

SUBDIVISION AND LAND DEVELOPMENT

192 Attachment 2

Township of Lower Allen

Final Plan for Major Subdivisions and Certain Land Developments

Checklist and List of Submittal Requirements

Applicant's Name: _____

Applicant's Address: _____

Applicant's Daytime Phone No(s): _____

Applicant's Signature: _____ **Date of Submittal:** _____

A. GENERAL SUBMISSION ITEMS: (The Township may require the applicant to file additional copies.)

- ☐ 1. One copy of completed Township application form (See Appendix A.)
- ☐ 2. Submittal of Township review fee(s)/escrow
- ☐ 3. One copy of the final plan checklist (using the photocopies of the pages in this section)
- ☐ 4. Seventeen print copies of the complete final plans, with one copy submitted to the Township marked "File Copy" with original signatures and seals of plan preparers
- ☐ 5. Two sets of supportive documents
- ☐ 6. If a sewage facility planning module is required by DEP, the applicant shall submit two complete copies for Township use, plus shall prove that all copies have been sent as required to review agencies.

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

- ☐ 1. Plans prepared on a standard-sized sheet with a minimum size of 18 inches by 24 inches and a maximum size of 24 inches by 36 inches. All copies of plans should be folded to approximately 9 inches by 12 inches in size in such a manner that the title of the sheet faces out, except exceptionally large and thick sets of plans may be rolled
- ☐ 2. Plans drawn at a maximum scale of one inch equals 50 feet or other scale preapproved by the Township Engineer or Township Subdivision Administrator
- ☐ 3. All dimensions set in feet and decimal parts thereof, and bearings in degrees, minutes and seconds
- ☐ 4. If plans larger than 18 inches by 24 inches are submitted for review, font sizes and signature blocks must be larger to provide adequate readability when the plans are reduced for recording

- ☐5. The plans shall include standard notes, plan format and signature blocks as established by the Township
- ☐6. Differentiation between existing and proposed features
- ☐7. Boundary line of the tract, shown as a heavy boundary line
- ☐8. 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
- ☐9. If the tract(s) crosses a municipal boundary, a map showing both the portions in Lower Allen Township and the other municipality, in sufficient detail for the Township to determine how the parts will interrelate
- ☐10. Required profiles shown at a scale of one inch equals 50 feet horizontal and one inch equals five feet vertical, or other scale pre-approved by the Township Engineer or Township staff
- ☐11. All sheets numbered and listed on one page
- ☐12. Words "final 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 and addresses of abutting property owners
- ☐4. Lot lines of adjacent lots, and approximate locations of any buildings, common open spaces, recreation land, detention basins or drainage channels existing or approved within 150 feet of the boundaries of the proposed project
- ☐5. Notarized owners statement (See Appendix.)
- ☐6. Surveyor and plan preparer's statement (See Appendix.)
- ☐7. Approval/review signature blocks for: Township Board of Commissioners, Township Planning Commission and County Planning Commission (See Appendix B.)
- ☐8. Context/location map at a standard scale (preferably one inch equals 200 feet or larger, unless a smaller scale is needed to fit on a single sheet) showing the boundaries of the project in relation to the approximate location of the following features within 1,000 feet from the boundaries of the tract: existing and proposed streets, waterways, trails, preserved open spaces, parks and municipal borders
- ☐9. North arrow, graphic scale, written scale
- ☐10. Date of plan and all subsequent revision dates (especially noting if this is a revision of a previously approved plan) with space for future revision dates and notations of general type of revisions
- ☐11. Deed Book volume and page number from county records

- ☐ 12. Existing Tax Map, block and lot numbers for tract being subdivided
- ☐ 13. A statement on the plan of proposed principal uses that are intended on each lot

D. EXISTING RESOURCES AND SITE ANALYSIS MAP:

- ☐ 1. Existing contour lines shown at the same scale as the layout plan as follows:
 - ☐ a. Shall be based on a field survey or photogrammetric procedure that was done at a scale of one inch equals 100 feet or larger, with an established bench mark
 - ☐ b. The contour interval shall be sufficient to determine compliance with Township ordinances. An interval of two feet for slopes of less than 15% and five 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, unless needed for stormwater management.
- ☐ 2. Identification of any slopes of 15% to 25% and greater than 25%
- ☐ 3. Watercourses (with any name), natural springs, lakes
- ☐ 4. Wetlands: Detailed delineations by a qualified professional of wetlands are required with a metes and bounds description and shall be dimensioned from lot lines, unless the plan states that no alteration, buildings, earthmoving, driveways or septic systems will occur within 200 feet of any areas that could be reasonably suspected of being wetlands. In such case, only the approximate areas of such wetlands need to be shown
 - ☐ a. The applicant may be granted final plan approval conditioned upon receipt of all required federal and state wetland permits
 - ☐ b. See the "supporting documentation" portion of this section regarding wetland studies
- ☐ 5. Location of any areas within the one-hundred-year floodplain (with differentiation between floodway and flood-fringe if available from official federal floodplain maps)
- ☐ 6. Approximate locations and names of soil types based upon the County Soil Survey or more detailed professional study, with identification of the following types of soils: alluvial, hydric, depth to bedrock of less than three feet or a seasonally high water table of less than three feet
- ☐ 7. Area and location of any proposed recreation land or common open space
- ☐ 8. If any common open space or recreation land is proposed: method of ownership and entity proposed to be responsible for maintenance
- ☐ 9. If any common open space or recreation land is proposed: description of intended purposes, proposed improvements (such as rough grading) and any proposed recreation facilities

- ☐ 10. Principal buildings estimated to have been built prior to 1930 that are proposed to be impacted by the project, with name and description
- ☐ 11. Existing and proposed utility easements and restrictive covenants and easements for purposes which might affect development (stating which easements and rights-of-way proposed for dedication to the municipality)
- ☐ 12. Locations of individual mature trees of greater than 18 inches in trunk diameter measured at a height of three feet above the surrounding average ground level, in addition to outlines of existing wooded areas and treelines
- ☐ 13. Any proposed evergreen screening, buffer yards or earth berming (if required by the Township Zoning Ordinance)
- ☐ 14. Areas of existing mature woods that are proposed to be protected and preserved or removed
- ☐ 15. General types, sizes and locations of any required street trees (See § 192-58.), parking lot landscaping and any other major proposed landscaping
- ☐ 16. Any proposed fencing (including height and type) and/or landscaping around any stormwater detention basin
- ☐ 17. Areas as identified as low groundwater yield areas if on-lot wells are proposed

E. MAN-MADE FEATURES:

- ☐ 1. Existing and proposed lot lines: 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. The boundaries of any residual tract which is 10 acres or more may be determined by deed. Any residual lot of less than 10 acres shall fully comply with this chapter.
- ☐ 2. Location of existing monuments
- ☐ 3. Sufficient measurements 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 (if known) building locations and land uses
- ☐ 5. Overhead electrical high-voltage lines and rights-of-way/easements
- ☐ 6. Existing and proposed water supply wells
- ☐ 7. Underground utilities, pipelines and easements

F. ZONING REQUIREMENTS:

- ☐ 1. Applicable zoning district, including any overlay districts, and comparison of zoning requirements to proposed in tabular form, such as minimum lot area, setbacks, height, parking, etc.
- ☐ 2. Minimum setback requirements shown for each lot
- ☐ 3. Statement of type of water and sewer service proposed (such as “well and on-lot septic”)

- ☐ 4. Required and proposed building coverage and impervious coverage (may be stated as “typical proposed” for singlefamily detached or twin homes)

G. PROPOSED LAYOUT:

- ☐ 1. Total acreage of site and total proposed number of lots and dwelling units
- ☐ 2. Identification number for each lot (and for each building if more than one principal building per lot)
- ☐ 3. Lot width (at minimum building setback line) and lot area for each lot
- ☐ 4. Dimensions of each lot in feet
- ☐ 5. Existing rights-of-way and cartway widths and locations of existing streets, including existing streets within 200 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 200 feet of the boundaries of tract
- ☐ 7. Street center line information, including bearings and distances
- ☐ 8. Horizontal curve data, including radius, tangent or length and delta, chord bearing and distance. Such information may be listed in a table, using reference numbers on a plan, provided that sufficient information is provided along each course (such as radius and arc length) such that each course can be reproduced in the field
- ☐ 9. Right-of-way and curblines with horizontal curve radii at intersections
- ☐ 10. Beginning and end of proposed street construction
- ☐ 11. Street improvements proposed by the applicant (including any acceleration/deceleration lanes, traffic signal, street realignment or construction improvement)
- ☐ 12. Any proposed curbing
- ☐ 13. Any proposed sidewalks with any proposed handicapped ramps at intersections
- ☐ 14. Any proposed bicycle/pedestrian trails
- ☐ 15. Names of existing streets and initial proposed names of new streets
- ☐ 16. Designation of streets proposed to be dedicated to the Township or to remain private
- ☐ 17. Evidence that a proposed new street or driveway entrance to a state road will meet PennDOT sight distance requirements, unless a valid highway occupancy permit has already been issued, or an entrance to a Township road where sight distance requirements are established by Article X

H. UTILITY PLAN:

- ☐ 1. Symbols. As applicable, the following existing and proposed items shall be shown for each lot, using standard symbols that are identified in a legend on the plan -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 and with depth of limiting zone and average percolation rate stated on plan) -Secondary drain field: shall be perc tested and dimensioned from lot lines -Suitable soil probe location, with depth to limiting zone -Unsuitable soil probe location, with depth to limiting zone -Suitable percolation test locations two sites required meeting DEP requirements), with average percolation rate - Unsuitable percolation test location(s), if any

☐ 2. If on-lot sewage disposal service is proposed (See also supporting documentation below.):

- ☐ 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 three feet from the surface (See County Soil Survey.)
- ☐ e. Exact slope across primary and secondary septic sites

☐ 3. If centralized sewage service 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-way needed for the utilities
- ☐ e. Location of all other drainage facilities and public utilities in the vicinity of sanitary sewer lines
- ☐ f. Type, size, length and grade of sewer lines

☐ 4. If centralized water service is proposed:

- ☐ a. Location and size of existing and proposed waterlines
- ☐ b. Existing and proposed fire hydrant locations
- ☐ c. Distance noted that waterlines 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

(Use Township format for stormwater report.):

- ☐ 1. Locations of existing and proposed storm drainage facilities or structures, including detention basins (with capacity), swales, pipes (with sizes), culverts and inlets
- ☐ 2. Stormwater best management methods
- ☐ 3. Capacity, depth, dimensions and locations of detention basins
- ☐ 4. Predevelopment and post-development watersheds for each drainage basin or drainage channel or point of discharge from the site
- ☐ 5. Locations of any proposed or existing stormwater easements
- ☐ 6. Intended design year standards for culverts, bridge structures and/or other stormwater facilities
- ☐ 7. Schematic location of all underground utilities
- ☐ 8. Entity responsible to maintain/own any detention basin
- ☐ 9. See also requirements of the Stormwater Ordinance
- ☐ 10. Existing and proposed contour lines (See description under "Natural Features.")
- ☐ 11. Where cuts or fills extend beyond the right-of-way, crosssections at fifty-foot intervals shall be required unless waived by the Township Engineer.

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

- ☐ 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. Arrangement of off-street parking spaces, parking aisles, paved areas and off-street loading areas
- ☐ 4. For townhouses, any proposed methods to ensure privacy between outdoor semiprivate areas (such as fences between rear yard)
- ☐ 5. Illustrative sketches of proposed buildings (encouraged but not required)
- ☐ 6. Locations and screening of trash dumpsters
- ☐ 7. Major types and locations of outdoor lighting
- ☐ 8. Location of any proposed outdoor storage areas
- ☐ 9. Square feet of impervious area, including areas covered by stone
- ☐ 10. Fire apparatus access roads

K. EROSION AND SEDIMENT POLLUTION CONTROL PLAN (unless approved at preliminary plan stage and will be unchanged):

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

L. ROAD PLAN PROFILES (with profile drawings on same sheet as plan drawings):

- ☐ 1. Profile of existing and proposed ground surface along center line of street
- ☐ 2. Proposed center line grade with percent on tangents and elevations at fifty-foot intervals
- ☐ 3. All vertical curve data, including length, elevations and minimum sight distance as required by Article X
- ☐ 4. Cross-sections at fifty-foot intervals if required by Township Engineer

M. SANITARY SEWER AND STORM DRAIN PLAN PROFILES (with profile drawings on same sheet as plan drawings):

- ☐ 1. Profile of proposed ground surface with elevations at top of manholes or inlets
- ☐ 2. Profile of storm sewer and sanitary sewer lines, corresponding to stations
- ☐ 3. All line crossings of other utilities
- ☐ 4. Slope, size, type and length of water, stormwater and sewer pipes
- ☐ 5. Invert elevation and top of grate or manhole elevation

N. ADDITIONAL FINAL PLAN REQUIREMENTS:

- ☐ 1. Protective covenants shall be placed on the land providing for:
 - ☐ a. All needed utility, drainage, maintenance, pedestrian, open space or other easements
- ☐ 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 and a required PennDOT highway occupancy permit has not been granted then the following or closely similar wording shall be stated: "NOTICE - A PennDOT highway occupancy permit for Lot No(s). _____ is required pursuant to Section 420 of the Act of June 1, 1945 (P.L. 1242, No. 428), known as the "State Highway Law," before driveway access to a state highway is permitted. Access to the state highway shall be only as authorized by a PennDOT highway occupancy permit. No building permits, zoning permits or certificates of occupancy shall be issued for said lot until such time as a PennDOT highway occupancy permit has been secured and filed with the Township. The Township shall not be held liable for damages to persons or property arising out of issuance or denial of a highway occupancy permit by the Pennsylvania Department of Transportation, pursuant to Section 508 of the Pennsylvania Municipalities Planning Code."

- ☐ b. "Well and sewage disposal systems shall be constructed in accordance with standards of the Pennsylvania Department of Environmental Protection."
- ☐ c. "Individual owners of lots must receive approval from the Township 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. Notations stating that the property owner is responsible for maintenance of stormwater management facilities and BMPs
- ☐ e. Notations stating that wetland permits may be required from the Army Corps of Engineers or Pennsylvania DEP

☐ 3. Streetlighting:

- ☐ a. Show existing streetlighting
- ☐ b. Show locations of proposed streetlighting, or notation stating none is proposed, including types of poles, spacing of poles and intensity of lamps.

☐ 4. Proposed monument and marker locations

O. CONSTRUCTION DETAILS: Show all proposed construction in accordance with § 192-57, following any applicable Township improvement standards.

- ☐ 1. Typical cross-section and specifications for street construction as required by § 192-57
- ☐ 2. Drainage swale cross-section and materials
- ☐ 3. Pipe bedding details
- ☐ 4. Storm drainage structures details, including cross-sectional drawings, 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

P. SUPPORTING DOCUMENTS AND ADDITIONAL INFORMATION: Supporting written and data reports submitted at the time of the preliminary plan are not required to be resubmitted unless they need to be revised to reflect changes between the preliminary and the final plans.

- ☐ 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 plans

- ☐2. If the subdivision or land development was not required to submit a preliminary plan, a copy of any supporting information listed in § 192-31 that is applicable to this project
- ☐3. List of modifications or waivers requested to this chapter that are needed but have not yet been granted
- ☐4. Deed restrictions: all private deed restrictions, homeowners' or condominium association agreements or covenants already imposed or to be imposed as a condition to sale that may affect the subdivision or land development plan. Any homeowners' or condominium association agreement regarding maintenance of utilities and common facilities is subject to review by the Township Solicitor and acceptance by the Board of Commissioners
- ☐5. Dedicated improvements: The developer shall provide a deed of dedication, together with plan 8 1/2 inches by 11 inches of each such improvement at the time of dedication
- ☐6. Nondedicated streets agreement: agreement for any streets 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
- ☐7. 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 Township Solicitor and acceptance by the Board of Commissioners
- ☐8. Storm drainage calculations: All calculations relating to facilities appearing on the grading and storm drainage plan and the erosion and sedimentation plan shall be submitted for review by the Township Engineer. (See Chapter 184, Stormwater Management.)
- ☐9. Stormwater infiltration test results
- ☐10. Development schedule: a statement indicating the approximate date when construction can be expected to begin and be completed
- ☐11. State highway reviews: The applicant shall submit to the Township a copy of the application to PennDOT for any needed occupancy permit to have access onto a state highway and shall also submit any review comments received from PennDOT within five days of receiving such comments. If a needed permit is not issued prior to final approval, such permit shall automatically be a condition of final plan approval
- ☐12. Water certification: 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 Township 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 Township
 - ☐ a. This evidence shall include a copy of one or more of the following, as appropriate: a) the certificate of public convenience from the Pennsylvania Public Utility Commission; b) a copy of an application submitted for such certificate or a cooperative agreement; or c) a commitment or agreement to serve the area in question

- ☐ 13. Wetland statement: The applicant shall provide a signed statement of whether areas of the tract proposed to be altered, disturbed or developed include wetlands under the applicable federal and/or state definitions
- ☐ a. See also the natural features portion of this section
- ☐ 14. If applicable, copy of the wetland study and qualifications of person who prepared the study
- ☐ 15. Addresses: plan showing existing street address numbers of adjacent lots and proposed street address numbers of proposed lots, as issued by the Township
- ☐ 16. With each revision of a previously submitted plan, the plan preparer shall either:
- ☐ a. Certify, in writing, that no changes were made to the plan, other than changes requested by the Township;
- or
- ☐ b. List the changes that were made, other than those requested by the Township (not including typographic corrections)
- ☐ 17. If an association of lot owners is proposed for any portion of the development, the applicant shall provide a draft of all documents related to forming and maintaining the association for approval by the Township

Q. 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. Approved PaDEP sewage planning module, if applicable
- ☐ d. PaDEP water quality management permit, if applicable
- ☐ 2. See record plan requirements in § 192-52