

PENN TOWNSHIP SUBDIVISION/LAND DEVELOPMENT REQUIREMENTS

(To be filled out in addition to subdivision/land use application)

This checklist is provided for assistance purposes and does not totally encompass all requirements necessary for approval. Please review the Penn Township Subdivision and Land Development Ordinance for other applicable requirements needed for preliminary and final approval.

CHECKLIST OF REQUIRED INFORMATION FOR SUBDIVISION & LAND DEVELOPMENT APPLICATIONS

Included in application	Section	Description
<i>PRELIMINARY PLAN SUBMISSION, SECTION 4.3</i>		
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	LOCATION MAP 4.3.2 A	A diagram of the surrounding area shown in a six inch by six inch (6" x 6") minimum frame, in sufficient detail to clearly indicate the location of the proposed subdivision or land development within the Township boundaries, based on a USGS 7.5 minute quadrangle with the subject parcel at the appropriate center.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	TRACT INFORMATION 4.3.2 B	A scaled drawing showing the boundaries of the entire tract to be subdivided or developed, any previous out-sales or lot transfers, the portion to be subdivided into lots or otherwise developed, and the names of owners of all abutting subdivisions or land developments.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	SUBDIVISION OR LAND DEVELOPMENT PLAT 4.3.2 C	A plat of the lot or lots to be formed or developed, drawn to a scale not smaller than one hundred feet (100') to one inch (1"), and showing the tax parcel number, names of abutting property owners, and zoning district, plus the following information:
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.2 C (1)	Existing property lines, easements and rights-of-way and the purpose for which the easements or rights-of-way have been established.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.2 C (2)	Existing streets and driveways on or adjacent to the tract, and within two hundred feet (200') of the boundary line of the tract or land development site, including name, right-of-way width and pavement width.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.2 C (3)	Existing buildings, sanitary and storm sewers, water mains, culverts, fire hydrants and other significant man-made features on or adjacent to the tract, and within two hundred feet (200') of the boundary line of the tract or land development site.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.2 C (4)	Existing watercourses, marshes, wetlands, rock outcroppings, wooded areas and areas subject to flooding
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.2 C (5)	Existing and proposed contours at vertical intervals of five feet (5'), or in the case of relatively level tracts, at such lesser interval as shall be dictated by the Township Engineer. Datum to which contour elevation refer shall be the United States Coast and Geodetic Survey datum or existing benchmarks previously recorded.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.2 C (6)	Location, width, approximate grade and name of all proposed streets and the location and purpose of all proposed easements.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.2 C (7)	Indication of the buildable area of each proposed lot, with approximate dimensions of each new lot or building line; minimum building line along all streets and easements; and all parcels proposed to be dedicated or reserved for public use.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.2 C (8)	Area of each parcel, including the remaining land not proposed for platting, lot or site identification numbers and location of any percolation tests or wells.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.2 C (9)	Location of any proposed site improvement such as curbs, sidewalks and street lighting.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.2 C (10)	Proposed site grading showing areas to be filled and areas to be cut, with approximate finished grades of slopes shown by percentage.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.2 C (11)	In the case of all multi-family and non-residential developments, the approximate location and configuration of proposed buildings, parking areas, walkways, recreation areas and/or facilities, and other development features.

Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.2 C (12)	An indication of the general location and size of proposed water mains, fire hydrants, sanitary sewers and stormwater management facilities and lines. (May be shown on a separate plan). The preliminary size of each line should be shown as well as the locations or distances to any existing line to be connected to, with the size of such existing lines indicated.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.2 C (13)	Standard map symbols (Exhibit #1).
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.2 C (14)	Exhibits to text or information locating known pre-existing and open water, gas or oil wells and tree masses.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.2 C (15)	Exhibits to text or information locating soils, deep-mines and/or subsurface water conditions that may affect the land surface.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.2 C (16)	A drawing which locates existing septic fields and leeching beds.
	PLAT DATA 4.3.2 D.	Title identifying the subdivision or land development and the municipality in which located, name and address of the developer, scale and north point of the subdivision plat (and of the tract map in separate diagram), date of plan, narrative of activity proposed, number of dwelling units and/or structures by type, certification and seal of the engineer and any other professional responsible for the plan and including appropriately worded signature blocks.
	DATA TO BE SUBMITTED WITH PRELIMINARY PLAT 4.3.3	Preliminary plat submission shall be accompanied by the following:
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.3 A	In cases where the preliminary plat covers only a portion of the developer's tract, a sketch plan for the entire tract shall be required.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.3 B	Preliminary cross sections showing the dimensions and construction of streets and any curbs and/or sidewalks.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.3 C	A preliminary Erosion and Sedimentation Control Plan, pursuant to the Rules and Regulations of the PA DEP, the standards of this Ordinance, Ordinance #97-112 Stormwater Management, and the Butler County Erosion and Sedimentation Control Handbook.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.3 D	A traffic impact analysis, where in the opinion of the Planning Commission or the Board of Supervisors, proposed development will affect the circulation of vehicular traffic at key intersections and within the area proposed for subdivision generally.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.3 E	A description of the proposed method of providing potable water supply and sanitary sewerage disposal; percolation test data, when required; and/or water and sewerage engineering feasibility studies, when requested by the Planning Commission or Board of Supervisors.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.3 F	A statement as to whether or not coal and mineral rights are to be conveyed with fee title to parcels to be sold together with any existing and proposed deed restrictions.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.3 G	A map overlay indicating all areas where it is known or suspected that surface or subsurface mining activities have occurred. Where the proposed subdivision or land development proposes the construction of any building or structure on or within three hundred feet (300') of any subsurface mined areas, or on or within fifty feet (50') of any surface mined area, the applicant shall submit, with his Preliminary plan, the information and data as set forth in Section 8.4 of this Ordinance.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.3 H	Existing or proposed deed restrictions or protective covenants.
	PRELIMINARY PLAN REVIEW PROCEDURE 4.3.4	Applications for preliminary plat review and approval shall be submitted and processed in accordance with the following:
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.4 A	Application: Applications for preliminary plat approval shall be submitted to the Township for review by the Planning Commission. Five (5) copies of the preliminary plat and five (5) copies of all data required to be submitted with said plat shall accompany the application. Any application filed less than five (5) working days prior to a regularly scheduled meeting of the Planning Commission shall not be accepted.

Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.4 B	<p>Review by other agencies: Upon receipt of said application, the Planning Commission shall require the applicant to submit one (1) copy of the preliminary plat and any related documentation to the following officials and agencies, as appropriate, for their review and comment:</p> <ol style="list-style-type: none"> 1) Butler County Planning Commission for review and comment at the applicant's expense. 2) PA DOT when the subdivision or land development will front on an existing or proposed State Route, or will have a proposed street or access drive requiring access to such a route. 3) PA DEP for required comments relative to sanitary sewer extensions, erosion and sedimentation control or N.P.D.E.S. permits. 4) Butler County Soil Conservation District for review in respect to drainage and erosion and sediment pollution control, where required.
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MINOR SUBDIVISION APPLICATION OPTION 4.3.7

As defined in definition section of Ordinance, this applies to subdivisions involving not more than four (4) lots plus the residual land area. May apply directly for final approval, in accordance with review procedure in Section 4.4.

MINOR SUBDIVISION PLAT REQUIREMENTS

		The following items must be included:
		4.3.7 A
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.7 A (1)	Location map: A diagram of the surrounding area shown in a six inch by six inch (6" x 6") minimum frame, in sufficient detail to clearly indicate the location of the proposed subdivision or land development within the Township boundaries, based on a USGS 7.5 minute quadrangle with the subject parcel at the approximate center.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.7 A (2)	Tract information: A scaled drawing showing the boundaries of the entire tract to be subdivided or developed, any previous out-sales or lot transfers, the portion to be subdivided into lots or otherwise developed, and the names of owners of all abutting subdivisions or land developments.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.7 A (3)	Subdivision or land development plat: A plat of the lot or lots to be created, drawn to a scale of one hundred feet (100') to one inch (1"), showing all lot lines; right-of-way and cartway width of the abutting street; any other existing rights-of-way and easements; adjacent underground utility lines; natural drainage ways; all building lines; percolation test sites; location and description of survey monuments, existing structures, proposed water wells, septic systems, driveways and existing natural gas or oil wells; bearings and dimensions of all property and associated right-of-way lines; and acreage of all parcels including the remaining tract, and lot identification numbers.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.7 A (4)	Plat Data: Title identifying the subdivision and indicating the name of the Township, name and address of the applicant, scale and north point of the subdivision plat (and of the tract map if separate diagram), date of plat, certification and seal of registered engineer or surveyor, in accordance with the Professional Engineers and Land Surveyors Registration Law, appropriate language in signature blocks and Certificate of Recording block.

DATA TO BE SUBMITTED WITH

		4.3.7 B
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.7 B (1)	Percolation test data (when required).
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.7 B (2)	Copies of any existing or proposed deed restrictions or protective covenants.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.7 B (3)	Private agreements or recorded covenants between or among property owners.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.3.7 B (4)	Stormwater management plan, in compliance with Ordinance #97-112 of Penn Township.

MINOR LAND DEVELOPMENT OPTION, SECTION 4.3.8

As defined in definition section of Ordinance, this applies to non-residential land development activity of 2000 square feet or less.

MINOR LAND DEVELOPMENT PLAT REQUIREMENTS		The following items must be included:
4.3.8 B		
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	4.3.8 B (1)	Property lines and total acreage of parcel proposed for development.
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	4.3.8 B (2)	All existing streets, r-o-w's and easements related to the development.
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	4.3.8 B (3)	The location of existing driveways on adjacent properties.
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	4.3.8 B (4)	The location of relevant natural features, including, but not limited to, streams or other natural water courses.
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	4.3.8 B (5)	The location of existing structures, including structures located on abutting property if within fifty feet (50') of the common property line.
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	4.3.8 B (6)	Required front, side and rear yard lines, and any required building line.
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	4.3.8 B (7)	Location, dimensions, total square footage and ground floor elevations of proposed structures, walkways, driveways, entrances, parking facilities, loading spaces, landscaping, signs, lighting facilities, fences or walls, fire hydrants and fire lanes and other site improvements or amenities.
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	4.3.8 B (8)	Contours and sufficient elevations to show proposed grading and data to show gradient of access drives, parking facilities and surface water run-off.
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	4.3.8 B (9)	Locations and approximate size of utilities to serve the development.
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	4.3.8 B (10)	Surface water run-off controls.
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	4.3.8 B (11)	Title block giving name of development, property owners, developer, north point, date and scale (minimum 1"=100') and;
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	4.3.8 B (12)	Such other information as may be required by the Zoning Officer.
	4.3.8 C	Where any excavation or grading is proposed, a plan meeting the requirements of the PA DEP to implement and maintain erosion and sedimentation control shall be included.
	4.3.8 D	Review and approval of a minor land development plan shall comply with the applicable provisions of Section 4.4.4 herein.
	4.3.8 E	Additional submittal requirements for final approval may be waived by the Planning Commission and Board of Supervisors for Minor Land Developments, including the provisions of Section 11.6 of the Penn Township Zoning Ordinance
FINAL PLANS, SECTION 4.4		
FINAL PLAT REQUIREMENTS		The following items must be included:
4.4.2		
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	LOCATION MAP 4.4.2 A	A diagram of the surrounding area sufficient to clearly indicate the location of the proposed subdivision or land development within the Township boundaries.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	TRACT INFORMATION 4.4.2 B	A scaled drawing showing the boundaries of the entire tract to be subdivided or developed, any previous out-sales or lot transfers, the portion to be subdivided into lots or otherwise developed, and the names and recording data of all abutting subdivision or land developments.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	KEY MAP 4.4.2 C	When final approval is sought for only a part of the plan given preliminary approval, a key map shall be provided showing the relationship of the preliminary plan to the section proposed for final approval.

Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	SUBDIVISION OR LAND DEVELOPMENT PLAT 4.4.2 D	<p>A plat of the lot or lots to be formed or developed, drawn to a scale not smaller than one hundred feet (100') to one inch (1") and showing:</p> <ol style="list-style-type: none"> 1) Primary control points, or description and "ties" to such control points, to which all dimensions, angles, bearings and similar data on the plat shall be referred. 2) Final rights-of-way, easements and property and/or building lot lines with accurate dimensions, bearing or deflection angles; and radii, arcs and central angles of all curves. 3) Edge of existing or proposed street pavement, clear sight triangle, and building setback lines with dimensions, including the radii of the edge of pavement at intersections with existing or proposed streets or access drives. 4) Street names, purpose of easements and other rights-of-ways, and block, lot and/or parcel numbers. 5) Location and description of all survey monuments and markers. 6) Location of all watercourses, wetlands and floodplains and temporary erosion and sedimentation pollution control facilities. 7) Location and size of stormwater detention facilities, including on-lot facilities as shown in Exhibit #21. 8) Location and type of wastewater disposal system.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	PLAT DATA 4.4.2 E	<p>Title identifying the subdivision or land development and the municipality in which located, name and address of the developer, scale and north point of the subdivision plat (and of the district map if separate diagram), date of plan, narrative of activity proposed, number of dwelling units and/or structures by type, certification and seal of the engineer and any other professional responsible for the plan in accordance with the Professional Engineers and Land Surveyors Registration Law, certification of title showing that the applicant is the landowner, appropriate worded signature blocks and Certificate of Recording block.</p>
<p>DATA TO BE SUBMITTED WITH FINAL PLAT 4.4.3</p>		<p>Final plat submissions shall be accompanied by the following:</p>
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.4.3 A	<p>Profiles of all existing and proposed streets showing center line grades approved by the Township Engineer in accordance with the design standards of this Ordinance; and showing the existing ground line.</p>
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.4.3 B	<p>Cross sections of existing and proposed streets showing the type of construction, depth and type of base material, the width of rights-of-way, width of cartway, curb construction, location and width of sidewalks and locations and size of utility lines, where applicable.</p>
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.4.3 C	<p>Plans and profiles of proposed sanitary and/or stormwater sewers, with grades and pipe sizes indicated, and a plan of any proposed water distribution system, showing pipe sizes and location of valves and fire hydrants, as applicable.</p>
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.4.3 D	<p>A final Erosion and Sedimentation Control Plan (See subsection 4.3.3 C) including certification that permits required by the PA DEP have been issued.</p>
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.4.3 E	<p>A final development plan of any single or multi-family units and non-residential development, showing the location and dimensions and configuration of all buildings</p>
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.4.3 F	<p>Certification of preliminary plan approval and signed, executed agreement to provide service fro the sewer and/or water authority, area water company with jurisdiction, and/or a PA DEP approved planning module, for proposed public or private sanitary sewerage disposal and any revision to the Township's DEP Act 537 Plan. Water supply and distribution facilities being provided by the developer must be inspected by the municipal authority with jurisdiction or the PA DEP, where applicable.</p>

Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.4.3 G	<p>Certification from a qualified engineer that:</p> <ol style="list-style-type: none"> 1) The proposed development will not cause any environmental hazard or risk of subsidence. 2) The final plan incorporates all measures and practices recommended in the subsidence risk assessment and/or geotechnical investigation report, and such measures and practices shall eliminate or avoid any environmental hazards or risks of subsidence. 3) The final plan satisfies all relevant federal, state, county and municipal environmental standards.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.4.3 H	Evidence that the required financial security as a performance guarantee has been deposited with the Township following review by the Solicitor.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.4.3 I	Statement by developer offering the dedication of any streets, rights-of-way and land for public uses to be so offered; and evidence that the maintenance of any private or semi-public area or facility not being offered for dedication is assured through the creation of an organization for that purpose.
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.4.3 J	All information shall be stored on a 3.5" floppy disc, in a format consistent with the requirements of Butler County and submitted with the material listed in this Section.
	FINAL PLAN REVIEW PROCEDURE 4.4.4	Applications for final plan review and approval shall be submitted and processed in accordance with the following:
Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/>	4.4.4 A	<p>Application: Applications for final approval shall be submitted to the Township for review for completeness not less than fifteen (15) working days prior to the date of the next regularly scheduled Planning Commission meeting. Five (5) copies of the final plat, and five (5) copies of the final land development plan, (when applicable), and twenty (20) copies of all other data required to be submitted with said plat shall accompany the application. Any application filed less than five (5) working days prior to a regularly scheduled meeting of the Planning Commission shall not be accepted.</p> <p>The final plan submission shall cover at least twenty-five percent (25%) of all dwelling units proposed on the entire subdivision or land development as shown on the approved preliminary plan. In such cases, the applicant shall submit a tentative schedule for the development of the balance of the tract. The final plan submission requirements as set forth herein and procedures must be followed for each subsequent section prior to installation of improvements, recording and sale or transfer of lots within such sections.</p>