

Land Development Check List

Administrative Checklist
Land Development

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 _____

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LAND DEVELOPMENT CHECKLIST 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. Deed Book & Page number of current owner. Municipality where land is located.
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 it 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 5 feet.
20. _____ Waiver request in writing – No streets in subdivision.
21. _____ Benchmarks with datum base noted.
22. _____ 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.
23. _____ Vicinity Map – show location and use of land adjacent to subdivision.
24. _____ Areas subject to flooding or overflow and natural drainage patterns identification of “floodways” or “floodplains” soil or flood-prone areas clearly marked.
25. _____ 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.
26. _____ Soils map showing the U.S. Conservation Service interpretations, including relevant codes and numbers.
27. _____ Profiles and Data re: Installation of sanitary storm sewers and underground utility services when required. **Where applicable**, location size and invert elevations of sanitary and storm sewer, location or manholes, inlets, culverts and a, 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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28. _____ Copies of proposed restrictive covenants.
29. _____ Permanent monuments shall be shown
30. _____ Erosion and Sedimentation Control Plan on subdivisions that have new roads or on land developments when required, along with evidence of a satisfactory review.
31. _____ Location and description and description of every lot and parcel which previously received minor subdivision or constituted remaining lands. If a minor subdivision took place prior to ownership of applicant the Commission may, upon good cause shown in writing, waive this requirement.
32. _____ Show the location and configuration of proposed buildings, parking compounds, streets, access drives, and other planned facilities. Also show dimensional information.
33. _____ A grading plan showing alterations to site topography along with provisions for storm water drainage.
34. _____ Show location of buffer and screen planting when required.
35. _____ Location and type of bulk trash storage
36. _____ Location and type of loading and unloading facilities.
37. _____ Floor areas of building and proposed use.
38. _____ Parking lot marking including handicap stalls
- 506.01 _____ Location of storm sewers, diversion ditches and related installation provided to permit the unimpeded flow of natural watercourses.
- _____ Has applicant submitted a copy of the Storm Water Management Plan and comments from the Township/Borough.
- 507.1 _____ Have utilities installed in accordance with Ordinance?
- 507.2 _____ 20' utility easement 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 ordinance requiring streetlights?

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- _____ Have street lights been installed?
- 512.01 _____ Subdivider has provided a statement explaining how solid waste within the proposed development can be feasibly collected.
- 403.02 _____ 4 copies of the plan (2 notarized)
- 405.01 _____ Documentation – Preliminary/Final plans shall be accompanied by the following documents, where applicable.
1. _____ Sewage permit
 2. _____ Letter from DEP approving subdivision under Act 537
 3. _____ Letter from Municipality stating subdivision conforms with the municipal Act 537 plan, and no sewage planning is required.
 4. _____ Lots not intended for sewage. All the following conditions have been met.
 - a. _____ Formal election by applicant received for sewage exemption
 - b. _____ Deed restriction is noted on plan.
 - c. _____ Declaration of Deed Restriction for sewage exemption received.
 5. _____ Notarized statement of ownership by applicant.
 6. _____ EMA numbering system.
 7. _____ Letter received from Township/Borough
 8. _____ Certificate from the Commissions engineer that the improvements have been inspected and found to be installed in accordance with specifications approved as part of the preliminary plan.