

ARTICLE VI

FINAL PLAN

601. APPLICABILITY. This Article lists the requirements for final plans for a major subdivision or any land development. See the requirements of Article VII for a project that only involves a minor subdivision or only a boundary line adjustment.

602. SUBMISSION AND REVIEW PROCEDURE.

A. Final Plan Submission Required.

1. A Final Plan Submission for each major subdivision or land development must be filed by the Applicant and reviewed following the provisions of this Article VI.
2. A Final Plan for a minor subdivision shall be filed by the Applicant and reviewed following the provisions of Article VII.

B. Final Plan Submission Deadline.

1. An applicant shall file a Final Plan Submission 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.
2. Failure to comply with this requirement shall render the Preliminary Plan Submission null and void, and a new Preliminary Plan Submission must be filed.

C. Required Submission.

1. The Applicant shall file to the Borough Staff at least 21 calendar days prior to a regular Planning Commission meeting (not including workshop meetings) all of the required plans, information and fees listed in Section 603 of this Ordinance.
2. The Borough Staff shall forward plans to the following agencies and to seek their comments prior to Final Plan Approval (where applicable):
 - a. Municipal Authority or Sewage Enforcement Officer (if applicable),
 - b. Borough Engineer, provided prior to the next regularly scheduled Planning Commission meeting,
 - c. Borough Fire Chief (layout and utility plan, if deemed appropriate by the Borough Staff), and
 - d. maintain at least 1 official "file" copy of all materials submitted by the applicant,

- e. The Borough Planning Commission, at or before the next regularly scheduled meeting of the Commission, including the following: 1) copies of the Application Form, 2) 1 copy of the Preliminary Plan Checklist, 3) copies of the Preliminary Plan and 4) copies of the Support ive Documents.
3. Applicant's Distribution. It is the applicant's responsibility to:
 - a. make agreements with the appropriate utility companies,
 - b. ensure that any required PennDOT highway occupancy permit needed for vehicle access has been granted,
 - c. provide information to DER or other agencies for any permits that might be required,
 - d. ensure that the soil erosion and sedimentation plan has been found acceptable by the County Conservation District if earth disturbance is proposed and
 - e. provide a copy of the plan to the Joint Planning Commission for review, together with their required review fees, if required by the JPC.
 4. The filing of the Final Plan shall conform with the approved Preliminary Plan, including any official conditions.
 5. All sheets should be folded so that the title of the sheet faces out.

D. Determination of Completeness by Commission.

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. Table the acceptance of the submission until the next Planning Commission meeting where the applicant has meet all of the submittal requirements, and has filed such materials within the required 15 days prior to the meeting. The 90 day time limit for action shall not begin until such acceptance.
 - 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. If the Commission determines that the Final Plan Submission, as filed, departs substantially from the approved Preliminary Plan, the Commission may classify the submission as a Revised Preliminary Plan (with the applicable review fees required) and process the application as such.

E. Review by Borough Engineer.

1. Within 45 days from the date the plans are duly submitted for review (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 with the Borough Engineer for this purpose.
4. A copy of findings of the Borough Engineer should be sent or handed in person to the applicant or the applicant's representative.

F. Review by Commission. The Planning Commission shall accomplish the following within the time limitations of 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 official review agencies,
2. Determine whether the Final Plan Submission meets the objectives and requirements of this Ordinance, other ordinances, and statutes;
3. Review the Final Plan Submission with the Applicant, his agent, or representative (if present) and recommend any needed revisions so that the Submission will conform to this Ordinance, other ordinances, and statutes; and
4. Recommend approval, conditional approval, or disapproval of the Final Plan Submission in a written report to the Borough Council,

specifying any recommended conditions for approval. If the plan is recommended for disapproval, the action shall identify defects in the plans and requirements which have not been met, citing the provisions of the ordinance or statute relied upon.

G. Review by Borough Council. The Borough Council shall:

1. Review the report of the Commission;
2. Review any reports received from any official reviewing agencies,
3. Determine whether the Final Plan Submission meets the objectives and requirements of this Ordinance, other ordinances and statutes; and
4. Approve, conditionally approve or reject the Final Plan Submission within the time required by the 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; 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 accepted to the Joint Planning Commission.)

H. Decision by Borough Council.

1. Notice to Applicant. The decision of the Borough Council shall be in writing and shall be communicated to the Applicant personally or mailed to him at his last known address not later than 15 days following the decision.
2. Dedications.
 - a. The approval of the Final Plan by the Borough Council shall not by itself constitute an acceptance of the dedication of any street or other proposed public way, space, or area, unless the such acceptance is specified at such time.
 - b. Any such acceptance of dedication shall be specifically stated along with the signatures required for approval.

- c. As part of an improvements agreement, if the Borough Council elects to accept lands offered for dedication, the submission shall be accompanied by duly executed instruments of conveyance to the Borough. Such instruments shall state that the title thereof is free and unencumbered.
3. Disapproval. When a Final Plan Submission is disapproved, the decision shall specify defects found in the Submission, shall describe requirements which have not been met, and shall cite the provisions of the statute or ordinance relied upon in each case.
4. Conditions. The Borough Council may attach reasonable conditions to an approval to ensure the carrying out of the Comprehensive Plan, this Ordinance, other Borough Ordinances and State laws and regulations.

I. Development in Stages.

1. If requested by the Applicant, the Borough Council may permit the undertaking of the required improvements and the preparation of the Final Plan to be completed in a series of sections or stages, each covering a portion of the proposed subdivision as shown on the Preliminary Plan.
2. If the Final Plan is to be filed in sections or stages, each section or stage shall relate logically to provide continuity of access, extension of utilities, and availability of amenities. The boundaries of phases and the timing of related improvements shall be subject to the approval of the Borough Council.

- J. 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.

603. FINAL PLAN REQUIREMENTS.

- A. All of the information and materials listed in this section are required as part of all final plans for a major subdivision or a land development submission. This list of requirements shall serve as both a list of requirements, and as a checklist for the applicant and the Borough to ensure completion 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. Supplemental written reports submitted at the time of the preliminary plan are not required to be resubmitted unless they need to be revised to reflect changes from the preliminary plans.

Section 603.C.
TATAMY BOROUGH
FINAL 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" the "Not Submitted" column if a waiver is requested from the requirement.

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A. GENERAL SUBMISSION ITEMS:*

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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 this Final Plan Checklist (using the photocopies of the pages in this Section) |
| _____ | _____ | 4. 10 print copies of the complete Final Plans |
| _____ | _____ | 5. 2 print copies of only the Layout Plans |
| _____ | _____ | 6. 3 sets of Supportive Documents (Not applicable for Lot Line Adjustments) |
| _____ | _____ | 7. A receipt showing that the plans have been submitted to the JPC for their review |
- * Note- The Borough may require the Applicant to file additional copies.

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 at a scale of 1 inch = 50 feet or other scale preapproved by the Borough Engineer or Borough Staff |

* 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. 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 |
| _____ | _____ | 6. If layout plans involve more than one sheet, a map of the layout of the entire project at an appropriate scale on one sheet, with a key map showing how the layout sheets connect. |
| _____ | _____ | 7. If the tract(s) crosses a municipal boundary, a map showing both the portions in the 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 or Borough Staff. |
| _____ | _____ | 9. All sheets numbered and listed on one page. |
| _____ | _____ | 10. Words "Final Plan" and sheet title (such as "Layout Plan") on each sheet |

C. GENERAL INFORMATION:

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|-------|-------|---|
| _____ | _____ | 1. Name of project on each sheet (may be "F. Smith Subdivision No. 3") |
| _____ | _____ | 2. Name of landowner and developer (with addresses) |
| _____ | _____ | 3. Names of adjacent property owners, including those across adjacent streets and alleys |
| _____ | _____ | 4. Lot lines of adjacent lots, and approximate locations of any 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 |

* 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. Existing tax map, block and lot numbers

D. NATURAL FEATURES:

_____ 1. Existing contour lines as follows:

- a. shall be based on a field survey or photogrametric procedure at a scale of 1"= 100' or larger.
- 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 the Plan states are clearly not intended to be altered as a result of this proposed approval

_____ 2. Identification of any slopes of 15 to 25%, and greater than 25%

_____ 3. Areas within any hydric soils (see County Soil Survey), or notation that none are present

_____ 4. Watercourses (with any name), natural springs, lakes and wetlands. Detailed delineations of wetlands are not required if the Plan states that no alteration is proposed under this Plan of any areas that could be reasonably suspected of being wetlands. Any possible wetlands that may be disturbed shall be delineated by a qualified professional prior to preliminary plan approval, however the applicant may be granted Final Plan approval conditioned upon receipt of all required Federal and State permits.

_____ 5. Any 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 based upon the County Soil Survey or more detailed professional study, with identification of the following types of soils: alluvial, depth to bedrock of less than 3 feet or a seasonally high water table of less than 3 feet.

_____ 8. Any significant man-made features.

E. MAN-MADE FEATURES:

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

* 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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| _____ | _____ | 2. Location of existing monuments |
| _____ | _____ | 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. Existing and proposed utility easements and restrictive covenants and easements which might affect development (stating which easements and rights-of-ways are proposed for dedication to the municipality) |
| _____ | _____ | 5. Existing building locations and land uses |
| _____ | _____ | 6. Overhead electrical high-voltage lines and rights-of-ways/ easements |

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 (if none proposed, place "W" in Not Submitted Column) |
| _____ | _____ | 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 "public water and public sewer service") |
| _____ | _____ | 7. Linear feet of proposed streets |
| _____ | _____ | 8. Required and proposed percent 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 and 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 |
| _____ | _____ | 4. Dimensions of each lot in feet |

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

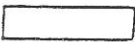
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| _____ | _____ | 5. Existing rights-of-way and cartway widths and locations of existing streets, including existing streets within 100 feet of boundaries of tract |
| _____ | _____ | 6. Proposed rights-of-way and cartway widths and locations of existing and proposed streets, including streets proposed as part of other projects within 100 feet of the boundaries of tract |
| _____ | _____ | 7. Street centerline information, with horizontal curve data, bearings, distances and stations corresponding to the profile |
| _____ | _____ | 8. Right-of-way and curb lines with horizontal curve radii at intersections |
| _____ | _____ | 9. Beginning and end of proposed street construction |
| _____ | _____ | 10. Street improvements proposed by the applicant, including any acceleration/ deceleration lanes, traffic signal, street re-alignment or cartway widening |
| _____ | _____ | 11. Any proposed curbing (place W in Not Submitted column if not proposed) |
| _____ | _____ | 12. Any proposed sidewalks (place W in Not Submitted column if not proposed), with any proposed handicapped ramps at intersections |
| _____ | _____ | 13. Any proposed bicycle paths (place W in Not Submitted column if not proposed) |
| _____ | _____ | 14. Names of existing streets and initial proposed names of new streets (may be "Street A") |
| _____ | _____ | 15. Designation of streets proposed to be dedicated to the Borough or to remain private. |

H. UTILITY PLAN:

1. As applicable, the following existing and proposed items for each lot, using the following symbols (or other symbols pre-approved 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

* 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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| _____ | _____ | 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 all soils, with highlighting or noting of those with a seasonally high water table averaging less than 3 feet (see County Soil Survey) |
| _____ | _____ | 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 stations of lines corresponding to 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. As applicable, existing and proposed underground natural gas, electrical, telephone, cable TV and any 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 State Act 172) |

I. GRADING AND STORMWATER MANAGEMENT PLAN:

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|-------|-------|--|
| _____ | _____ | 1. Locations of existing and proposed storm drainage facilities or structures, including detention basins, swales, pipes (with sizes), culverts and inlets |
| _____ | _____ | 2. Capacity and depth of detention basins |

* 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. Pre- and post-development watershed areas for each drainage structure or swale |
| _____ | _____ | 4. Locations of any proposed or existing stormwater easements |
| _____ | _____ | 5. Intended design year standards for culverts, bridge structures and/or other stormwater facilities |
| _____ | _____ | 6. Schematic location of all underground utilities |
| _____ | _____ | 7. Entity responsible to maintain/ own any detention basin |
| _____ | _____ | 8. See also requirements of Section 1008 |
| _____ | _____ | 9. Existing contour lines (see description under "Natural Features") |
| _____ | _____ | 10. Proposed contour lines |
| _____ | _____ | 11. Locations of any storm sewers, corresponding to stations on the profiles |

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. Identification numbers for proposed buildings if more than 1 building proposed 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 yard) |
| _____ | _____ | 6. Illustrative sketches of proposed buildings (encouraged 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 areas covered by gravel |

K. LANDSCAPE PLAN:

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|-------|-------|---|
| _____ | _____ | 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 wooded areas and treelines |
| _____ | _____ | 3. Any proposed evergreen screening, buffer yards or earthen berming (if required by Borough Zoning Ordinance) |

* 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. 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 the Borough Zoning Ordinance) and any other major proposed landscaping. |
| _____ | _____ | 6. Any proposed fencing (including height and type) and/or landscaping around any stormwater detention basin (see Section 1008) |

L. EROSION AND SEDIMENTATION PLAN: As required in the Preliminary Plan requirements.

M. ROAD PROFILES:

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

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

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| _____ | _____ | 1. Profile of proposed ground surface with elevations at top of manholes or inlets |
| _____ | _____ | 2. Profile of water main, storm sewer and sanitary sewer lines, corresponding to stationing |
| _____ | _____ | 3. All line crossings of other utilities. |
| _____ | _____ | 4. Invert elevations along flow lines |

O. ADDITIONAL FINAL PLAN REQUIREMENTS:

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| _____ | _____ | 1. Protective covenants shall be placed on the land providing for: |
| _____ | _____ | a. clear sight triangle easements (see Sections 1004.H. and 1012.D.) |
| _____ | _____ | b. all needed utility, drainage, maintenance, pedestrian, open space or other easements. |

* 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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2. Required Plan Notations. The following wording shall be required to be placed on any final subdivision or land development plan, as applicable:

a. If access will be provided onto a State highway, "Access to a State highway shall only be provided in compliance with a PennDOT Highway Occupancy Permit."

b. "Well and sewage disposal systems shall be constructed in accordance with standards of the PA. Department of Environmental Resources."

c. "Individual owners of lots must receive approval from the Borough Sewage Enforcement Officer for a sewage permit prior to undertaking the construction of an on-lot sewage disposal system or building that will need to be served by such a system."

d. "Borough Council has not acted upon the feasibility of any individual lot or location within a lot being able to sustain any type of well or sewage disposal system."

3. Street Lighting

a. Existing street lighting

b. Any proposed street lighting (or notation stating none is proposed), including types of poles, spacing of poles and intensity of lamps

4. Proposed monument locations

P. CONSTRUCTION DETAILS: (following any applicable Borough or utility standards).

1. Typical cross-section and specifications for street construction as required by Section 1004.

2. Drainage swale cross-section and construction materials.

3. Pipe bedding details.

4. Storm drainage structures, including any detention basin outfall structure and spillway.

5. Sanitary sewer structures.

6. Curb and sidewalk details.

7. Street tree details.

8. Erosion and sedimentation details.

9. Centralized water details.

* 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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Q. SUPPORTING DOCUMENTS AND ADDITIONAL INFORMATION:

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| _____ | _____ | 1. A copy of any "Supporting Documentation and Additional Information" that was required for the Preliminary Plan and that needed to be adjusted or revised to reflect changes between the Preliminary and the Final Plan. |
| _____ | _____ | 2. Copy of any information submitted to PennDOT and any correspondence from PennDOT after the approval of the Preliminary Plan regarding the proposed access to State roads. |
| _____ | _____ | 3. List of modifications or waivers requested to this Ordinance that are needed but have not yet been granted |
| _____ | _____ | 4. Deed Restrictions. All private deed restrictions, homeowner or condominium association agreements or covenants already imposed or to be imposed as a condition to sale. Any homeowner or condominium association agreement may be subject to review by the Borough Solicitor and acceptance by the Borough Council. |
| _____ | _____ | 5. Storm Drainage Calculations. Any updating needed of calculations (which are normally required at the preliminary plan stage). |
| _____ | _____ | 6. Development Schedule. A statement indicating the approximate date when construction can be expected to begin and be completed. |
| _____ | _____ | 7. If water service is proposed by means other than by private individual wells owned by the owner of each lot, the applicant shall present evidence to the Borough that the service will be provided by a certified public utility, a bona fide cooperative association of property owners or by a municipal corporation, authority or utility, as permitted by the Borough. This evidence shall include a copy of 1 or more of the following, as appropriate: the "Certificate of Public Convenience from the PA. Public Utility Commission or a copy of an application submitted for such certificate or a cooperative agreement or a commitment or agreement to serve the area in question. |
| _____ | _____ | 8. If the subdivision or land development was not required to submit a preliminary plan, a copy of any supporting information listed in Section 503 that is applicable to this project. |

* 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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_____ 9. A copy of the approved DER Sewage Planning Module, if applicable.

R. MATERIALS REQUIRED PRIOR TO RECORDING: The following are not required at the time of final plan submission, but are required prior to recording of the final plan and prior to the construction of any buildings.

1. Utilities Agreements and Permits.

a. All signed agreements or contracts with utility companies, water companies or authorities or sewage companies or authorities for the provision of services to the project.

b. Approval letters from all appropriate Federal and State agencies of any private central water supply system or private central sewage disposal system.

c. DER Water Quality Management Permit, if applicable

2. Reproducible mylar of the "Record Plan" provided to the Borough after Final Plan Approval. See Section 803.B.6.

3. Dedicated Improvements. The developer shall provide a deed of dedication together with an 8 1/2" x 11" plan of each such improvements.

4. Nondedicated Streets Agreement. Agreement for any street not offered for dedication stating who is responsible for the improvement and maintenance of such streets. The developer shall be responsible for such maintenance until the condominium or homeowners association is established and operational.

5. Open Space Agreement. A formal contract providing for the maintenance of open space and the method of management, together with all offers of dedication and covenants governing the reservation and maintenance of undedicated open space. This agreement is subject to the review of the Borough Solicitor and acceptance by the Borough Council.

S. ADDITIONAL INFORMATION. Such additional information that the Planning Commission or Borough Council may reasonably require to be submitted to determine compliance with a specific provision of a Borough Ordinance.

604. 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.

ARTICLE VII

MINOR SUBDIVISIONS AND LOT LINE ADJUSTMENTS

701. PURPOSE. This Article permit applicants to use a simplified procedure for submitting minor subdivisions and lot line adjustments for approval.

702. SUBMISSION AND REVIEW PROCEDURE.

A. Final Plan Submission Required. A Final Plan Submission for each Minor Subdivision or Lot Line Adjustment must be filed by the Applicant and reviewed in accordance with the provisions of this Article VII. A Preliminary Plan is not required for a minor subdivision or lot line adjustment.

B. Required Submission.

1. The Applicant shall file to the Staff at least 21 days prior to a regularly scheduled Planning Commission meeting the required fee(s) and required number of copies* of required plans and materials required by Section 703.
2. If a State road is involved, the Applicant is also required to forward plans to the PennDOT and obtain permits prior to Final Subdivision approval, unless it is made a condition of Final Approval.
3.
 - a. Plans for lot line adjustments shall provide the information required by Section 704.
 - b. All sheets should be folded to approximately 9"x12" in size in such a manner that the title of the sheet faces out.

C. Initial Actions by the Staff.

1. The Staff or Township Engineer shall review the submission items filed against a checklist for completeness and shall report such review to the Commission at its next regularly scheduled meeting.
2. The Staff shall retain in the Commission's files one copy of all materials submitted by the Applicant.
3. The Staff shall forward to the Commission at or before the next regularly scheduled meeting of the Commission:
 - a. 2 copies of the Application Form,
 - b. 1 copy of the Final Plan Checklist,
 - c. copies of the Final Plan; and
 - d. copies of the Supportive Documents.

D. Determination of Completeness by Commission.

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. Table the acceptance of the submission until the next Planning Commission meeting where 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 such acceptance.
 - 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.

E. Review by Borough Engineer.

1. Within 45 days from the date duly submitted the Plan for review (unless granted an extension by the Commission) the Borough Engineer should review the engineering considerations in the 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.

F. 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).

1. Review all applicable reports received from the appropriate review agencies and officers;
2. Determine whether the Final Plan Submission meets the objectives and requirements of this Ordinance, other ordinances and statutes;
3. Review the Final Plan Submission with the Applicant, his/her representative (if present) and recommend any needed revisions so that the Submission will conform to this Ordinance, other ordinances and statutes; and
4. Recommend approval, conditional approval or disapproval of the Final Plan Submission in an advisory report to the Borough Council, specifying any recommended conditions for approval, identifying defects found by the application, describing requirements which have not been met, citing the provisions of the ordinance or statute relied upon.

G. Review by Borough Council. The Borough Council shall:

1. Review the report of the Commission and any reports received from any other official reviewing agencies;
2. Determine whether the Final Plan Submission meets the objectives and requirements of this Ordinance, other ordinances and statutes; and
3. Approve or reject the Final Plan Submission within the time required by the Municipalities Planning Code. (As of 1991, this law requires 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 duly filed for review; but in no case shall the Borough Council's 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.)
5. Joint Planning Commission Review. 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.

H. Decision by Borough Council.

1. The decision of the Borough Council shall be in writing and shall be communicated to the Applicant personally or mailed to him/her or his/her representative at the last known address not later than 15 days following the decision.

2. a. The approval of the Final Plan by the Borough Council shall not by itself constitute an acceptance of the dedication of any street or other proposed public way, space or area, unless such acceptance is specifically made at such time.
 - b. Any such acceptance of dedication shall be specifically stated along with the signatures required for approval.
 - c. If the Borough Council elects to accept lands offered for dedication, the Submission shall be accompanied by duly executed instruments of conveyance to the Borough. Such instruments shall state that the title thereof is free and unencumbered.
3. If a Final Plan Submission is disapproved, the decision shall specify defects found in the Submission, shall describe requirements which have not been met, and shall cite the provisions of the statute or ordinance relied upon in each case.

703. MINOR SUBDIVISION FINAL PLAN REQUIREMENTS.

- A. All of the following information and materials listed in this section are required as part of all minor subdivision submissions. This list of requirements shall serve as both a list of requirements, and as a checklist for the applicant and the Borough to ensure completion of submissions. The applicant shall submit completed photocopies of this section as part of the application.
- B. The requirements of Section 704 shall apply instead of Section 703 for lot line adjustments, annexations and minor revisions to approved plans.

Section 703
TATAMY BOROUGH
MINOR SUBDIVISION FINAL PLAN 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.

NOT
SUBMITTED SUBMITTED*

A. GENERAL SUBMISSION ITEMS:

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Borough application/ review fee(s)/escrow |
| _____ | _____ | 2. 2 copies of the Application (see Appendix A) |
| _____ | _____ | 3. 2 copies of the Minor Subdivision Plan Checklist (using the photocopies of the pages in is Section) |
| _____ | _____ | 4. 10 copies of the Final Plan |
| _____ | _____ | 5. 3 sets of Supportive Documents (Not applicable for Boundary Line Adjustments) |
| _____ | _____ | 6. A receipt showing that the plans were provided to the JPC for review together with the JPC's review fees |

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

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Plans prepared on a standard sized sheet (such as 18"x24", 24"x36", 30"x42" or 36"x48") |
| _____ | _____ | 2. Plans drawn at a scale of 1 inch equals 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 |

*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*

C. GENERAL INFORMATION:

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Name and location of subdivision |
| _____ | _____ | 2. Name of landowner and developer (with addresses) |
| _____ | _____ | 3. Names of adjoining property owners, including those across adjacent streets and alleys, with lot lines of adjacent lots and approximate locations of any buildings existing on these lots |
| _____ | _____ | 4. Notarized Owners Statement of Intent-see Appendix C |
| _____ | _____ | 5. Name, address, signature, and seal of the plan surveyor and plan preparer. (See Appendix C) |
| _____ | _____ | 6. Approval/review signature blocks for:
- See Appendix C, Borough Council, Borough Planning Commission and Joint Planning Commission |
| _____ | _____ | 7. 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 200 feet of the boundaries of the tract: existing and proposed streets, waterways, zoning district boundaries, and municipal boundaries |
| _____ | _____ | 8. North arrow, graphic scale, written scale |
| _____ | _____ | 9. Date of plan and all subsequent revision dates (especially noting if is revision of a previously approved plan) |
| _____ | _____ | 10. Deed Book volume and page number from County records |
| _____ | _____ | 11. Tax map number and block and lot for the tract being subdivided |

D. NATURAL FEATURES:

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Contour lines as follows:
a. 5% or less slope - none required, if a note states this condition
b. 5% to 15% slope - may be accurately superimposed from the U.S.G.S. quadrangle map
c. 15% or greater - shall be based on a field survey or photogrammetric procedure at an interval of 2 feet (or other interval pre-approved by the Borough Engineer or Borough Staff) at a scale of 1"=100' or larger
d. 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 |
| _____ | _____ | 2. Identification of any slopes of 15 to 25 percent, and greater than 25 percent in any areas proposed to be disturbed |

*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*

- | | | |
|-------|-------|---|
| _____ | _____ | 3. Areas within any 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 |
| _____ | _____ | 5. Any rock outcrops, stone fields and sinkholes |
| _____ | _____ | 6. Areas of existing mature woods, with areas noted that are proposed to be preserved or removed |

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 and proposed monuments |
| _____ | _____ | 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 are proposed to be impacted by the subdivision, with name and description |
| _____ | _____ | 5. Sewer lines, storm water facilities, water lines, bridges and culverts |
| _____ | _____ | 6. Existing and proposed utility easements and restrictive covenants and easements for purposes which might affect development (stating which easements and rights-of-ways proposed for dedication to the municipality) |
| _____ | _____ | 7. Proposed (if known) and existing building locations and land uses |
| _____ | _____ | 8. Any other significant man-made features |

F. ZONING REQUIREMENTS:

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Applicable district and minimum lot area |
| _____ | _____ | 2. Minimum setback requirements shown for each lot |

G. PROPOSED LAYOUT:


- | | | |
|-------|-------|--|
| _____ | _____ | 1. Total acreage of site and total proposed number of lots |
|-------|-------|--|


*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*

- | | | |
|-------|-------|---|
| _____ | _____ | 2. Identification number for each lot |
| _____ | _____ | 3. Lot width (at minimum building setback line) and lot area for each lot |
| _____ | _____ | 4. The following items for each lot, as applicable, using the following symbols (or other symbols pre-approved by the Borough staff): |

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

 Primary drain field

 Secondary drain field

▲ Soil probe location

: : : : Percolation test location

- | | | |
|-------|-------|--|
| _____ | _____ | 5. Existing and proposed storm drainage facilities or structures |
|-------|-------|--|

H. ADDITIONAL INFORMATION: In addition to the following, the Planning Commission may require the submission of any additional information that would be required for the Final Plan of a major subdivision under Section 603.

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Residual Lands Sketch. If the submitted plans do not include all undeveloped or underdeveloped adjacent or abutting lands owned by the same or 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 road 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. |
| _____ | _____ | 2. If applicable, DER Sewage Planning Module application completed by the applicant, with evidence that the applicant has forwarded such application to the required review agencies. Approval of such module shall be a condition of final plan approval. |

704. LOT LINE ADJUSTMENTS, ANNEXATIONS AND MINOR REVISIONS OF APPROVED PLANS.

A. The reduced submission requirements listed in this section, together with the procedures described in Section 702 shall apply only where either of the following apply:

1. the proposal would meet the definition of a "lot line adjustment" and/or
2. in the determination of the Township staff, which may be based upon advice of the Township Engineer, the proposal only involves revisions to a previously approved plan, and those revisions only involve changes in the supporting documentation or engineering details or to correct erroneous data or minor omissions.

B. The following list of requirements shall serve as both a list of requirements, and as a checklist for the applicant and the Borough to ensure completion of submissions. The applicant shall submit completed photocopies of this section as part of the application. The required information listed in this Section may be combined or separated onto different sheets, provided that the plans will be clearly readable.

Section 704.B.
BOROUGH OF TATAMY
LOT LINE ADJUSTMENTS, ANNEXATIONS AND
REVISIONS TO PREVIOUSLY APPROVED PLANS
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.

NOT SUBMITTED		SUBMITTED*
_____	_____	1 . Borough application/review fee(s)/escrow
_____	_____	2 . 2 copies of the Completed Application (see Appendix A)
_____	_____	3 . 2 copies of this Checklist (using the photocopies of the pages in this Section)
_____	_____	4 . 10 print copies of the complete Final Plans
_____	_____	5 . A receipt showing that the plans were provided to the JPC together with the JPC's review fees
_____	_____	6 . Plans prepared on a standard sized sheet (such as 18"x24", 24"x36", 30"x42" or 36"x48")
_____	_____	7 . Plans drawn at a scale of 1 inch equals 50 feet or other standard scale.
_____	_____	8 . All dimensions set in feet and decimal parts thereof, and bearings in degrees, minutes and seconds.
_____	_____	9 . Differentiation between existing and proposed features
_____	_____	10 . Boundary line of the tract, shown as a heavy line
_____	_____	11 . Words "Final Plan" and name of project on each sheet
_____	_____	12 . Name of landowner and developer (with addresses)
_____	_____	13 . Notarized Owners Statement - see Appendix C
_____	_____	14 . Plan preparer's statement (See Appendix C)
_____	_____	15 . Approval/review signature blocks for: Borough Council, Borough Planning Commission and Joint Planning Commission (see Appendix C)

*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*	
_____	_____	16. Location map at a standard scale (preferably 1"= 2000' or 1"= 800') showing the location of the project
_____	_____	17. North arrow, graphic scale, written scale
_____	_____	18. Date of plan and all subsequent revision dates and submission dates (especially noting if is revision of a previously approved plan) with space for future revision dates
_____	_____	19. Existing and proposed lot lines and street rights-of-ways
_____	_____	20. Existing building locations and land uses
_____	_____	21. Applicable zoning district and required minimum lot area
_____	_____	22. Minimum setback requirements shown for each lot
_____	_____	23. Note stating type of water and sewer service proposed (such as "municipal water and municipal sewer")
_____	_____	24. Lot width (at minimum building setback line) and lot area for each lot
_____	_____	25. Dimensions of each lot in feet
_____	_____	26. List of any Modifications or Waivers requested to this Ordinance
_____	_____	27. Any other significant man-made features.

C. Additional Information. The Planning Commission may require that a plan under this section include the submission of additional information that would be required if the plan would be a final minor subdivision plan, if such information is needed to determine compliance with this Ordinance.

D. An annexation under this section shall be made part of the same lot with the same deed.

705. RECORDING PLANS. See Article IX.