

SUBDIVISION AND LAND DEVELOPMENT

PALMER TOWNSHIP  
MINOR SUBDIVISION\*\* FINAL PLAN CHECKLIST  
AND LIST OF SUBMITTAL REQUIREMENTS

\*\* This list also applies to a land development involving only one (1) nonresidential building (other than a shopping center) and which does not involve more than three (3) new dwelling units.

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Daytime 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.

Submitted	Not Submitted*	
_____	_____	A. GENERAL SUBMISSION ITEMS (the township staff may require the submission of additional numbers of copies):
_____	_____	1. Township application fees/review fee(s)/escrow.
_____	_____	2. 2 copies of the application.
_____	_____	3. 2 copies of this minor subdivision plan checklist.
_____	_____	4. 5 copies of the complete final plans (including any profiles).
_____	_____	5. 5 additional copies of the layout plan and any landscaping plan.
_____	_____	6. 2 sets of supporting documents and CD containing PDFs and TIFs.
_____	_____	7. Copy of receipt from LVPC for plan provided by applicant for its review (may be provided to the township within 5 days after plan submission to the township).
		B. DRAFTING REQUIREMENTS: All information shall be legibly and accurately presented.

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<b>Submitted</b>	<b>Not Submitted*</b>	
_____	_____	1. Plans prepared on a standard-sized sheet (such as 18 x 24 inches, 24 x 36 inches, 30 x 42 inches or 36 x 48 inches). Sheets should be folded to approximately 9 x 12-inch size, in such a manner that the title of the sheet faces out.
_____	_____	2. Plans drawn at a scale of 1 inch equals 50 feet or other scale preapproved by the Township Engineer or Planning Director.
_____	_____	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 boundary line.
		<b>C. GENERAL INFORMATION:</b>
_____	_____	1. Name and location of project (such as the "Smith Subdivision No. 2").
_____	_____	2. Name of landowner and developer (with addresses).
_____	_____	3. Names of abutting property owners, with abutting lot lines and street address numbers.
_____	_____	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: the Township Board of Supervisors, Township Planning Commission and LVPC staff and notation for Recorder of Deeds information. (See Appendix C.)
_____	_____	7. Location map at a standard scale (preferably 1 inch equals 2,000 feet or 1 inch equals 800 feet), showing the location of the project.
_____	_____	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. Existing Deed Book volume and page number from county records.
_____	_____	11. Existing Tax Map block and lot number for the tract being subdivided.

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**Submitted**                      **Not  
Submitted\***

D. NATURAL FEATURES:

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. Contour lines as follows:   |
|       |       | a. If only slopes of less than 15% may be impacted, contours may be accurately superimposed from the USGS quadrangle map.  |
|       |       | c. If slopes of 15% or greater may be impacted, shall be based on a field survey or photogrametric procedure at an interval of 2 feet (or other interval preapproved by the Township Engineer or township staff) at a scale of 1 inch equals 100 feet 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% and greater than 25%.  |
| _____ | _____ | 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. 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.   |

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_____	_____	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. Principal buildings estimated to be 80 years or older that are proposed to be impacted by the subdivision, with name and general description.
_____	_____	5. Sewer lines, stormwater facilities, waterlines, 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 nonresidential building locations and land uses.

F. ZONING REQUIREMENTS:

_____	_____	1. Applicable zoning 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.
_____	-----	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 preapproved by the township 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 (shall be percolation tested).



Suitable soil probe location.



Suitable percolation test locations (2 sites required, meeting DEP requirements).

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_____	_____	5. Existing and proposed storm drainage facilities or structures.
_____	_____	6. Addresses for new lots. All plans shall have all proposed new addresses for new lots being created by property being subdivided.
		H. ADDITIONAL INFORMATION: The Planning Commission may require the submission of any additional information that would be required for the final plan of a major subdivision under § 165-37, if needed to determine compliance with this ordinance.
_____	_____	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 1 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. Copy of the DEP sewage planning module application, if applicable, as completed by the applicant, with evidence that the application has been forwarded to the proper review agencies for comments.
		3. 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

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_____	_____	highway occupancy permit has been secured and filed with the township. 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." <sup>3</sup>
_____	_____	b. If wells and/or septic systems are used: "Well and sewage disposal systems shall be constructed in accordance with standards of the Pennsylvania Department of Environmental Protection."
_____	_____	c. If septic systems are used: "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."
		4. 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 Page 139 property owners or by a municipal corporation, Authority or utility, as permitted by the township. This evidence shall include a copy of 1 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.

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<sup>3</sup> Editor's Note: See 53 P.S. § 10508.