

**PENN TOWNSHIP SUBDIVISION REVIEW CHECKLIST
PRELIMINARY PLAT SUBMISSION**

Name of Subdivision: _____ Application Deemed Complete: _____ Application Received by EADS: _____ Developer's Contact Person: _____
 Subdivision Reviewed by: _____ Date of Review: _____ Review Date: _____ Acknowledged: _____ Acknowledged: _____ Developer's Email Address: _____

Code Section	Code Requirement	Plans Meet Code	Plans Do Not Meet Code	Other	Comments, if any	Sheet/s on which Requirement is Met	Developer's Comments, if any
General Item	Have the application, plans, deeds, and any other supporting documentation been submitted?						
General Item	Does the information presented on the application appear accurate (e.g. correct zoning, parcel size, etc.)?						
156-12 A	Form. The preliminary plat shall be clearly and legibly drawn. The plat shall be prepared on one or more sheets uniformly measuring either 18"X24" or 24"X36". Plats for subdivision of 10 acres or less shall be drawn at a scale of one inch equals 50 feet or less.						
156-12 B	Coverage. The preliminary plat shall include all the land owned, even though only a portion of the tract is to be initially developed and recorded.						
156-12 C	Evidence of ownership. The applicant shall submit a copy of the deed for the property, an option agreement, or other contract to purchase the property of a lease agreement for the property which includes authority to act on behalf of the landowner as evidence of ownership. If the applicant is not the landowner, the applicant shall submit written authorization from the landowner to act on behalf of the landowner in all matters relating to the application.						

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156-12 D	Content of preliminary plat. The preliminary plat shall consist of the following:						
156-12 D(1)	A cover sheet which shall include the following:						
156-12 D(1)(a)	A drawing block with:						
156-12 D(1)(a)[1]	The proposed name of the subdivision. The name shall not duplicate nor be the same in spelling nor be alike in pronunciation with any other recorded subdivision.						
156-12 D(1)(a)[2]	The location by municipality, county, and state, including the county-designated tax parcel number						
156-12 D(1)(a)[3]	The names, addresses, and phone numbers of the developer(s)/owner(s), the principal engineer and/or architect and/or surveyor.						
156-12 D(1)(a)[4]	The name, address, certification, and seal of the registered land surveyor, principal engineer, and/or architect and/or surveyor.						
156-12 D(1)(a)[5]	The North point, date, and graphic scale.						
156-12 D(1)(a)[6]	The date the plan was prepared, including all revision dates.						
156-12 D(1)(a)[7]	The assigned project number.						
156-12 D(1)(a)[8]	The zoning classification of the property.						
156-12 D(1)(b)	A vicinity map at a legible scale which shall include:						
156-12 D(1)(b)[1]	The identification of the tract proposed for development shown on a current Township road map.						
156-12 D(1)(b)[2]	The area within approximately 1/2 square mile of the proposed subdivision.						
156-12 D(1)(b)[3]	Indicate the site proposed for the development.						
156-12 D(1)(c)	An index of all plans and drawings in the plan set.						

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156-12 (D)(2)	Boundaries of the subdivision, indicated by heavy line, showing dimensions, bearings, and corners and the approximate acreage.						
156-12 (D)(3)	The location, widths, and names of all existing or recorded streets and roads touching the subdivision (unimproved roads shall be shown with dashed lines); existing utility rights-of-way, parks and public open spaces, easements and permanent buildings within or adjacent to the tract or within such close proximity of the tract as to affect the design of the subdivision and other similar essential features of the tract.						
156-12 (D)(4)	The approximate location of existing sanitary sewers, water mains, storm drains, electric power, transmission structures, gas distribution mains, or other underground items within the tracts or immediately adjacent thereto, with directions of flow and pressure indicated.						
156-12 (D)(5)	One Call warning notice, as required by Act 38 of 1991.						
156-12 (D)(6)	The names of abutting subdivisions and owners of contiguous property, together with all boundaries thereof which intersect the boundaries of the subdivision.						
156-12 (D)(7)	Existing contours, at intervals of five feet where the slope is greater than 10% and at intervals of two feet where the slope is less than 10%. Elevations are to be based on sea level datum. Reference benchmarks used shall be indicated.						

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156-12 (D)(8)	The layout of streets, including proposed names and widths of proposed streets, and widths of proposed alleys, crosswalks, and easements. Names of streets which are not the continuation of existing streets shall not duplicate nor closely approximate phonetically the names of other streets located in the Township and abutting municipalities.						
156-12 (D)(9)	The proposed layout, numbering, scaled dimensions, and exact area of lots in square feet. When lots are located on a curve or when side lot lines are not parallel, the width of the lot at the building line shall be shown.						
156-12 (D)(10)	Parcels of land intended to be dedicated or reserved for public use or to be reserved by covenant for residents inhabiting the subdivision, including the parcel area in square feet.						
156-12 (D)(11)	Approximate final grade of all streets, expressed in percentage form.						
156-12 (D)(12)	Evidence of compliance with Chapter 144, Stormwater Management, of the Penn Township Code, as amended.						
156-12 (D)(13)	Plans for erosion and sedimentation control in compliance with Chapter 102 of the Pennsylvania Code, as now or hereinafter amended.						
156-12 (D)(14)	Identification of flood-prone areas and wetlands.						
156-12 (D)(15)	Building lines.						

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156-12 (D)(16)	In case the plat includes only part of the tract owned by the applicant or landowner, the remainder or as much thereof as the Board, based on the recommendation of the Planning and Zoning Commission, may consider necessary to ensure a satisfactory layout for the portion to be subdivided shall be shown with a future street layout indicated by dashed lines.						
156-12 (D)(17)	Evidence of compliance with Chapter 105, Land Disturbance Activity, of the Penn Township Code, as amended.						
156-12 (D)(18)	A resource protection inventory and natural features plan which shall include the following:						
156-12 (D)(18)(a)	A percentage of existing slopes within the tract and 100 feet immediately adjacent to the parcel proposed for development, shown as a grade percentage and ratio (example: 25% slope, slope 4:1). The areas shown as polygons of all existing slopes from 25% to 40% and existing slopes that exceed 40%.						
156-12 (D)(18)(b)	The areas subject to periodic overflow of flood or stormwaters.						
156-12 (D)(18)(c)	The areas which have been the subject of commercial forestry operations within the last five-year period.						
156-12 (D)(18)(d)	A plan for mitigation and minimization of the disturbance to the natural resources on the site and providing detail of any required or proposed vegetation for the site.						
156-12 (D)(18)(e)	A landscape plan in accordance with Chapter 190, Zoning, of the Penn Township Code.						

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156-12 (E)	Supplementary information. The following supplementary information shall be included:						
156-12 (E)(1)	A detailed environmental impact statement, required for all subdivisions and land developments except for minor subdivisions, as defined herein, when the minor subdivision is proposed for single-family dwellings only. The environmental impact statement shall address the following:						
156-12 (E)(1)(a)	A statement of the proposed use of the property, the proposed intensity of development and its impact on municipal services and facilities.						
156-12 (E)(1)(b)	A statement of the impact of the proposed development on adjoining properties in terms of compatibility of land use, visual impact, character of the neighborhood, and future development potential.						
156-12 (E)(1)(c)	Identification of environmental features on the site which should be preserved or which present development constraints on the site, including but not limited to topography, streams, wetlands, slide-prone soils, undermined areas, significant vegetation, and similar features.						
156-12 (E)(1)(d)	Traffic report.						
156-12 (E)(1)(d)[1]	A report showing the traffic impact of the proposed development on adjacent streets which details the nature and extent of the trip generation expected from the proposed development based on the ratios contained in the current edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual.						

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156-12 (E)(1)(d)[2]	For all plans which propose 50 or more dwelling units or 50,000 or more total square feet of gross floor area of a building or buildings, the traffic report shall be prepared by a qualified traffic engineer based on the ratios and methodology contained in the current edition of the Manuals of the Institute of Transportation Engineers (ITE). The report shall include current and projected volumes and levels of service for all streets and intersections within 2,000 feet of the site of the proposed development and shall address any recommendation for improvements to streets and/or traffic control devices within the site or immediately adjacent to the site. [Amended 5-22-2001 by Ord. No. 739]						
156-12 (E)(2)	Proposed covenants and restrictions, if any.						
156-12 (E)(3)	Evidence of a source of water supply and an indication of the adequacy of the pressure and volume of water supply for the intended use.						
156-12 (E)(3)(a)	If water is to be provided from a source other than private wells owned and maintained by individual owners of lots, evidence shall be submitted that the subdivision or land development is to be supplied by a certificated public utility, a bona fide cooperative association of lot owners or a municipal corporation, authority, or utility. A copy of a certificate of public convenience from the Pennsylvania Public Utility Commission or an application for such certificate, a cooperative agreement, or a commitment or agreement to serve the area in question, whichever is appropriate, shall be acceptable evidence.						

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156-12 (E)(3)(b)	In cases where it is determined that a public water system is not within a reasonable distance of the proposed subdivision or that the extension of an existing system to the proposed subdivision is not feasible, the applicant shall supply acceptable evidence of the availability of other water resources. The applicant may be required to make one or more test wells in the area to be platted if such evidence is deemed not acceptable.						
156-12 (E)(3)(c)	Copies of well logs which are obtained shall include the name and address of the well driller and shall be submitted with the plat to the Commission.						
156-12 (E)(3)(d)	If a private on-lot well is proposed as the source of water supply, a notation shall be placed on the plat identifying the lots which are served by private on-lot wells.						
156-12 (E)(4)	Statement outlining the method to be used and provisions to be made for drainage and flood control in compliance with Chapter 86, Floodplain Management, of the Penn Township Code, as amended.						

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156-12 (E)(5)	A report on sewage, to be prepared by a registered engineer, including the following:						
156-12 (E)(5)(a)	A report on the feasibility of connecting to an existing sewerage system shall be made. This study shall include the distance from the nearest public sewer and the capacity of the existing system intended to handle the additional sewage load. This study shall include conveyance and treatment capacities by way of a full routing study from the proposed point of origin to termination at the treatment facility. An exception to the requirement for the routing study shall be made for those plans which meet the requirements of the PA DEP for filing Form 3.z, Sewage Collection and Treatment Facilities for Minor Subdivisions, for projects of 10 acres or less which propose connection to municipal collection, conveyance, and treatment facilities that are in compliance with Chapter 94 of the Pennsylvania Code, Municipal Waste Management Regulations. If connection to an existing sewerage system is feasible, the applicant shall submit, through the Township, the necessary planning modules for the proposed subdivision or land development to the PA DEP; or						
156-12 (E)(5)(b)	If connection to an existing sewerage system is not deemed to be feasible, the feasibility of constructing a separate sewerage system and treatment works shall be investigated. This study shall give the location of the treatment works, receiving stream, type of plant, degree of treatment, and design population.						

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156-12 (E)(5)(c)	In all events, the applicant shall provide to the Township all appropriate planning modules as required by the Pennsylvania DEP rules and regulations. The applicant shall further assure to the Township that the applicant has complied with all requirements of Chapters 71, 72, and 73 of Title 25 of the Pennsylvania Code, as amended.						
156-12 (E)(6)	If a request for a zoning change is contemplated by the applicant, the proposed change should be outlined.						
156-12 (E)(7)	The application filing fee required by §156-40 of the Penn Township Code shall be tendered to the Township.						
156-12 (E)(8)	The review fee required by §156-40B. [Amended 11-24-1997 by Ord. No. 689]						
General Item	Would the proposed subdivision violate any of the development standards listed in Table 1 of Chapter 190, Zoning, of the Penn Township Code?						
General Item	If the existing use of the land is a Special Exception or Conditional Use for the zone (as listed in Chapter 190, Zoning, of the Penn Township Code), would any conditions of approval for such use be violated by the proposed subdivision?						
Reviewer's Additional Comments, Questions, or Concerns							