

Major Subdivision Check List

Administrative Checklist  
MAJOR SUBDIVISION

1. PCPC # \_\_\_\_\_
2. Date Application Rec'd \_\_\_\_\_
3. Date of Plan \_\_\_\_\_
4. Date 90-day Action Due \_\_\_\_\_
5. Date Twp/Boro Action \_\_\_\_\_
6. Subdivision Name \_\_\_\_\_
7. Twp/Boro Name \_\_\_\_\_
8. Location of Subdivision (from Vicinity Map) \_\_\_\_\_
9. Name of Property Owner \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
10. Name of Applicant (if other than owner) \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone \_\_\_\_\_
11. Registered Engineer \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone \_\_\_\_\_
12. Land Surveyor \_\_\_\_\_  
Address \_\_\_\_\_  
Phone: \_\_\_\_\_
13. Total Acreage \_\_\_\_\_
14. # Of Lots \_\_\_\_\_
15. Linear Ft. of Roads \_\_\_\_\_
16. Type of Sub'd \_\_\_\_\_
17. DEP Report on On-Lot Sewage Disposal \_\_\_\_\_
18. Has applicant received prior approval for a minor sub'd? (YES-NO)
19. Previous PCPC Number \_\_\_\_\_

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INFORMATION TO BE SHOWN ON PLANS

403.05 Specifications – The Preliminary Plan shall contain the following data:

1. \_\_\_\_\_ Subdivision name, noting the Plan is a Preliminary Plan, date of plan and all revisions.
2. \_\_\_\_\_ Tracts & boundaries of all affected property as surveyed by a licensed surveyor.
3. \_\_\_\_\_ Names and deed book references for the adjoining property.
4. \_\_\_\_\_ Boundaries and acreage. of all land owned by the subdivider contiguous to the proposed land development.
5. \_\_\_\_\_ Layout of proposed lots and streets for all the contiguous property.  
  
Waiver requested in writing – stating the overall layout is unreasonable in light of the land use capabilities of the contiguous land, or if no intended further subdivision. Provision for further access road to the interior of the property shall be shown on the plan.
6. \_\_\_\_\_ North point, scale, date and graphic scale. Any legend necessary.
7. \_\_\_\_\_ Name of record owner (legal owner, equitable owner and subdivider)
8. \_\_\_\_\_ Name and seal of surveyor, landscape architect or engineer responsible for the plan.
9. \_\_\_\_\_ Data to determine the location, bearing and length or curve data of every street, lot and boundary line and to reproduce such lines on the ground. Reference corners accurately described on plan.
10. \_\_\_\_\_ Building set back line from each street and property line.
11. \_\_\_\_\_ Tract boundaries, total tract acreage, showing metes and bounds, noting bearing base.
12. \_\_\_\_\_ Lot numbers, location of proposed iron and steel corners. Side stakes installed for definition of lots.
13. \_\_\_\_\_ Layout of lots-dimensions, lot numbers, and total number of lots.

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14. \_\_\_\_\_ All existing watercourses, tree masses, wetlands and other natural features within 200’.
15. \_\_\_\_\_ All existing or proposed streets on or adjacent to the tract, including name, right-of-way, width and route number.
16. \_\_\_\_\_ Street profiles and cross sections.
17. \_\_\_\_\_ Preliminary design of new bridges and culverts.
18. \_\_\_\_\_ All existing or proposed lines, easements, and rights-of ways and purpose for which same has been established  
(A)\_\_\_\_\_ Show location of proposed driveways on any subdivision lot which accesses on a township or state road, regardless of the number of lots.
19. \_\_\_\_\_ Contours at vertical intervals of 20 feet. However different intervals may be necessary to adequately address diversity of situations involved in the specific land division and land development involved.
20. \_\_\_\_\_ Benchmarks with datum base noted.
21. \_\_\_\_\_ All existing buildings, gas, sewer, utility lines, water mains, culverts, petroleum product lines, fire hydrants, and other man-made features. For existing culverts, storm inlets and sanitary sewer manholes, **show elevations as defined in the Ordinance.**
22. \_\_\_\_\_ **Vicinity Map** – show location and use of land adjacent to subdivision.
23. \_\_\_\_\_ Areas subject to flooding or overflow and natural drainage patterns identification of “floodways” or “floodplains” soil or flood-prone areas clearly marked.
24. \_\_\_\_\_ **Easements** –if subdivision is traversed by a watercourse, provide drainage easement or right – of way conforming substantially with the line of watercourse and of such width as will be adequate to preserve natural drainage without damaging adjacent properties.
25. \_\_\_\_\_ Soils map showing the U.S. Conservation Service interpretations, including relevant codes and numbers.
26. \_\_\_\_\_ **Profiles and Data:** Installation of sanitary storm sewers and underground utility services, when required. Where applicable, location size and invert elevations of sanitary and storm sewer, location of manholes, inlets, culverts and all structuring for E & S control. Also provide a copy of the encroachment permit approved by Penn Dot, Bureau of Municipal Service.

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27. \_\_\_\_\_ Copies of proposed restrictive covenants
28. \_\_\_\_\_ Permanent monuments shall be shown.
29. \_\_\_\_\_ Erosion and sedimentation Control Plan on subdivisions/land  
Developments that have new roads, when required, along with evidence of a satisfactory review.
30. \_\_\_\_\_ Show location and configuration of proposed building(s), parking, compounds, streets, access drives, and other planned facilities. Also show dimensional information.
31. \_\_\_\_\_ A grading Plan showing alterations to site topography along with provisions for storm water drainage.
32. \_\_\_\_\_ 5000 sf earth disturbance requires SWM Plan

### **506.01**

1. \_\_\_\_\_ Location of storm sewers, diversion ditches and related installation provided to permit the unimpeded flow of natural watercourses.
2. \_\_\_\_\_ Has applicant submitted a copy of the Storm Water Management Plan and comments from the Township/Borough.

507.1 \_\_\_\_\_ Have utilities been installed according to Ordinance?

507.3 \_\_\_\_\_ Are 20' utility easements shown on plan? Are 20' utilities shown on plan? A list of the applicable utilities, their telephone numbers, and the PA One Call Service Number shall appear on the plans submitted.

403.2 \_\_\_\_\_ Four (4) copies of Plan

\_\_\_\_\_ Required filing fees and recording fees paid.

405.1 \_\_\_\_\_ Documentation – Preliminary /Final plan should be accompanied by the following documents, where applicable:

1. \_\_\_\_\_ Sewage Permit
2. \_\_\_\_\_ Letter from DEP approving subdivision under Act 537.

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3. \_\_\_\_\_ Letter from municipality stating subdivision conforms with the municipal Act 537 Plan and no sewage planning are required.
4. \_\_\_\_\_ Lots not intended for sewage. All of the following conditions have been met.
  - (a) \_\_\_\_\_ Formal election by applicant received for sewage exemption
  - (b) \_\_\_\_\_ Deed Restriction noted on Plan
  - (c) \_\_\_\_\_ Declaration of Deed Restriction for sewage exemption received.
5. \_\_\_\_\_ Notarized Statement of ownership (on 2 plans)
6. \_\_\_\_\_ EMA Numbering System
7. \_\_\_\_\_ Letter received from Township/Borough
8. \_\_\_\_\_ Stormwater Management Plan (If required)

401.04 Prior to approval by the Commission the applicant shall provide one of the following.:

1. A letter from the governing body in which the subdivision is located, which states if constructed in accordance to approved plans, the streets will be accepted; also , within a specified time period an ordinance will be adopted accepting the dedication of said street or other areas; and which specifies the date that the municipality will be responsible for the repair, maintenance and upkeep of said streets and areas.
2. A notarized statement by the applicant that the streets or other areas shall be the responsibility of the lot owners to maintain, repair and upkeep. A notification shall be placed on the subdivision or land development plan that expressly states the road maintenance is the joint responsibility of the property owners within the subdivision. When the developer elects to utilize this option, the applicant shall further provide to the Commission the following:
  - a. A road maintenance plan which specifies the responsibility of the various parties including prospective lot owners and the applicant.
  - b. A notarized road maintenance agreement.Submitted to Planning with the appropriate fees for recording.
  - C An affidavit which obligates the applicant to insert into each deed a deed restriction. The deed restriction will state that the road maintenance plan is a covenant running with the land that obligates the purchaser of the property to

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comply with the road maintenance plan. I shall deemed a violation of this ordinance for the developer to sell any lots that do not contain the deed restriction.