

TOWNSHIP OF NOTTINGHAM PLANNING COMMISSION
Preliminary/Final Plan Checklist
Subdivision/Land Development
First Draft July 19, 2000
Revised November 19, 2002

310 **Preliminary Plan Checklist**

- _____ 311 Scale: one (1) inch equals fifty (50) feet or one (1) inch equals one hundred (100) feet;
- _____ 312 The original drawing and all submitted prints shall be made on sheets of one of the following sets of dimensions:
 - _____ 312.1 Twenty-four (24) inches by thirty-six (36) inches;
- _____ 313 If the Preliminary Plan requires more than one sheet, a key diagram illustrating relative location of the several sections shall be drawn on each sheet;
 - _____ 314.1 Name and address of record owner;
 - _____ 314.2 Name of developer if different from owner;
 - _____ 314.3 Name of the proposed subdivision;
 - _____ 314.4 Name of the township or townships within which subdivision is proposed;
 - _____ 314.5 Names of all adjoining subdivisions and the names of owners of all adjacent unplotted land;
 - _____ 314.6 Name, address, license number, and seal of registered engineer, or surveyor responsible for the subdivision plan;
 - _____ 314.7 North point, graphic scale, written scale, and date including the month, day and year that the original drawing was completed, and the month, day, and year that the original drawing was revised, for each revision;
 - _____ 314.8 A key map, Scale: one (1) inch equals two thousand (2,000) feet;
 - _____ 314.9 Total tract boundaries of the property being subdivided, showing bearings, distances and a statement of total acreage of the property;
 - _____ 314.10 Tax map sheet, block, and lot numbers per Washington County tax assessor's office;
 - _____ 314.11 The zoning district or districts where the proposed subdivision is located;
 - _____ 314.12 All existing buildings or other structures within the proposed subdivision tract;

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- _____ 314.13 All existing streets, including names, right-of-way widths, pavement widths and approximate grades;
- _____ 314.14 All existing sewer lines, storm sewers, water lines, fire hydrants, utility lines, culverts, bridges, railroads, or other man-made features within two hundred (200) feet of the boundaries of the proposed subdivision tract;
- _____ 314.15 Location, width, and purpose of existing easements and utility rights-of-way within two hundred (200) feet of the proposed subdivision tract;
- _____ 314.16 Contour lines at vertical intervals of not more than two (2) feet for land with average natural slope of five (5) percent or less, and at intervals of not more than five (5) feet for land with average natural slope exceeding five (5) percent. Location and elevation of the date to which contour elevations refer should be the closest USGS established benchmark, where available;

315 **The full plan of proposed development, including:**

- _____ 315.1 Location and width of all streets and rights-of-way, with a statement of any conditions governing their use;
- _____ 315.2 Suggested street names;
- _____ 315.3 Utility easement locations;
- _____ 315.4 Building setback lines along each street;
- _____ 315.5 Lot lines with approximate dimensions;
- _____ 315.6 A statement of the intended use of all nonresidential lots and parcels;
- _____ 315.7 Lot numbers, a statement of total number of lots and parcels and the lot size in square feet or acres for each lot;
- _____ 315.8 Sanitary and/or storm sewers (and other drainage facilities), with the size and material of each indicated, and any proposed connections with existing facilities;
- _____ 315.9 Parks, playgrounds and other areas dedicated or reserved for public or common use, with any conditions governing such use;
- _____ 315.10 Location, width and purpose of proposed easements and utility rights-of-way;
- _____ 315.11 Copies of the proposed deed restrictions and protective and restrictive rights-of-way;

316 **Supplementary data, unless the Township Planning Commission has determined that the submission of data is not necessary:**

- _____ 316.1 Preliminary profiles, typical cross sections and specifications for proposed street, sanitary sewer, water system improvements, and storm drainage per design standards of Sections 430, 440, 450, and 460;
- _____ 316.2 A completed planning module for land development, including soil and representative percolation tests, where applicable, and information necessary for the Township Governing Body to make a decision on revising or supplementing the Official Plan for sewage facilities;
- _____ 316.3 A storm drainage plan for the proposed subdivision tract per Section 460;
- _____ 316.4 A landscape plan, when applicable, per standards of Section 492.4, Tree Preservation and Planting;
- _____ 316.5 In the case of subdivision or land development plans to be developed in stages or sections, over a period of time, a map delineating each stage, or section of the proposed subdivisions or land development consecutively numbered so as to illustrate phasing of development and a schedule indicating the approximate time for which application for final approval of each stage or section are intended to be filed;
- _____ 316.6 Preliminary designs of any bridges or culverts which may be required.
- _____ 316.7 A map illustrating the entire contiguous holdings of the landowner indicating the area or scope of ultimate proposed subdivision and delineating the area which the Preliminary Plan encompasses;
- _____ 316.8 A sketch map of the proposed road system for the remainder of the area not included in the Preliminary Plan.
- _____ 316.9 Preliminary plat calling for the installation of improvements beyond the five-year period; schedule shall be filled by the landowner.

320 **Final Plan Checklist**

- _____ 321 The final plans conform to the standards and data requirements set forth for Preliminary Plans, Section 311 through 315, Ordinance 32.
- _____ 322 Changes to the Preliminary Plan application? If not, resubmission of supporting maps & data not necessary.
- _____ 323 Additional data for the Final Plan:
 - _____ 323.1 The latest source of title to the land as shown by the deed, page number and book of the Washington County Recorder of Deeds;

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- _____ 323.2 The total tract boundary lines of the acres being subdivided with accurate distances to hundredths of a foot and bearing to fifteen (15) seconds. These boundaries shall be determined by accurate survey in the field, to an error of closure not to exceed one (1) foot in ten thousand (10,000) feet. The tract boundary shall be subsequently closed and balanced. The boundary(s) adjoining additional unplatted land of the sub divider (for example, between separately-submitted Final Plan sections), however, are not required to be based upon a field survey, and may be calculated. The location and elevation of all boundary line (perimeter) monuments shall be indicated, along with a statement of the total area of the property being subdivided. In addition, the engineer or surveyor shall certify to the accuracy of the survey, the drawn plan, and the placement of the monuments;
- _____ 323.3 All lot lines shall be completely dimensioned in feet if straight, and by designating length of arc and radius (in feet) and central angle (in degrees, minutes and seconds) if curved. All internal angles within the lots shall be designated to within fifteen (15) seconds.
- _____ 323.4 The proposed building setback or the proposed placement of each building;
- _____ 323.5 All easements shown or identified or rights-of-way shown or identified where provided for or owned by public services and any limitations on such easements or rights-of-way. Easements should be located in cooperation with the appropriate public utility;
- _____ 323.6 Such private deed restrictions as may be imposed upon the property as a condition to sale, together with a statement of any restrictions previously imposed which may affect the title to the land being subdivided;
- _____ 323.7 If the subdivision proposes a new access point to a state legislative route, the feasibility report from Penn DOT for the highway occupancy permit attached;
- _____ 323.8 A certification of ownership, acknowledgement of plan and offer of dedication shall be lettered on the plan, duly acknowledged and signed by the owner of the property and notarized;
- _____ 323.9 A signature block for certification of approval of the plan by the Township Planning Commission and Township Governing Body;
- _____ 323.10 A signature block for certification of review of the plan by the Washington County Planning Commission;
- _____ 323.11 Space shall be left along the lower edge of the sheet, in order that the Washington County Recorder of Deeds may acknowledge receipt and recording of the plan when it is presented;
- _____ 323.12 If the Final Plan requires more than one sheet, a key diagram showing the relative location of the several sections shall be drawn on each sheet;

324 **The Final Plan shall be accompanied by the following:**

- _____ 324.1 Plans showing:
 - _____ 324.11 Location, size, and invert elevation of all sanitary sewer, water distribution and storm drainage systems and the location of all manholes, inlets, and culverts;
 - _____ 324.12 Final profiles, cross sections, and specifications for proposed streets, sanitary sewers, water distribution systems, and storm drainage systems shall be shown on or more separate sheets;
- _____ 324.2 Documentation from the Sewage Enforcement Officer that each lot has been tested for on-lot sewage systems (where applicable);
- _____ 324.3 DEP acceptance/approval of planning module;
- _____ 324.4 Permit from DEP for a private centralized sanitary sewer system (where applicable);
- _____ 324.5 A copy of an agreement document with the governmental authority or public authority which is to provide water supply for the public water supply system (where applicable);
- _____ 324.6 Permit from DEP for a private centralized water system (where applicable);
- _____ 324.7 Subdivision improvements agreement between the developer and the Supervisors (Developer's Agreement);
- _____ 324.8 A performance guarantee in the amount of one hundred ten (110) percent of the cost of all required improvements as set forth in Section 520 as estimated by the Township Engineer in a form and with surety approved by the Township Solicitor, guaranteeing the construction and installation of all such improvements with a stated period which shall not be longer than one (1) year from the date on the Final Subdivision Approval. Where the Final Plan is submitted in stages or sections, the amount of the guarantee may also be provided in stages if acceptable to the Township Governing Body;
- _____ 324.9 A maintenance guarantee in an amount of not less than fifteen (15) percent of the Township Governing Body's estimate of the cost of all required improvements as set forth in Section 520.
- _____ 324.10 An erosion and sedimentation control plan;
- _____ 324.11 A legal description of all areas offered for dedication;
- _____ 325 In the case of a subdivision or land development proposed to be developed in stages or sections over a period of years, Final Plan requirements as listed in Section 321 through 324 shall apply only to the stage or section for which Final Approval is being sought. However, the Final Plan presented for the stage or section must be considered as it relates to information presented for the entire subdivision or land development in the application for Preliminary Approval.