

ELDRED TOWNSHIP PLANNING COMMISSION ... PLAN CHECKLIST
PRELIMINARY PLAN... MAJOR 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, 30 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. EXISTING RESOURCES AND SITE ANALYSIS PLAN

_____ (1) A vertical aerial photograph enlarged to a scale not less detailed than 1 inch = 400 feet, with the site boundaries clearly marked.

_____ (2) Topography, the contour line of which shall generally be at two (2) foot intervals. The determination of appropriate contour intervals shall be made by the Planning Commission, which may specify greater or lesser intervals on exceptionally steep or flat sites. Slopes between fifteen (15) and twenty – five (25) percent and exceeding twenty – five (25) percent shall be clearly indicated. Topography for major subdivisions shall be prepared by a professional land surveyor or professional engineer from an actual field survey of the site or from stereoscopic aerial photography and shall be coordinated with official U.S.G.S. benchmarks.

- _____ (3) The location and delineation of ponds, vernal ponds, streams, ditches, drains, and natural drainage swales, as well as the 100 year floodplains and wetlands, as defined in the Zoning Ordinance. Additional areas of wetlands on the proposed development parcel shall also be indicated, as evident from testing, visual inspection, or from the presence of wetland vegetation.
- _____ (4) Vegetative cover conditions on the property, according to general cover type including cultivated land, permanent grass land, meadow, pasture, old fields, hedgerow, woodland and wetland, trees with a caliper in excess of fifteen (15) inches if not growing within any of the proposed conservation areas, the actual canopy line of existing trees and woodlands. Vegetative types shall be described by plant community, relative age and condition.
- _____ (5) Soil series, types and phases, as mapped by the U.S. Department of Agriculture, Natural Resources Conservation Service in the published soil survey for the county, and accompanying data published for each soil relating to its suitability for construction (and, in unsewered areas, for on-site sewage disposal suitability.)
- _____ (6) Identification of ridge lines and watershed boundaries.
- _____ (7) A viewed analysis showing the location and extent of views into the property from public roads and from public parks, public forests, and state game lands; and showing views from the property to exterior points.
- _____ (8) Geologic formations on the proposed development parcel, including rock-out croppings, cliffs, sinkholes, and fault lines, based on available published information or more detailed data obtained by the applicant.
- _____ (9) All existing man-made features including, but not limited to, streets, driveways, farm roads, wood roads, buildings, foundations, walls, wells, drainage fields, dumps, utilities, fire hydrants, and storm and sanitary sewers.
- _____ (10) Locations of all historically significant sites or structures on the tract including, but not limited, to cellar holes, stone walls, earthworks, and graves.
- _____ (11) Locations of trails that have been in public use (pedestrian, equestrian, bicycle, etc.).
- _____ (12) All easements and other encumbrances of property which are or have been filed or record with the Recorded of Deeds of Monroe County.
- _____ (13) Total acreage of the tract, the Adjusted Tract Area, and the constrained land area with detailed supporting calculations.

C. PRELIMINARY IMPROVEMENT PLAN

- _____ (1) Historic resources, trails and significant natural features, including topography, areas of steep slope, wetlands, 100 year floodplains, swales, rock out croppings, vegetation, existing utilities, and other site features, as indicated on the Existing Resources and Site Analysis Plan.
- _____ (2) Existing and proposed lot lines, lot areas, any existing easements and right-of-ways.
- _____ (3) Conservations open space
- _____ (4) Location, alignment, width, profile and tentative names of all proposed streets and street right-of-way, including all street extensions or spurs that are reasonably necessary to provide adequate street connections and facilities to adjoining development or undeveloped areas, and preliminarily – engineered profiles for proposed streets.
- _____ (5) Location of proposed swales, drainage easements, stormwater and other management facilities.
- _____ (6) Where community sewage service is proposed, the conceptual layout of proposed sewage systems including, but not limited to, the tentative locations of sewer mains and sewage treatment plants, showing the type and degree of treatment intended and the size and capacity of treatment facilities.
- _____ (7) Where central water service is proposed, the layout of proposed water distribution facilities including water mains, fire hydrants, and storage tanks and, where appropriate, wells and other water sources.
- _____ (8) Location of all percolation tests as may be required under the SALDO Ordinance , including all failed test sites or pits, as well as those approved, and including an approved alternate site for each lot. All approved sites shall be clearly distinguished from unapproved sites.
- _____ (9) Limit – of – disturbance line.
- _____ (10) Location and dimensions of proposed playgrounds, public buildings, public areas and parcels of land proposed to be dedicated or reserved for public use.
- _____ (11) If land to be subdivided ties partly in or abuts another municipality, the applicant shall submit information concerning the location and conceptual design of streets, layout and size of lots and provisions of public improvements on land subject to his control within the adjoining municipality. The design of public improvements shall provide for a smooth, practical transition where specifications vary between municipalities. Evidence of approval of this information by appropriate officials of the adjoining municipality also shall be submitted.

_____ (12) Where the applicant proposes to install the improvements in phases, he shall submit with the Preliminary Plan a delineation of the proposed sections and a schedule of deadlines within which applications for final approval of each section are intended to be filed.

_____ (13) Utilities and Easements

_____ a.) Locations of existing and proposed utility easements

_____ b.) Layout of all proposed sanitary and storm sewers and location of all inlets and culverts, and any proposed connections with existing facilities. (This data may be on a separate plan.)

_____ c.) The tentative location of proposed on-site sewage and water facilities.

_____ (14) Location of proposed shade trees, plus locations of existing vegetations to be retained.

_____ (15) Signature block for the Supervisors on the right hand corner.

_____ (16) Zoning data, including all of the following, when applicable:

_____ a.) Zoning District designations

_____ b.) Zoning district boundary lines transversing the proposed subdivision and/or development.

_____ c.) Zoning district boundary lines within one thousand (1,000) feet of the proposed subdivision and/or development, shown on location map.

_____ (17) A title block in the lower right corner.

_____ (18) Name of project.

_____ (19) Name and address of owner of record (if a corporation, give name of each officer); and, current deed book volume and page where the deed of record is recorded.

_____ (20) Name and address of developer if different from land owner (if a corporation, give name of each officer.)

_____ (21) Name, address, license number, seal and signature of the Qualified Professional responsible for the preparation of the plan.

_____ (22) Date, including the month, day and year that the Preliminary Plan was completed and the month, day and year for each plan revision, along with a description of the revision.

_____ (23) A key map for the purpose of locating the property being subdivided and showing the relation of the property, differentiated by tone or pattern, to adjoining property and to all streets, road, municipal boundaries, zoning districts, water courses and any area subject to flooding.

- ____ (24) North arrow (true or magnetic)
- ____ (25) Graphic scale and written scale.
- ____ (26) Names of present adjoining property owners and the names of all adjoining subdivisions, if any, including property owners and/or subdivisions across adjacent roads, along with the current property identification number for each property shown.

D. SUPPORTING DOCUMENTS

- ____ (1) Typical street cross section drawing for all proposed streets showing the following:
 - a.) Typical cut sections
 - b.) Typical fill sections
 - c.) Superelevated sections
 - d.) Typical parallel sections
- ____ (2) Profiles along the top of the cartway center line, or as otherwise required by the SALDO Ordinance, showing existing and proposed grade lines and printed elevations of the proposed grade lines at fifty (50) foot intervals.
- ____ (3) Any existing or proposed deed restrictions, and protective and restrictive covenants that apply to the subdivision and/or land development.
- ____ (4) All proposed offers of dedication and/or reservation of right – of – ways and land areas with conditions attached.
- ____ (5) Existing documents of dedications and/or reservation of right – of – ways and land areas with conditions attached.
- ____ (6) Proof of legal interest in the property and the latest deed of record.
- ____ (7) Water supply information – in the case of individual on lot wells, information documenting water table depth and potential for affecting the ground water supply. In the case of community systems:
 - a.) A statement from a Professional Engineer of the type and adequacy of any community waster supply system proposed to serve the project.
 - b.) Preliminary design of any central water supply system.
 - c.) Connection to central system - 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.
 - d.) New central system – A statement setting forth the proposed ownership of the system and responsibility for operation and maintenance.
 - e.) A copy of any application for any permit, license or certificate required by PA DEP Public Utility Commission for the construction and operation for any proposed central water supply system. Preliminary plan approval shall be conditioned on the issuance of said permits by PA DEP and/or PA PUC.

_____ (8) Sewage disposal information

- a.) Completed sewage facilities planning module(s) for land development and other required sewage planning documents as required by the PA sewage Facilities Act and PA DEP.
- b.) Connection to Township Sewer Authority system – Documentation from the Authority that service will be provided and that the Applicant has complied with all Authority requirements.
- c.) Private sewage treatment plants and community on lot systems – A preliminary design of the system and a statement setting forth the proposed ownership of the system and responsibility for operation and maintenance.

_____ (9) A list of any public utility, environmental or other permits required; and, if none are required; a statement to that effect. The Township may require a Professional Engineer's certification of such list.

_____ (10) Soil erosion and sedimentation control plan.

_____ (11) Drainage/stormwater management plan meeting the requirements of the SALDO Ordinance and any Stormwater Management Ordinance adopted by the Township.

_____ (12) Preliminary bridge design and a statement by the Applicant's Engineer regarding any approvals required by the state or federal government.

_____ (13) A statement indicating any existing or proposed zoning variances or subdivision waivers/modifications.

_____ (14) Where the land included in the subject application has an electric transmission line, gas pipeline, or a petroleum or petroleum products transmission line located within the tract, the Preliminary Plan shall be accompanied by a letter from the owner or lessee of such right – of – way stating any conditions on the use of the land and the minimum building setback and right – of – way lines. This requirement may also be satisfied by submitting a copy of the recorded agreement.

_____ (15) Highway occupancy permit.

_____ (16) A plan for the ownership and maintenance of all improvements and common areas as required by section 507 SALDO.

_____ (17) A traffic impact study if required by the township Zoning Ordinance.

_____ (18) An Environmental Impact Study Statement prepared in accord with the township Zoning Ordinance may be required if the Planning Commission or Supervisors deem it necessary based on the size, site features, or other characteristics of the project.

_____ (19) Documentation of compliance with Pennsylvania Historical and Museum Commission requirements.

_____ (20) Documentation of submission to the Pennsylvania Natural Diversity Index and compliance with any findings.

E. ADDITIONAL INFORMATION

(1) The planning Commission or Supervisors shall require any other necessary information based on the specific characteristics of the proposed plan.

F. APPLICATION FORMS AND CERTIFICATION

_____ (1) The applicant shall complete and submit such application forms and certifications as prescribed by the Township for submission with the Preliminary Plan application.

G. PRELIMINARY PLAN ENGINEERING CERTIFICATION

_____ (1) Prior to approval of the Preliminary Plan the applicant shall submit to the Supervisors a "Preliminary Plan Engineering Certification" stating the layout of the proposed streets, house lots, and conservation open space complies with the townships Zoning Ordinance and SALDO ordinance.