \_\_\_\_\_ (11) Reference monuments and/or lot markers shall be shown on the plan and shall be placed as required by SALDO section 608.
- \_\_\_\_\_ (12) Any existing buildings located on the tract being subdivided to demonstrate compliance with set back requirements.
- \_\_\_\_\_ (13) The proposed building reserved (setback) lines for each lot, or the placement of each building.
- \_\_\_\_\_ (14) The name and/or number and pavement width and right-of-way lines of all existing public streets and the name, location and pavement width and right-of-way lines of all other roads within or abutting the property.
- \_\_\_\_\_ (15) Names of adjoining property owners including those across adjacent roads; and, the names of all adjoining subdivisions including those across adjacent roads with the deed book volume and page number where each property and/or subdivision is recorded; along with the property identification number for each property shown.
- \_\_\_\_\_ (16) Water courses, lakes, streams, ponds with names, rock outcrops and stone fields, location of existing tree masses and other significant features, constructed or natural including utilities, wells and sewage systems.
- \_\_\_\_\_ (17) Wetlands.
- \_\_\_\_\_ (18) A clear slight triangle shall be clearly shown for all street intersections.

- \_\_\_\_ (19) Site data, including total acreage, number of lots, existing zoning district and property identification number.
- \_\_\_\_ (20) Contour lines at an interval of not greater than twenty (20) feet as superimposed from the latest U.S.G.S. quadrangle of from a field survey. A minimum of two contour lines are required to show direction and amount of slope.
- \_\_\_\_ (21) Location of all flood hazard areas as shown on the most recent FIA/FEMA mapping.
- \_\_\_\_ (22) The location and extent of various soil types by SCS classification for each type.
- \_\_\_\_ (23) The location of any soil test pits and/or percolation tests. The logs of test pit evaluations and the results of the percolation tests shall accompany the plan.
- \_\_\_\_ (24) Any existing or proposed areas of wells and subsurface sewage disposal fields when on-site disposal is proposed.
- \_\_\_\_ (25) A key map for the purpose of locating the property being subdivided.
- \_\_\_\_ (26) Signature block for the Supervisors on the right hand side.
- \_\_\_\_ (27) A title block on the lower right corner.
- \_\_\_\_ (28) The following items and notes shall be on all Final Plans; when applicable, in the form of protective and/or restrictive covenants:

- a.) Building Setbacks
- b.) Corner lot easements for clear sight triangles
- c.) Corner lot driveway locations
- d.) Utility and drainage easements, including ownership and maintenance responsibility
- e.) "Wells and sewage disposal systems shall be constructed in accord with the current standards of the Pennsylvania Department of Environmental Protection and Eldred Township."
- f.) "Individual owners of lots must apply to the Township for a sewage permit prior to the construction of any on-lot sewage disposal system."
- g.) "In granting this approval the Township has not certified or guaranteed the feasibility of the installation of any type of well or sewage disposal system on any individual lot shown on this plan."

### C. GENERAL NOTES

- \_\_\_\_ (1) The following general notes shall be included on all Final Plans, if applicable.
- a.) In the event the subdivision incorporates a private access street as defined in the SALDO Ordinance, the following--- "The improvement and maintenance of any

- private access street shall be the sole responsibility of those persons benefiting from the use thereof.”
- b.) In the event of a “lot improvement” proposal ---“lot/parcel\_\_\_ shall be joined to and become an inseparable part of l lot/parcel\_\_\_ as recorded in Deed Book Volume\_\_\_, Page\_\_\_ and cannot be subdivided, conveyed or sold separately or apart there from without prior Township approval” and “Approval is granted for recording purposes only.”
  - c.) “Highway Occupancy permits are required for access to roads under the jurisdiction of the Pennsylvania Department of Transportation pursuant to the State Highway Law (P.L.1242, No 428, section 420) and for access to roads under the jurisdiction of Eldred Township pursuant to The Eldred Township Road Encroachment Requirements.”
  - d.) In the case where wetlands are present or if otherwise required by the Township --- “ The developer and/or the lot purchaser(s) assumes full responsibility for obtaining any local, state and federal permits and/or approvals relating to wetlands. Approval by the Board of Supervisors shall not in any manner be constructed to be an approval of compliance with statutes or regulations relating to wetlands. Eldred Township shall have no liability or responsibility for the same to the Developer or Purchaser(s).”
  - e.) When on site subsurface sewage disposal is proposed ---“This approval in no way certifies or guarantees the suitability of any lot for the installation of a subsurface sewage disposal system. The PA DEP planning conducted as part of the subdivision Plan approval process is for general suitability only; and, a sewage permit will be required prior to the issuance of any building permits.”
  - f.) In the case where the requirements for sewage planning is waived by the Township -- -“The lot(s) shown on this plan have not been approved for any type of sewage disposal based upon the representation by the developer that the lot(s) will be used for purposes other than a dwelling, commercial establishments, or any use which generates wastewater. The development of the lot(s) for any such purpose shall require a sewage permit, zoning and other applicable approvals by Eldred Township.”
  - h.) In the case where common land and/or facilities are involved ---“Common open land, common recreation land, common facilities and development improvements shall not be sold separately or be further subdivided or developed, nor shall such land be used for density for any other development.”

**D. SUPPORTING DOCUMENTS AND INFORMATION**

- \_\_\_\_\_ (1) The required Sewage Facilities Planning Modules, along with the site investigation reports.
- \_\_\_\_\_ (2) If connection to the Township Sewer Authority system is proposed, documentation from the Authority that service will be provided; and, that the Applicant has complied with all the Authority requirements.
- \_\_\_\_\_ (3) If connection to a central system is proposed, a letter from the water company or authority stating that the said company or authority will supply the development, including a verification of the adequacy of service; and, documentation that the Applicant has complied with all water company requirements.

\_\_\_\_\_ (4) Typical cross-sections for any private access street of a design adequate for anticipated traffic along with center – line profiles and vertical curve data.

\_\_\_\_\_ (5) The applicant shall complete and submit such application forms and certifications as prescribed by the Township for submission with the Minor Subdivision application.