

# MUNCY CREEK TOWNSHIP PLANNING COMMISSION

## Subdivision/Land Development Proposal Review Checklist

Subdivision/Land Development Proposal For: \_\_\_\_\_

### I. Plan Requirements

- \_\_\_\_\_ 1 Six (6) copies of the plan; preliminary plan - 18" x 24" or 24" x 26" in size, final plan (recording plan) - 18" x 24" in size. One (1) Digital Copy emailed to the Township at secretary@muncycreektwp.org
- \_\_\_\_\_ 2 Scale not exceeding 100 feet per inch.
- \_\_\_\_\_ 3 Title block containing the name of the owner of the tract, municipality, date, scale, surveyor's name and north arrow.
- \_\_\_\_\_ 4 Perimeter site boundary lines by bearing & distances providing a survey of the area to be developed, closing with an error of not more than one foot in 5,000 feet.
- \_\_\_\_\_ 5 Proposed lot lines by courses & distances; dimensions of areas to be dedicated for public use; building setback lines; total number of lots or dwelling units with corresponding numbering system; acreage of each lot and total acreage; & zoning classification.
- \_\_\_\_\_ 6 Tract boundary sketch, showing relation of proposal to remaining tract and showing names of all adjoining property owners and abutting subdivisions.
- \_\_\_\_\_ 7 Location map showing relation of tract to adjoining properties, road & highway systems and municipal boundaries for an area extending at least 1/2 mile from the subdivision or development site.
- \_\_\_\_\_ 8 Location & width of all existing & proposed streets, rights-of-way, parking areas & easements on or adjacent to the tract, including bearings & distances of rights-of-way and easements or their centerlines; right-of-way & pavement widths; & street names.
- \_\_\_\_\_ 9 Location of existing or proposed on-lot sewage systems & water wells on adjoining properties.
- \_\_\_\_\_ 10 Location & size of existing or proposed sewers, water mains, culverts, buildings, transmission lines, fire hydrants, & other significant man-made features on or adjacent to the tract.
- \_\_\_\_\_ 11 Soil percolation and deep test pit locations, except where public sewers are provided.
- \_\_\_\_\_ 12 Existing watercourses, floodplains, wetlands, wooded areas and other significant natural features.
- \_\_\_\_\_ 13 Topographic contours at five (5) foot intervals or such other interval as approved by the Planning Commission and datum to which elevations refer.
- \_\_\_\_\_ 14 Location & material of all permanent lot markers.
- \_\_\_\_\_ 15 Certification with seal and original ink signature, of registered professional land surveyor preparing plan.

### II. Other Required Data

- \_\_\_\_\_ 16 Plan processing/review fees.
- \_\_\_\_\_ 17 Proposed deed restrictions; R/W Use & Maintenance Agreements; and deeds of dedication, where applicable.

- \_\_\_\_\_ 18 Road cross-sections & centerline profiles; and bridge & culvert designs.
- \_\_\_\_\_ 19 PaDot Highway Occupancy or Township Driveway Permits, where applicable.
- \_\_\_\_\_ 20 Sewage facilities planning information, including soils testing results, executed sewage facilities planning modules with DER approval, or designs for new or extended sanitary sewer systems, as appropriate.
- \_\_\_\_\_ 21 Water supply provision information, including approval letter from privately-owned suppliers or permit from DER for new distribution system, and system designs, as appropriate.
- \_\_\_\_\_ 22 Site grading plan and erosion & Sedimentation control plan, as appropriate or when applicable.
- \_\_\_\_\_ 23 Stormwater management plans and facility designs, where applicable.
- \_\_\_\_\_ 24 Improvement Guarantee, including executed Agreement with the Township & financial security, where applicable.
- \_\_\_\_\_ 25 Maintenance Agreements for undedicated recreation & open space areas, streets, parking lots & Stormwater management facilities, where applicable.

**FOR TOWNSHIP USE BELOW**

Date Submitted (in office): \_\_\_\_\_ Submission fee: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Sent for review to:

_____ County Planning Commission	_____ Date received
_____ PaDot	_____ Date received
_____ Township Engineer	_____ Date received
_____ Other	_____ Date received

First date to check for completeness: \_\_\_\_\_

Items missing (list)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Revisions and other requested items received: \_\_\_\_\_

Accepted as complete (start 90 days) date: \_\_\_\_\_

1st Meeting to consider for approval: \_\_\_\_\_

Approved date: \_\_\_\_\_ Letter to applicant

Rejected date: \_\_\_\_\_ Letter with reasons and sub/land dev. Sections listed