

PENN TOWNSHIP SUBDIVISION REVIEW CHECKLIST MINOR SUBDIVISIONS

Note: §156-10 of the Penn Township Code defines a Minor Subdivision as: "A subdivision containing no more than six lots, tracts, or parcels proposed for the construction of either single-family dwellings or two-family dwellings or for the transfer of property between lots which contain existing single-family dwellings or two-family dwellings, all of which have frontage on an improved public street, not involving any new public street or road or the extension of municipal facilities or the creation of any public improvements and not adversely affecting the remainder of the parcel or adjoining property and not in conflict with any provision of Chapter 190, Zoning, or these regulations."

Name of Subdivision Plan: _____
 Subdivision: _____
 Reviewed by: _____

Application Deemed Complete: _____
 Date of Review: _____

Application Received by EADS: _____
 Review Date: _____
 Acknowledged: _____

Developer's Contact Person: _____
 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.)?						
General Item	Does the subdivision meet the requirements for a minor subdivision as described above?						
156-17 A(1)	The proposed plat shall be drawn at a scale of 100 feet to the inch or greater.						
156-17 A(2)	The proposed plat shall be legibly drawn on linen or comparable permanent material of the size 18"X24" or 24"X36".						
156-17 A(3)	The plat shall show or be accompanied by the following:						
156-17 A(3)(a)	A description of covenants, if any.						
156-17 A(3)(b)	Title to include:						
156-17 A(3)(b)[1]	The location by municipality, county, and state, including the county-designated tax parcel number.						
156-17 A(3)(b)[2]	The names and addresses of the owner or owners.						
156-17 A(3)(b)[3]	The name of the registered engineer or surveyor who surveyed the property and/or prepared the plat.						
156-17 A(3)(b)[4]	The North point, date, and graphic scale.						

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156-17 A(3)(b)[5]	A vicinity sketch at a legible scale to show the relationship of the subdivision or land development to its general surroundings.						
156-17 A(3)(c)	Proposed use of the land shall be shown on the application.						
156-17 A(3)(d)	Lot lines, dimensions, and land area of proposed lots; also, the area remaining in the original parcel.						
156-17 A(3)(e)	Existing and proposed streets, alleys, and/or easements on or adjacent to the tract.						
156-17 A(3)(f)	Public utilities capable of servicing all lots in the plan (if public sewers and water sources and sewage disposal systems should be indicated).						
156-17 A(3)(g)	A statement by the owner dedicating streets and rights-of-way for public use.						
156-17 A(3)(h)	The names of abutting property owners.						
156-17 A(3)(i)[1]	The following additional data shall be submitted upon request by the Planning and Zoning Commission or the Board: Subsurface and drainage conditions of the tract and provisions for stormwater management in compliance with Chapter 144, Stormwater Management, as amended.						
156-17 A(3)(i)[2]	The following additional data shall be submitted upon request by the Planning and Zoning Commission or the Board: Any other data pertinent to the plat.						
156-17 A(3)(j)	Any adjacent land under option by the applicant must be illustrated on the plat.						
156-17 A(3)(k)	The application filing fee required by §156-40 shall be tendered to the Township.						
156-17 A(3)(l)	The zoning district classification at the time of application approval shall be shown on the plat.						

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156-17 A(3)(m)	Front building lines and lot width at the building line, shown graphically with dimensions on the final plat.						
156-17 A(3)(n)	Evidence of compliance with the Pennsylvania Sewage Facilities Act.						
156-17 A(3)(o)	If applicable, a notation on the plat that access to a state highway shall only be authorized by a highway occupancy permit issued by PennDOT under Section 420 of the State Highway Law (Act of June 1, 1945, P.L. 1242, No. 428).						
156-17 A(3)(p)	The review fee required by §156-40B.						
156-17 A(3)(q)	Easements for utilities and limitations on such easements. In the event a lot is encumbered by an easement or right-of-way, which is not within the minimum set back requirements as established by Table 1 (Development Standards) of the Zoning Ordinance of the Township of Penn, the site map and subdivision plan shall conspicuously contain the following notation: Notice to all Purchasers: Lot(s) Numbered ___ are encumbered by an easement or right-of-way which may reduce the net buildable area of the lot. Further, additions or new construction on the lot(s) may be limited by the easement or right-of-way.						
156-17 B	Preliminary and final plat approval shall be combined for minor subdivisions as defined by this chapter, and the procedure for the combined approval shall follow the requirements specified in §§ 156-13 and 156-16 governing final plat approval and recording of final plat.						

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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							