

ARTICLE III

OVERVIEW OF GENERAL PROCEDURES

301. PURPOSE. This Article provides an overview of the general procedure for the Borough review of proposed subdivisions and land developments (Section 302) and of the general procedures for submitting plans to the Borough (Section 303). This Article is intended to be instructional and exemplary only and does not set forth mandatory requirements which are binding on the Borough or an Applicant. See the actual provisions of the other Articles of this Ordinance. Two flowcharts are included at the end of this Article to show the general subdivision process for Major and Minor Subdivisions.

302. GENERAL PROCEDURE FOR SUBDIVISIONS AND LAND DEVELOPMENTS.

A. Review and Approval Stages.

1. Three types of plan submission are included in the procedure for filing and approval of subdivision and land development plans: Sketch, Preliminary, and Final.
2. The table below outlines the stages for the different types of proposed subdivision or land development.

Stage	Subdivision Ordinance Article	Type of Proposed Subdivision or Land Development*		
		Land Development	Major Subdivision	Minor Subdivision or Lot Line Adjustment
Sketch Plan	IV	Recommended	Recommended	Recommended
Preliminary Plan	V	Required***	Required	Not Required
Final Plan	VI	Required	Required	Required**
Guarantee of Improvements Installation	VIII	Required	Required	Required
Recording of Final Plan	IX	Required	Required	Required

*See definitions in Article II.

**See Article VII for Minor Subdivision Final Plan filing and review requirements. See Section 705 for submission requirements for a boundary line adjustment.

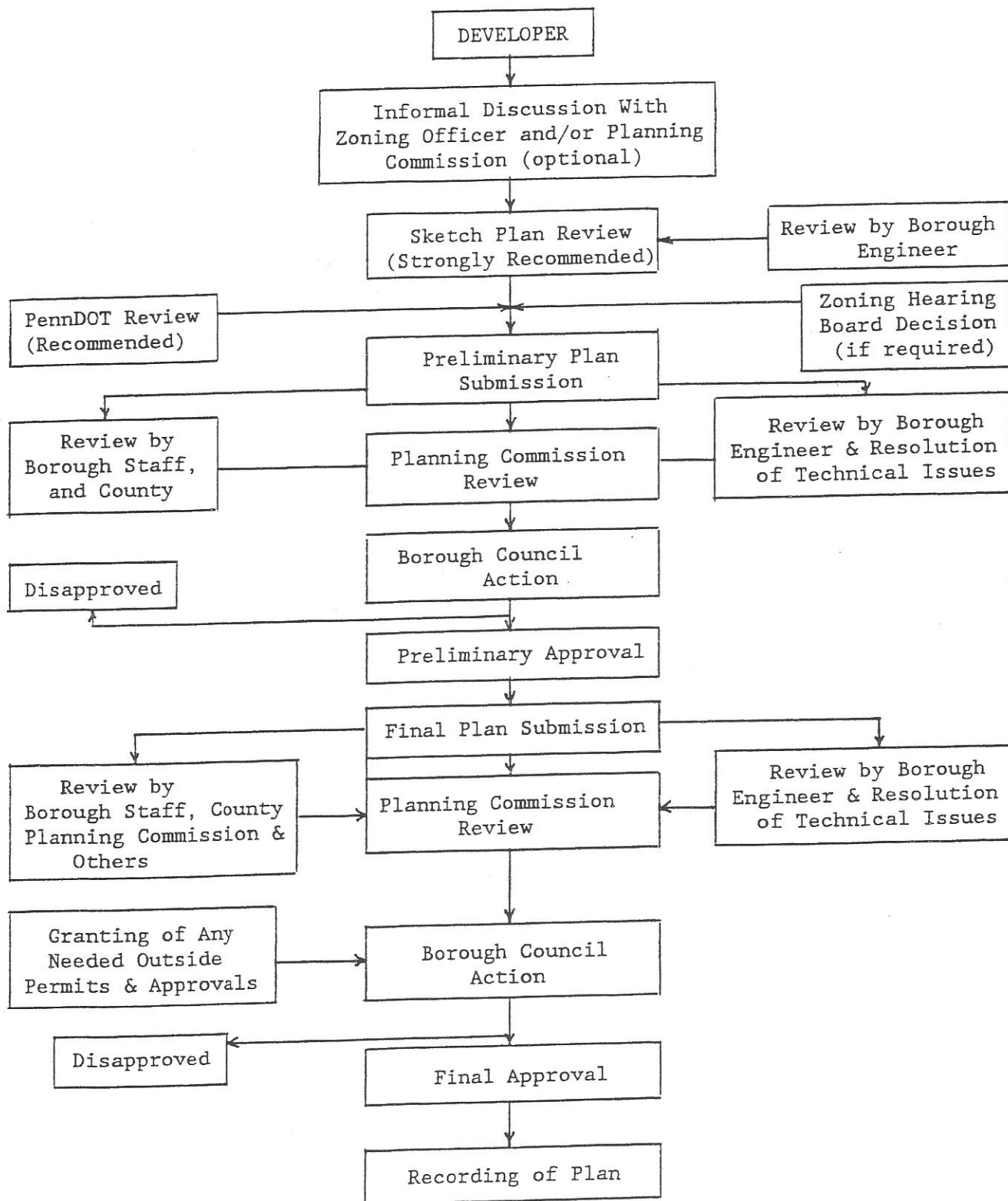
***A land development that only involves a single principal non-residential use and/or up to 3 dwelling units shall only be required to submit a final plan and not a preliminary plan.

- B. Sketch Plan. While a Sketch Plan is not required, it is strongly recommended that it be filed to allow the Applicant to consult early and informally with the Planning Commission before preparing a Preliminary Plan. This will often avoid expensive redesign and delay to the applicant.
- C. Preliminary Plan. Preliminary plans are required to be submitted for any major subdivision and for certain land developments, as described above.
- D. Final Plan. After approval of the Preliminary Plan of a major subdivision or most land developments, the Applicant files a Final Plan. A final plan shall be officially recorded by the County prior to the sale of any lots within a subdivision or the construction of any building.
- E. Guarantee of Improvements Installation. Where improvements are required by this Ordinance, in the most cases the Borough will require the Applicant to enter into a development agreement and to post financial security acceptable to the Borough in an amount sufficient to cover the costs of any improvements which may be required. See Article VIII.

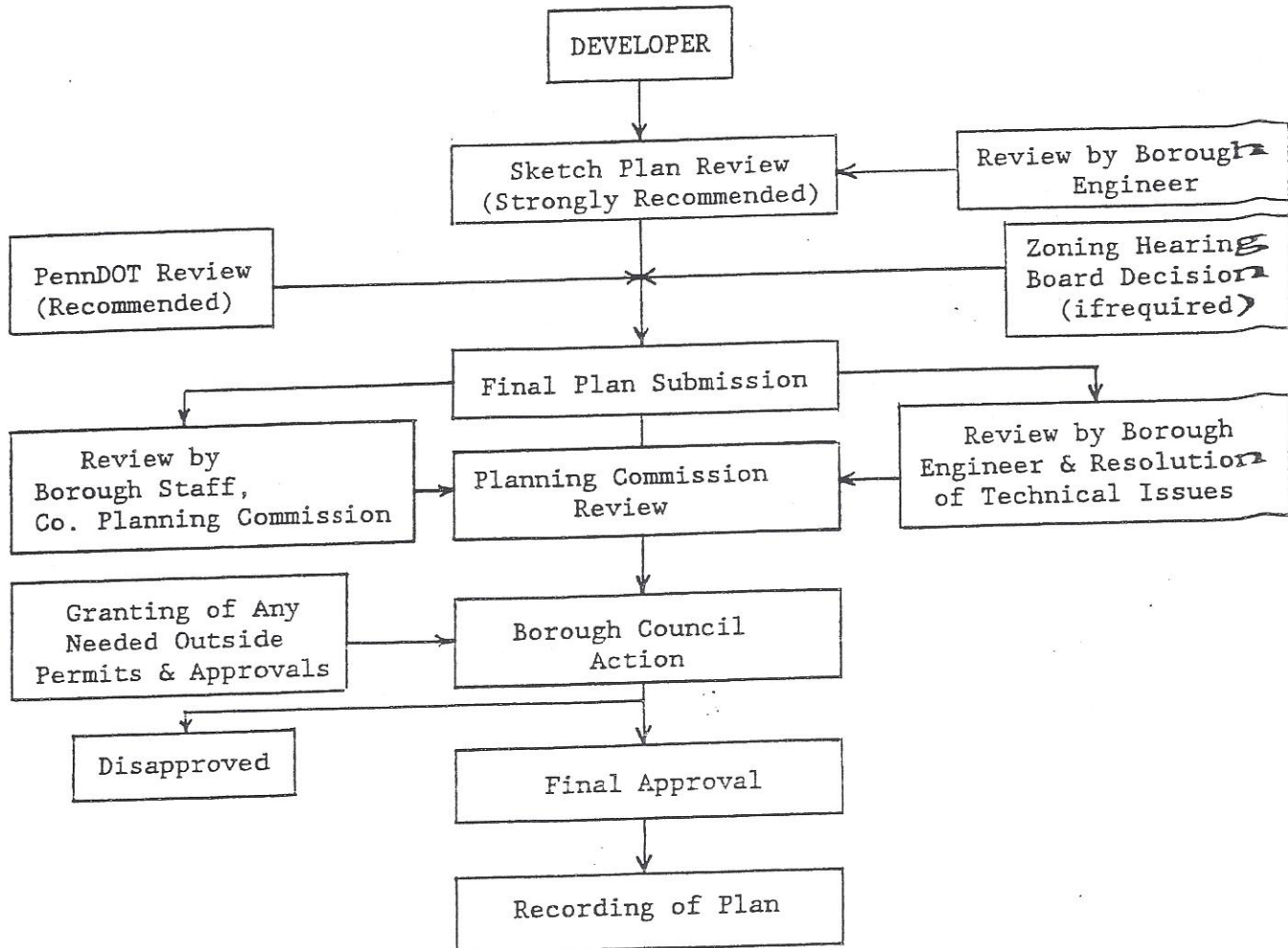
303. GENERAL PLAN SUBMISSION PROCEDURES.

- A. Submission. Sketch, Preliminary and Final Plans are required to be submitted to the Borough Staff by delivery by person.
- B. Receipt by Commission. The Planning Commission shall have the authority to recommend rejection by the Borough Council or to table an application that the Commission determines is significantly incomplete.
- C. Attendance. The Applicant or his/her duly authorized representative should endeavor to attend the Commission meeting to discuss the filed plans. The Commission may request such attendance. If the applicant fails to appear when so requested at a meeting where the plans will be considered, it may result in plan disapproval, if the Borough determines that it resulted in insufficient information to render a decision.
- D. Action by the Commission and the Borough Council. Within 90 days following the date of the regular meeting of the Commission, but not including a workshop meeting, next following the date the Application is properly filed, the Commission shall make a recommendation to the Borough Council, and the Borough Council shall act to approve, conditionally approve or disapprove the plan, unless an extension is granted by the applicant.

GENERALIZED PROCESS FOR A MAJOR SUBDIVISION OR LAND DEVELOPMENT



GENERALIZED PROCESS FOR A MINOR SUBDIVISION OR LAND DEVELOPMENT



ARTICLE IV

SKETCH PLAN

401. PRE-PLAN CONSULTATION. Prior to submission of a Sketch Plan, applicants for larger developments are encouraged to informally discuss their intent with the Zoning Officer and/or other appropriate Borough Staff.
402. SKETCH PLAN SUBMISSION REQUIREMENTS. Prior to the submission of a Preliminary Plan, applicants are very strongly encouraged to submit a Sketch Plan. A Sketch Plan Review often allows an applicant to save substantial time and engineering costs, because many concerns about layout and issues concerning Borough Ordinances can be resolved prior to detailed engineering, thereby reducing the need for future redesign at a more detailed stage. When submitted, Sketch Plans shall include the following information:
- A. Submission Requirement. If submitted, 10 print copies of the Sketch Plan and the accompanying application shall be submitted to the Borough Staff at least 21 calendar days prior to a regular Borough Planning Commission meeting in accordance with the provisions of this Article, except that a sketch plan for a minor subdivision or a lot line adjustment shall be submitted at least 10 calendar days prior to such meeting.
 - B. Drawing Requirements. The Sketch Plan shall be drafted to scale and is recommended to include the following as applicable:
 - 1. Property boundaries.
 - 2. Significant topographic and physical features (such as quarries, waterways and steep slopes).
 - 3. Proposed lot and street layout with approximate areas of lots.
 - 4. Site data including:
 - a. Acres of entire tract
 - b. Number of lots and types of dwelling units (if residential)
 - c. Zoning District and major applicable lot area and setback requirements
 - 5. Approximate north point and scale and preliminary name of project (may be owner's name).
 - 6. Approximate proposed locations of any nonresidential buildings (if known) and proposed types of any nonresidential uses.
 - 7. A location map showing the general location of the project in relation to nearby streets (may be a photocopy of a USGS, Borough base map or commercial map, with the site highlighted).

8. Approximate location of any area within the 100-Year floodplain (from Federal Insurance Administration map).
9. Tentative approximate locations of any storm water detention basins and any major stormwater drainage channels.
10. For residential developments, whether the applicant proposes to dedicate common open space or fees-in-lieu of land, if required.
11. Note stating general methods of providing water and sewer service, including sufficient information to show general feasibility of any proposed non-public central sewer service.
12. Names of any adjacent non-residential uses, and any zoning district boundaries in the area.
13. Name and address of person responsible for the preparation of the plan and the date of preparation.
14. Approximate general locations of possible wetlands (may be "hydric soil" locations from the County Soil Survey).

403. SKETCH PLAN REVIEW PROCEDURES.

- A. No official action shall be taken on a sketch plan. The Borough shall not be bound by comments made or not made as part of a sketch plan review.
- B. The Borough shall distribute copies of the sketch plan to the Borough Engineer, the relevant Borough staffperson and the Planning Commission for reviews.
- C. The sketch plan should be reviewed by the Planning Commission, Borough Engineer and Borough Council, with any comments reported to the applicant or his/her representative.
- D. Joint Planning Commission Review. If a subdivision or land development would be expected to have regional impact, one copy of the sketch plan should be submitted to the Joint Planning Commission for an informal review.

ARTICLE V

PRELIMINARY PLAN

501. PURPOSE. A Preliminary Plan is intended to establish the overall development scheme to minimize the need for any revisions of Final Plans.

502. SUBMISSION AND REVIEW PROCEDURE.

A. Preliminary Plan Submission Required.

1. A Preliminary Plan Submission for a Major Subdivision or Land Development meeting all of the requirements of this Article shall be filed by the Applicant and reviewed in accordance with the provisions of this Article. Only a final plan and not a preliminary plan is required for a land development of only 1 principal non-residential use and/or a maximum of 3 dwelling units.
2. A Preliminary Plan Submission is not required for:
 - a. a Minor Subdivision or
 - b. a submission that only involves a Lot Line Adjustment (see Article VII) or
 - c. a land development of only 1 principal non-residential use and/or a maximum of 3 dwelling units.

B. Required Submission.

1. The Applicant shall file with the Staff at least 21 calendar days prior to a regular Planning Commission meeting (not including a workshop meeting):
 - a. the required fees and
 - b. the required submission materials required under Section 503.
2. The Staff shall retain at least one set of all materials in the Borough files and shall forward plans to the following agencies to seek their comments prior to Preliminary Plan Approval:
 - a. Sewer Authority or Sewage Enforcement Officer (if applicable),
 - b. Borough Fire Chief (layout and utility plan if deemed appropriate by the Borough staff or Planning Commission) and
 - c. Borough Engineer, with the plans provided prior to the next regularly scheduled Planning Commission meeting,
 - d. the Borough Planning Commission (including 7 copies of the application form, at least 1 copy of the Preliminary Plan checklist, several copies of the Preliminary Plan and at least 1 copy of the supporting documents), with such information provided at or prior to the first regularly scheduled Planning Commission meeting after a proper submission.

3. Applicant's Distribution. The applicant is fully responsible for the following:

- a. Contacting the appropriate utility companies, as appropriate, including the water supplier.
- b. Applying for a PennDOT highway occupancy permit if one is required for vehicle access; granting of any such needed permit shall be a condition of any preliminary approval under this Ordinance.
- c. Determining whether any permits or approvals are needed from any agency outside of the Borough, including DER (including any obstruction to a waterway or any stream crossing) and the Army Corps of Engineers (including determining whether any "wetland" will be disturbed).
- d. Providing a copy of the sedimentation and erosion control plans to the County Conservation District, together with their required review fees, if any earth disturbance is proposed.
- e. If any portion of a major subdivision or land development: 1) would occur within 200 feet of the boundary of another municipality or b) would clearly have a regional impact upon a municipality, as determined by the Planning Commission, then the applicant shall provide a copy of the layout plan to the secretary of that municipality for an advisory review.
- f. Providing a copy of the plans to the Joint Planning Commission, with the JPC's required review fees.

4. a. Each Preliminary Plan and supporting documentation:
 - (1) shall provide the information required by Sections 503 and 504, and
 - (2) should seek to incorporate recommendations made by the Planning Commission, Borough Council and the Borough Engineer during the Sketch Plan review.
- b. All sheets should be folded to approximately 9"x12" size so that the title of the sheet faces out.

5. Colored Layout Plan. It is recommended that the applicant provide at least 1 copy of the layout plan that is lightly colored in such a way that it will allow clearer understanding by the general public at public meetings.

C. Determination of Completeness of the Submission.

1. Based upon the initial review of the Borough Staff and/or the Borough Engineer, the Commission shall have authority, at its first regularly scheduled meeting after the Submission is filed in a timely fashion, to determine that a submission is significantly incomplete and therefore to refuse to review the submission further and to do one of the following:
 - a. Not accept the Submission, indicating the deficiencies, and return the fee (minus the costs of any Borough review) to the Applicant.
 - b. Accept the Submission as being filed for review on the condition that the Applicant shall file such additional required materials and information to the Staff or appropriate agency or person within a certain number of days from the date of such acceptance.
 - c. Postpone the acceptance of the submission until the next Planning Commission meeting after the applicant has met all of the submittal requirements and has filed such materials within the required time period prior to the meeting. The 90 day time limit for action shall not begin until the plan is accepted as complete.
 - d. Recommend that the Plan be rejected by the Borough Council for just cause.
2. If the Commission determines that the Submission is significantly complete, as filed and as required, the Commission shall accept the plans and may begin its review.
3. Zoning Variances. An application under the Subdivision and Land Development Ordinance shall not be considered to be complete if one or more zoning variances will be required for the subdivision or land development to legally occur as submitted, until such time as the needed zoning variances have been granted.

D. Review by Borough Engineer.

1. Within 45 days from the date the plans are duly submitted for review (unless granted an extension by the Commission or unless the plans are significantly incomplete), the Borough Engineer should review the engineering considerations of the Preliminary Plan and prepare an initial report on such considerations to the Commission.

2. The Borough Engineer may make additional reports and recommendations to the Commission and the Borough Council during review of the plan. Matters that should be dealt with directly by the Planning Commission and/or the Borough Council should be listed separately from technical engineering considerations.
 3. The Applicant and/or his/her plan preparer shall make reasonable efforts to resolve technical engineering considerations outside of and prior to Planning Commission meetings. The Borough Engineer may require the applicant or his/her plan preparer to meet for this purpose.
 4. A copy of any findings of the Borough Engineer should be sent or handed in person to the applicant or his/her representative.
- E. Review by Commission. The Planning Commission shall accomplish the following within the time limitations of the State Planning Code (unless the applicant grants a written time extension), while allowing a sufficient number of days within this deadline for a decision by the Borough Council.
1. Review all applicable reports received from any official reviewing agencies;
 2. Determine whether the Preliminary Plan Submission meets the requirements of this Ordinance and other applicable ordinances;
 3. Review the Preliminary Plan Submission with the Applicant or his/her representative (if present) and recommend any needed revisions so that the Submission will comply with this Ordinance or that would generally improve the plan;
 4. Recommend approval, conditional approval, or disapproval of the Preliminary Plan Submission in a written letter to the Borough Council that specifies any recommended conditions for approval, identifies defects found in the application and/or describes requirements which have not been met. If the plan is recommended for disapproval, the letter shall cite the provisions of the ordinance relied upon.
- F. Review by Borough Council. Based upon the report of the Planning Commission and any reports received from official reviewing agencies, the Borough Council shall:
1. Determine whether the Preliminary Plan Submission meets the requirements of this Ordinance and other ordinances;
 2. Approve or reject the Preliminary Plan Submission within the time required by the State Municipalities Planning Code. (As of 1991, this law requires:

- 1) the Borough Council to act not later than 90 days following the date of the first regular meeting of the Commission held after it has been properly filed for review; but in no case shall the Borough Council' decision be made later than 120 days following the date the submission was accepted as being filed for review, unless the Applicant grants a written extension of time; and
- 2) that no subdivision or land development shall be granted final approval until a report is received from the Joint Planning Commission or until the expiration of 30 days from the date the application was forwarded to the Joint Planning Commission.)

G. Decision by Borough Council.

1. The decision of the Borough Council shall be in writing. The decision shall be communicated to the Applicant or his/her representative personally or by mail at his/her last known address not later than 15 days following the decision.
2. Approval of the Preliminary Plan Submission shall constitute conditional approval of the subdivision or land development as to the character and intensity, but shall not constitute approval of the Final Plan or authorize the sale of portions of the development or construction of buildings.
3. If the Preliminary Plan Submission is disapproved, the decision shall specify defects found in the Submission and describe requirements which have not been met, citing the provisions of the statute or ordinance relied upon in each case.

- H. Final Plan Submission Deadline. An applicant shall file a Final Plan within 5 years from the date of the approval of the Preliminary Plan by the Borough Council, unless an extension in writing has been granted by the Borough Council. Failure to comply with this requirement shall render the Preliminary Plan null and void, and a new Preliminary Plan shall be submitted.

503. PRELIMINARY PLAN REQUIREMENTS.

- A. All of the following information and materials listed in this section are required as part of all preliminary plans for: 1) a land development of more than 1 principal non-residential use or of more than 3 dwelling units and 2) for any major subdivision. This list of requirements shall serve both to: 1) establish the requirements, and 2) as a checklist for the applicant and the Borough to ensure completeness of submissions. The applicant shall submit completed photocopies of this section as part of the application.
- B. The required information listed in this Section may be combined or separated onto different sheets, provided that the plans will be clearly readable.

Section 503.C.
TATAMY BOROUGH
PRELIMINARY PLAN FOR MAJOR SUBDIVISION OR LAND DEVELOPMENT**
CHECKLIST AND LIST OF SUBMITTAL REQUIREMENTS

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone No.: _____

Applicant's Signature: _____ Date: _____

*Insert "NA" in the "Not Submitted" column if not applicable. Insert "W" in the "Not Submitted" column if a waiver is requested from the requirement.

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A. GENERAL SUBMISSION ITEMS: Note- The Borough may require the Applicant to file additional copies.

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|-------|-------|--|
| _____ | _____ | 1. Borough application/review fee(s)/escrow |
| _____ | _____ | 2. 2 copies of the Completed Application (see Appendix A) |
| _____ | _____ | 3. 2 copies of the Preliminary Plan Checklist (using the photocopies of the pages in this Section) |
| _____ | _____ | 4. 10 print copies of the complete Preliminary Plans |
| _____ | _____ | 5. 2 print copies of only the Layout Plans |
| _____ | _____ | 6. 3 sets of Supportive Documents |
| _____ | _____ | 7. A copy of a receipt from the JPC showing that the plan and review fees have been provided to them for their review |
| _____ | _____ | 8. A copy of a receipt from the County Conservation District showing that the Sedimentation and Erosion Control Plan and review fees have been provided to them for their review if applicable |

B. DRAFTING REQUIREMENTS: All information shall be legibly and accurately presented.

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| _____ | _____ | 1. Plans prepared on a standard sized sheet (such as 18"x24", 24"x36", 30"x42" or 36"x48") |
| _____ | _____ | 2. Plans drawn to scale of 1 inch = 50 feet or other scale preapproved by the Borough Engineer or Borough Staff |
| _____ | _____ | 3. All dimensions set in feet and decimal parts thereof, and bearings in degrees, minutes and seconds. |
| _____ | _____ | 4. Differentiation between existing and proposed features |
| _____ | _____ | 5. Boundary line of the tract, shown as a heavy line |

** Land developments involving only a single non-residential principal use or a maximum of 3 dwelling units are only required to submit a Final Plan (See Article VI).

*Insert "NA" in the "Not Submitted" column if not applicable. Insert "W" in the "Not Submitted" column if a waiver is requested from the requirement.

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| _____ | _____ | 6. If layout plans involve 2 or more sheets, a map of the layout of the entire project at an appropriate scale on one sheet, and a key map showing how the sheets connect. |
| _____ | _____ | 7. If the tract(s) crosses a municipal boundary, a map showing both the portions in Tatamy Borough and the other municipality, in sufficient detail for the Borough to determine how the parts will interrelate. |
| _____ | _____ | 8. Required profiles shown at a scale of 1"=50' horizontal and 1"=5' vertical, or other scale preapproved by the Borough Engineer |
| _____ | _____ | 9. All sheets numbered and listed on one page. |
| _____ | _____ | 10. Words "Preliminary Plan" and sheet title (such as "Layout Plan") on each sheet |

C. GENERAL INFORMATION:

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Name of project on each sheet |
| _____ | _____ | 2. Name of landowner and developer, with addresses |
| _____ | _____ | 3. Names of adjacent property owners, including those across adjacent streets and alleys |
| _____ | _____ | 4. Approximate locations of lot lines, buildings, common open spaces, detention basins or drainage channels existing or approved within 100 feet of the boundaries of the proposed project |
| _____ | _____ | 5. Notarized Owners Statement - see Appendix C |
| _____ | _____ | 6. Surveyor and plan preparer's statement (See Appendix C) |
| _____ | _____ | 7. Approval/review signature blocks for: Borough Council, Borough Planning Commission and Joint Planning Commission (see Appendix C) |
| _____ | _____ | 8. Location map at a standard scale (preferably 1"= 2000' or 1"= 800') showing the location of the project in relation to the following features within 1000 feet of the boundaries of the tract: existing and proposed streets, waterways, zoning district boundaries, and municipal boundaries |
| _____ | _____ | 9. North arrow, graphic scale, written scale |
| _____ | _____ | 10. Date of plan and all subsequent revision dates (especially noting if is revision of a previously approved plan) with space for future revision dates |
| _____ | _____ | 11. Deed Book volume and page number from County records |
| _____ | _____ | 12. Tax map number and block and lot for the tract being subdivided |

D. NATURAL FEATURES:

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|-------|-------|--|
| _____ | _____ | 1. Existing contour lines shown at the same scale as the layout plan as follows: |
|-------|-------|--|

* Insert "NA" in the "Not Submitted" column if not applicable. Insert "W" the "Not Submitted" column if a waiver is requested from the requirement.

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a. shall be based on a field survey or photogrametric procedure that was completed at a scale of 1"= 100' or larger. Contours shall be based upon U.S.G.S. datum.

b. The contour interval shall be sufficient to determine compliance with Borough ordinances. An interval of 2 feet for slopes of less than 15% and 5 feet for slopes of 15% or greater is generally recommended.

c. Note- Contours are not required to be shown within areas of lots of 10 acres or more that are clearly not intended to be altered as a result of this proposed subdivision or land development

2. Identification of any slopes of 15 to 25 percent, and greater than 25 percent (by method such as shading)

3. Areas with hydric soils (see County Soil Survey), with a notation that there are none if that is the case

4. Watercourses (with any name), natural springs, lakes and wetlands. Detailed delineations of wetlands are not required if there is clearly no alteration proposed of any areas that could be reasonably suspected of being wetlands. Note- any wetlands shall be delineated by a qualified professional prior to preliminary plan approval, however the applicant is not required to have received all required Federal and State permits prior to preliminary plan approval.

5. Rock outcrops, stone fields and sinkholes

6. Location of any areas within the 100 year floodplain (with differentiation between floodway and floodfringe if available from official Federal floodplain maps)

7. Locations and names of all soil types, with identification according to the County Soil Survey or more detailed professional study of those that are alluvial, have a depth to bedrock of less than 3 feet or a seasonally high water table of less than 3 feet.

E. MAN-MADE FEATURES:

1. Existing and proposed lot lines

a. The boundaries of lots (other than a residual lot of at least 10 acres) shall be determined by accurate field survey, closed with an error not to exceed 1 in 10,000 and balanced.

b. The boundaries of any residual tract which is greater than 10 acres may be determined by deed.

2. Location of existing monuments

* Insert "NA" in the "Not Submitted" column if not applicable. Insert "W" the "Not Submitted" column if a waiver is requested from the requirement.

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| _____ | _____ | 3. Sufficient bearings, lengths of lines, radii, arc lengths, street widths, right-of-way and easement widths of all lots, streets, rights-of-way, easements and community or public areas to accurately and completely reproduce each and every course on the ground. |
| _____ | _____ | 4. Buildings estimated to be 80 years or older that would be adversely impacted by the project, with name and description |
| _____ | _____ | 5. Existing and proposed utility easements and restrictive covenants and easements for purposes which might affect development, and stating which easements and rights-of-ways proposed for dedication to the Borough |
| _____ | _____ | 6. Existing building locations and land uses |
| _____ | _____ | 7. Overhead electrical high-voltage lines and rights-of-ways/easements |
| _____ | _____ | 8. Any other significant man-made features |

F. ZONING REQUIREMENTS:

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|-------|-------|--|
| _____ | _____ | 1. Applicable zoning district and required minimum lot area |
| _____ | _____ | 2. Minimum setback requirements shown for each lot |
| _____ | _____ | 3. Area and location of any proposed common open space |
| _____ | _____ | 4. If any common open space proposed: method of ownership and entity proposed to be responsible for maintenance |
| _____ | _____ | 5. If any common open space proposed: description of intended purposes, proposed improvements (such as rough grading) and any proposed recreation facilities |
| _____ | _____ | 6. Statement of type of water and sewer service proposed (such as "municipal water and municipal sewer") |
| _____ | _____ | 7. Linear feet of proposed streets |
| _____ | _____ | 8. Required and proposed building coverage and impervious coverage (may be stated as "typical proposed" for single family detached or twin homes) |

G. PROPOSED LAYOUT:

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|-------|-------|--|
| _____ | _____ | 1. Total acreage of site; total proposed number of lots and dwelling units |
| _____ | _____ | 2. Identification number for each lot |
| _____ | _____ | 3. Lot width (at minimum building setback line) and lot area for each lot and dimensions of each lot in feet |
| _____ | _____ | 4. Existing rights-of-way and cartway widths and locations of existing streets, including existing streets within 100 feet of boundaries of tract |
| _____ | _____ | 5. Proposed rights-of-way and cartway widths and locations of existing and proposed streets, including streets proposed as part of other projects within 100 feet of the boundaries of tract |

* Insert "NA" in the "Not Submitted" column if not applicable. Insert "W" the "Not Submitted" column if a waiver is requested from the requirement.


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| _____ | _____ | 6. Street centerline information, with horizontal curve data, bearings, distances and stations corresponding to the profile |
| _____ | _____ | 7. Right-of-way and curb lines with horizontal curve radii at intersections |
| _____ | _____ | 8. Beginning and end of proposed street construction |
| _____ | _____ | 9. Street improvements proposed by the applicant, including any acceleration/ deceleration lanes, traffic signal, street realignment or construction improvement |
| _____ | _____ | 10. Any proposed curbing (place NA in Not Submitted column if not proposed) |
| _____ | _____ | 11. Any proposed sidewalks (place NA in Not Submitted column if not proposed), with any proposed handicapped ramps at intersections |
| _____ | _____ | 12. Any proposed bicycle paths (place NA in Not Submitted column if not proposed) |
| _____ | _____ | 13. Names of existing streets and initial proposed names of new streets (or identification as "Street A", etc.) |
| _____ | _____ | 14. Designation of streets proposed to be dedicated to the Borough or to remain private. |

H. UTILITY PLAN:

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|-------|-------|--|
| _____ | _____ | 1. As applicable, the following existing and proposed items for each lot, using the following symbols (or other symbols preapproved by the Borough staff): |
|-------|-------|--|

- ⊗ Well (if not connected to central water system)-with required separation distance shown from septic drain fields, and with dimensions from lot lines

 Primary drain field (with dimensions from lot lines)

 Secondary drain field

▲ Soil probe location

: : : Percolation test location

- | | | |
|-------|-------|--|
| _____ | _____ | 2. If on-lot sewage disposal systems are proposed: |
| _____ | _____ | a. proposed contour lines on same sheet as utility layout |
| _____ | _____ | b. location of existing and proposed wells within 100 feet of the boundaries of the project |
| _____ | _____ | c. proposed or typical location of dwelling/building |
| _____ | _____ | d. locations of soils with a seasonally high water table averaging less than 3 feet (see County Soil Survey) |

* Insert "NA" in the "Not Submitted" column if not applicable. Insert "W" in the "Not Submitted" column if a waiver is requested from the requirement.

NOT
SUBMITTED SUBMITTED*

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| _____ | _____ | 3. If a central sewage system is proposed: |
| _____ | _____ | a. proposed contour lines on same sheet as utility layout |
| _____ | _____ | b. location and size of lines and laterals, with locations corresponding to stations on the profile |
| _____ | _____ | c. locations of manholes, with invert elevation of flow line and grade at top of each manhole |
| _____ | _____ | d. proposed lot lines and any proposed easements or rights-of-ways needed for the utilities |
| _____ | _____ | e. location of all other drainage facilities and public utilities in the vicinity of sanitary sewer lines |
| _____ | _____ | f. distance noted that sanitary sewer connections that will be needed to reach existing lines (if not already abutting the tract) |
| _____ | _____ | g. manhole numbers assigned by the Borough Municipal Authority |
| _____ | _____ | h. separation distances from water lines and locations of concrete encasements |
| _____ | _____ | 4. If central water service is proposed: |
| _____ | _____ | a. location and size of existing and proposed waterlines |
| _____ | _____ | b. existing and proposed fire hydrant locations |
| _____ | _____ | c. distance noted that water lines will have to be extended to reach existing lines (if not already abutting the tract) |
| _____ | _____ | 5. Any existing and proposed underground natural gas, electrical, telephone, cable TV or other utility lines, with any easements shown that will affect development |
| _____ | _____ | 6. List of contacts for underground utilities in the area, with phone numbers stated on the grading plans (as required by Act 172) |

I. GRADING AND STORMWATER MANAGEMENT PLAN:

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Existing and proposed storm drainage facilities or structures, including approximate size of detention basins and locations of swales and drainage pipes |
| _____ | _____ | 2. Pre-development and post-development watershed areas for each detention basin or major drainage channel |
| _____ | _____ | 3. Locations of any proposed or existing stormwater easements |
| _____ | _____ | 4. Intended design year standards for culverts, bridge structures and/or other stormwater facilities |
| _____ | _____ | 5. Schematic location of all underground utilities |
| _____ | _____ | 6. Note stating entity responsible to perpetually maintain/own any detention basin |
| _____ | _____ | 7. Existing contour lines (see description under "Natural Features") & proposed contour lines as on grading plan |

* Insert "NA" in the "Not Submitted" column if not applicable. Insert "W" the "Not Submitted" column if a waiver is requested from the requirement.

NOT

SUBMITTED SUBMITTED*

J. FOR USES OTHER THAN SINGLE FAMILY DETACHED OR TWIN DWELLINGS:

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| _____ | _____ | 1. For townhouses or apartments, evidence that the project meets the density requirements of the Zoning Ordinance |
| _____ | _____ | 2. Evidence that the project will meet the off-street parking requirements of the Zoning Ordinance |
| _____ | _____ | 3. Building identification numbers (if more than 1 building per lot) |
| _____ | _____ | 4. Arrangement of off-street parking spaces, parking aisles, paved areas and off-street loading areas |
| _____ | _____ | 5. For townhouses, any proposed methods to ensure privacy between outdoor semi-private areas (such as fences between rear yards) |
| _____ | _____ | 6. Illustrative sketches of proposed buildings (encouraged but not required) |
| _____ | _____ | 7. Number, sign area, height and location of proposed signs |
| _____ | _____ | 8. Proposed building locations and land uses (if known) |
| _____ | _____ | 9. Major types and locations of outdoor lighting |
| _____ | _____ | 10. Location of any proposed outdoor storage areas |
| _____ | _____ | 11. Square feet of paved area, including gravel areas |

K. LANDSCAPE PLAN:

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Locations of treelines and existing forested areas |
| _____ | _____ | 2. Locations of individual mature trees of greater than 6 inches trunk diameter measured at a height of 3 feet above the surrounding average ground level, other than trees within forested areas and treelines |
| _____ | _____ | 3. Any proposed evergreen screening, buffer yards or earthen berming (if required by Zoning Ordinance) |
| _____ | _____ | 4. Areas of existing mature woods that are proposed to be protected and preserved or removed |
| _____ | _____ | 5. General types, sizes and locations of any required street trees (see Section 1018), paved area landscaping (see Borough Zoning Ordinance) and any other major proposed landscaping. |
| _____ | _____ | 6. Any proposed fencing (including height and type) and/or landscaping around stormwater basins (see Section 1008) |

L. EROSION AND SEDIMENTATION PLAN: (if earth disturbance will be involved)

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Drawings showing locations and types of proposed measures, complying with the regulations and standards of the County Conservation District and DER. |
| _____ | _____ | 2. Narrative describing proposed soil erosion and sedimentation control methods. |

* Insert "NA" in the "Not Submitted" column if not applicable. Insert "W" the "Not Submitted" column if a waiver is requested from the requirement.

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|-------------|-------------|--|
| | | 3. Construction sequence |
| <u> </u> | <u> </u> | 4. Details of sedimentation and erosion control facilities |
| <u> </u> | <u> </u> | |

M. ROAD PROFILES:

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|-------------|-------------|--|
| <u> </u> | <u> </u> | 1. Profile of existing and proposed ground surface along centerline of street. |
| <u> </u> | <u> </u> | 2. Proposed centerline grade with percent on tangents and elevations at 50 feet intervals. |
| <u> </u> | <u> </u> | 3. All vertical curve data including length, elevations and minimum sight distance as required by Article X. |
| <u> </u> | <u> </u> | 4. Proposed utilities |

N. WATER MAIN, SANITARY SEWER AND STORM DRAIN PROFILES:

- | | | |
|-------------|-------------|--|
| <u> </u> | <u> </u> | 1. Profile of proposed ground surface with elevations at top of manholes or inlets |
| <u> </u> | <u> </u> | 2. Profile of water main, storm sewer and sanitary sewer lines, with stationing |
| <u> </u> | <u> </u> | 3. All line crossings of other utilities. |

O. SUPPORTING DOCUMENTS AND ADDITIONAL INFORMATION:

- | | | |
|-------------|-------------|--|
| <u> </u> | <u> </u> | 1. Residual Lands Sketch. If the submitted plans do not include all undeveloped or underdeveloped adjacent or abutting lands owned by the same landowner or under control of the same developer (or closely related corporations), then a sketch shall be submitted at an appropriate scale, on one sheet, covering all such land holdings together with a sketch of a reasonable future street system to demonstrate that the proposed subdivision provides for the orderly development of any residual lands and/or does not adversely affect the potential development of residual lands. |
| <u> </u> | <u> </u> | 2. If applicable, 2 copies of the DER Sewage Planning Module application as completed by the applicant, together with evidence that the application has been forwarded by the applicant to the required review agencies. Approval of such Planning Module shall be a condition of preliminary approval under this Ordinance. |
| <u> </u> | <u> </u> | 3. If central water service is proposed by an existing water company or authority, the applicant shall provide a letter from such water company or authority which states that the company or authority expects to be able to adequately serve the development, that the proposed water system is generally acceptable and that references any conditions or specifications required by the company or authority for the provision of services. |

* Insert "NA" in the "Not Submitted" column if not applicable. Insert "W" the "Not Submitted" column if a waiver is requested from the requirement.

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| _____ | _____ | 4. If service is proposed by an existing sewage authority, the developer shall submit a copy of a letter from the authority which states that the company or authority can adequately serve the subdivision, that the proposed sanitary sewage system is generally acceptable and that references any conditions or specifications required by the company or authority for the provision of services. |
| _____ | _____ | 5. If service is proposed by a sewage disposal system other than one operated by an existing sewage authority, the developer shall provide sufficient information to show that the proposed system would be reasonably feasible, within DER regulations, and that an acceptable system would be put into place for the operation and maintenance of the system. |
| _____ | _____ | 6. If access is proposed to a State highway: a) a copy of any information submitted to PennDOT and any correspondence from PennDOT regarding the proposed access to State roads (this requirement applies throughout the entire approval process) and b) evidence that the proposed access will meet PennDOT sight distance requirements (to avoid the need for redesign of the development if the access on the approved preliminary plan would not meet the sight distance requirements). Granting of a required highway occupancy permit for vehicle access is required as a condition of any preliminary approval under this Ordinance. |
| _____ | _____ | 7. If the project would involve any activity within the 100 year floodplain or immediately adjacent to any creek, a written statement from the Zoning Officer indicating that the proposed subdivision/land development would be in compliance with the Borough Floodplain regulations. |
| _____ | _____ | 8. A statement shall describe the general nature of the landowner's and the developer's involvement in the proposed development, and the names of the primary partners or chief officers of any corporate developer. |
| _____ | _____ | 9. Notation stating method of ensuring maintenance of any private street. |
| _____ | _____ | 10. List of any Modifications or Waivers requested to this Ordinance (See Section 107). |
| _____ | _____ | 11. Copies of the decisions of any zoning variances that are relevant to the proposal. |

* Insert "NA" in the "Not Submitted" column if not applicable. Insert "W" the "Not Submitted" column if a waiver is requested from the requirement.

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| _____ | _____ | 12. For industrial operations or industrial storage: A written description of any proposed operations or storage operations in sufficient detail to indicate: a) any noise, glare, smoke and fumes nuisances, b) to allow a general determination of possible fire or other hazards from the use of highly toxic or hazardous substances or other public health or safety hazards and c) to estimate the amount, direction and times of tractor-trailer truck traffic that is expected. |
| _____ | _____ | 13. If to be served by on-lot septic service, a copy of septic percolation test and soil probe results. |
| _____ | _____ | 14. Stormwater Management Calculations - relating to facilities appearing on the Grading and Storm Drainage Plan and the Erosion and Sedimentation Plan, for review by the Borough Engineer. (see Section 1008). |

P. ADDITIONAL INFORMATION. The Planning Commission or Borough Council may require the submission of such reasonable additional information that is necessary to determine compliance with specific provisions of Borough ordinances.

504. CERTIFICATION. All certification shall comply with the State professional licensing laws. All subdivisions of land shall be certified and stamped by a Registered Land Surveyor, as required by State law.