

Minor Checklist

ADMINISTRATIVE CHECK LIST
FOR
PRELIMINARY/FINAL SUBDIVISION PLAN

MINOR

1. PCPC Number _____
2. Date Application & Plan Received _____
3. Date of Plan _____
4. Date 90 day Action Due _____
5. Date of Borough Action _____
6. Name of Subdivision _____
7. Township or Borough _____
8. Location of Subdivision (from Vicinity Map) _____

9. Name of Property Owner _____
Address: _____ Phone: _____

- Name of Applicant (If other than Owner) _____
Address: _____ Phone: _____
10. Registered Engineer/Surveyor _____
Address _____
_____ Phone: _____
11. Total Acres _____ 12. Number of Lots _____
13. Linear Feet of Roads _____ 14. Type of Subdivision _____
15. DEP Report on on-lot sewage disposal _____
-16. Applicant received prior approval for a minor subdivision
(YES _ NO)

Minor Checklist

Comments _____

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

1. _____ Subdivision name, noting the plan is Preliminary/Final, date of original plan and any revisions.
2. _____ Tracts and boundaries of all affected property as surveyed by a licensed surveyor. Names and Deed Book references of adjoining property owners.
3. _____ Boundaries of all land owned by the subdivider contiguous to the proposed subdivision.
4. _____ Layout of proposed lots and streets for all contiguous property.
The Commission may waive this requirement if, with a letter of intent the subdivider shows that an overall layout is unreasonable.
5. _____ Waiver request 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.
6. _____ North point, scale, date and graphic scale. legend identifying mapping symbols used.
7. _____ Name of record owner, and the subdivider.
8. _____ Name and seal of surveyor
9. _____ Building set-back line from each street and property line.
10. _____ All tract boundaries, showing total acreage, showing metes and bounds, noting bearing base
11. _____ Easement - If a watercourse traverses subdivision, provide a 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.
12. _____ Layout of Lots – Dimensions, lot numbers, and total number of lots.
13. _____ Location of iron and steel corners. Side stakes on each lot for definition of lot.
14. _____ If required permanent monuments shown
15. _____ All existing watercourses, tree masses, wetlands, recharge areas, and other significant

Minor Checklist

natural features within the area to be subdivided.

16. All existing streets adjacent to the tract including name, right-of-way, width and route number.
 17. Copy of all existing or proposed property lines, easements, and rights-of -way and the purpose for which the easements or rights- of- way have been established.
 18. Copies of proposed restrictive covenants.
 19. All existing buildings, gas, sewer, utility lines, water mains, culverts, petroleum product lines, fire hydrants, and other manmade features.
 20. Vicinity Map – Showing location and use of land adjacent to proposed subdivision at a scale that sufficiently indentifies the location of the subdivision in relation to the general vicinity.
 21. Show areas subject to flooding and overflow and all floodplain areas. Also natural drainage patterns.
- 403.05 Plot on plan, locate and describe each and every lot and parcel, which has previously received minor subdivision approval.
- 506.01 Location of storm sewer, diversion ditches and related installation provided to permit the unimpeded flow of natural watercourses, to insure the drainage of all low points, to intercept stormwater rimnoff at intervals reasonably related to the extent and grade of the area defined, and be constructed in such a manner as to avoid and minimize erosion to any applicable roads and streets located within the subdivision or immediately surrounding area.
- Has applicant submitted a copy of the Storm water Management Plan and comments from the Township/ Borough.
- 507.01 Have Utilities been installed according to Ordinance?(
- 507.02 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.
- 511.01 Is there a local municipal Ordinance requiring street lighting?
- Has Street lighting been installed?

Minor Checklist

303.02 _____ 4 copies of Final Plan

_____ Required filing and recording fees paid.

304.01 _____ Documentation – Preliminary/Finals plans shall be accompanied by the following documents, where applicable.

1. _____ Sewage Permit(as required by Act 537) for each lot or parcel.
2. _____ Letter from DEP accepting subdivision under Act 537
3. _____ Letter from municipality, Act 537 Plan and no sewage planning is required.
4. _____ Non- building waiver signed by all parties

304.01. _____ If applicant can reasonably demonstrate that the subdivision in question does not contemplate human habitation or construction which would require a sewage permit under Act 537, an election or exemption from the requirements noted above may be made if all of the following conditions are met.

- a. _____ The applicant formally elects to have each lot or parcel, not intended for sewage facility utilization, to be exempted.
- b. _____ On the plan or plat, each lot or parcel to be exempted shall be clearly noted.
- c. _____ The applicant must file and have recorded a declaration of deed restrictions which shall be in such form as is satisfactory to the Commission.

5. _____ If applicable, EMA numbering system.

304.02 _____ Letter received from municipality.

_____ State Highway verbage.