

MUNCY CREEK TOWNSHIP PLANNING COMMISSION

Subdivision/Land Development Proposal Review Checklist

Subdivision/Land Development

Proposal for: _____ Contact Info: _____

Surveyor: _____ Contact Info: _____

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 plus one (1) digital copy sent to 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 ½ 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 or 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 submitted to the Township.
- _____ 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 DEP 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 DEP 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, and a Stormwater Acknowledgement Title Block.
- _____ 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, if applicable.
- _____ 26 Letter of intent signed by property owner summarizing plan and authorizing (if agreeable) for surveyor or engineer to act on and attend planning meetings on their behalf.

All information Required for the Review of a Proposed Subdivision or Land Development must be Provided (if applicable)

As a professional preparing a submission for landowner, I am certifying that all responses to each item above is accurate. I understand that if upon review of submission it is determined by the township engineer or the Muncy Creek Township Planning Commission that responses to items above are inaccurate the submission will be rejected and a new submission will be required along with a new fee.

_____	_____	_____
Signature	Title	Date

FOR TOWNSHIP USE

Date Received: _____ Fee: _____

First Meeting for Consideration: _____ Date Approved: _____

MUNCY CREEK TOWNSHIP PLANNING COMMISSION

Information Required for the Review of a Proposed Subdivision or Land Development

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Subdivision

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Land Development

Name: _____

Date of Plan: _____

Location: _____

Property Owner

Name: _____

Address: _____

Phone: _____

Applicant (if different than owner)

Name: _____

Address: _____

Phone: _____

Registered Land Surveyor Preparing Plan

Name: _____

Address: _____

Phone: _____

Attorney

Name: _____

Address: _____

Phone: _____

Total Acreage: _____ No of Lots or Units: _____

Proposed Land Use: ____ Residential (R); ____ Agriculture & Conservation (A); ____ General District (C-1); ____ Highway Commercial District (C-2); ____ Light Industrial (I-1) ____ Heavy Industrial (I-2); ____ Flood fringe & General Floodplain (FF & FP); ____ Floodway (FW)

Method of Proposed Sewage Disposal: _____

Acreage Proposed for Recreation or Open Space Use: _____

Lineal Feet of New Streets: _____

The 90-day time frame does not start until all documents have been filed with Muncy Creek Township. At the property owner, I hereby authorize any of the above-named parties to act on our behalf at Planning Commission meetings or Board of Supervisor meetings.

Land Development approval does not mean you have automatic DEP approval. DEP approval is required before permits are issued.

Signature: Owner or Developer (if authorized)