

PALMYRA TOWNSHIP

PIKE COUNTY, PENNSYLVANIA

FINAL MAJOR SUBDIVISION - LAND DEVELOPMENT STATUS LOG AND CHECKLIST

Development Name: _____
Number of lots: _____ Location: _____
Applicant/Owner: _____
Address/Telephone: _____
Township application fee: \$ _____ Date fee paid: _____
County application fee: _____ Date fee paid: _____
Review fees due: _____ Date fee paid: _____

PLAN FILING INFORMATION (confirmed by Township Administrator)

3 copies of application form or letter 8
copies of final plan
4 copies of the following:

as-built road cross sections
final road profiles
final deed covenants and restrictions
existing & proposed dedications/reservations
final bridge or stream crossing designs/permits
zoning variance or subdivision waivers obtained
improvements construction documentation - Applicant's Engineer
report verifying completion of improvements OR improvements'
construction financial guarantee

FILING 10 DAYS PRIOR TO PLANNING COMMISSION MEETING

Date of filing

Township
Administrator

Date filing returned

Township Administrator
(SEE ATTACHED REASONS FOR RETURN: INFORMATION MISSING, INCORRECT # OF COPIES, ETC.)

Note: Prior to final approval roads, drainage, utilities and all other improvements must be installed or guaranteed. Improvements completion and guarantee amounts must be verified by the Township Engineer.

TOWNSHIP ENGINEER REVIEW

(submission is Township responsibility)

Date initial plan submitted to Township Engineer

Date Township Engineer comments received

Date revised plan submitted to Township Engineer

Date Township Engineer comments received

Date revised plan submitted to Township Engineer

Date Township Engineer comments received

PRELIMINARY PLAN CONFORMANCE

_____ Date of Township Engineer verification of conformance with preliminary plan and all conditions of approval

IMPROVEMENTS GUARANTEE

(Applicant prepares, Township Engineer reviews)

_____ Date of Township Engineer verification of guarantee amount
_____ Amount of guarantee plus 10%
_____ Date of guarantee
_____ Date of guarantee expiration

IMPROVEMENTS INSPECTION

_____ Date of Township Engineer verification of inspected improvements

PLANNING COMMISSION ACCEPTANCE FOR REVIEW (begins 90-day review)

_____ Official date of submission _____ Planning Commission Chairman

_____ Submission rejection date _____ Planning Commission Chairman
(SEE ATTACHED REASONS FOR REJECTION: INFORMATION MISSING, INCORRECT # OF COPIES, ETC.)

PIKE COUNTY PLANNING COMMISSION

(Following Acceptance for Review - submission is Township responsibility)

_____ Date submitted to County Planning
_____ Date County Planning comments received

MAJOR SUBDIVISION PLAN REVIEW AND ACTION

_____ Ninety day deadline date (90 days from Acceptance for Review)

_____ Deadline date for extensions granted for action
(EXTENSIONS MUST BE GRANTED IN WRITING BY APPLICANT.)

_____ Date of Planning Commission recommendation to Supervisors
approval
approval with conditions (attach list of conditions)
denial (attach list of specific Ordinance sections)

_____ Date of optional Board of Supervisors hearing

_____ Date of Board of Supervisors action
(UNLESS AN EXTENSION IS GRANTED, MUST NOT EXCEED 90 DAYS, INCLUDING 15 DAYS NOTICE TO APPLICANT, FROM THE DATE OF OFFICIAL SUBMISSION)

approval
approval with conditions (attach list of conditions)
denial (attach list of specific Ordinance sections)

_____ Date of notification to applicant
(UNLESS AN EXTENSION IS GRANTED, APPLICANT MUST BE NOTIFIED WITHIN 15 DAYS OF DECISION, WITHIN THE OVERALL 90 DAY PERIOD)

verbal notification of approval at meeting
written approval with conditions stated
written denial with reasons stated, certified mail

_____ Date of acceptance of conditions from applicant

PLANNING COMMISSION CHECKLIST

_____ Drafting Standards - not more than 100 feet per inch. Final Plan Information

- A. Name of project
- B. Name and address of the owner of record and deed book and page
- C. Name and address of developer if different from land owner
- D. Name, address, license number, seal and signature of the Registered Professional Engineer or the Registered Professional Land Surveyor
- E. Date the Final Plan was completed and for each Plan revision along with a description of the revision
- F. A key map
- G. North arrow (true or magnetic)
- H. Graphic scale and written scale
- I. Adjoining property owners and tax map numbers
- J. Proposed and existing street and lot layout on immediately adjacent tracts including names and right-of-way and pavement widths of all streets and/or roads
- K. Existing man-made or natural features
 - _____ Water courses, ponds and lakes, with name of each
 - _____ Rock outcrops and stone fields
 - _____ Buildings and other structures
 - _____ Approximate location of tree masses
 - _____ Utility lines, wells and sewage systems
 - _____ Location and description of any certified historic site or structure
 - _____ Location and size of culverts with the direction of water flow.
 - _____ Wetlands
 - _____ All other significant man-made or natural features
- L. Permanent and seasonal high water table areas and flood zones
- M. Location and extent of various soil types, SCS classification for each and location of soil test pits and percolation test locations
- N. Location, width and purpose of any existing rights-of-way or other easements
- O. Location, width and purpose of any proposed rights-of-way or other easements
- P. Location of wells and subsurface sewage disposal fields and other utilities
- Q. Contour lines
- R. The total tract boundary lines of the project. The location of all perimeter monuments shall be shown and described
- S. The name and/or number and pavement width and right-of-way lines of all existing public streets and/or roads and the name and location of all other streets and/or roads within the property
- T. The full plan of the project including:
 - _____ Sufficient bearings, etc. to reproduce each and every course on the ground
 - _____ All dimensions and bearings
 - _____ Primary survey control points, established street corners and survey monuments
 - _____ Street names
 - _____ Street widths and right-of-way and easement widths
 - _____ A clear sight triangle shall be shown for all street intersections
 - _____ Block and lot numbers
 - _____ Total tract area and area of each lot in square feet or acres
 - _____ Location and type of permanent monuments and markers.
 - _____ Building setback lines

- Excepted parcels or sections
- A statement of intended use of all non-residential lots.
- The deed book volume and page number
- County tax map number
- U. Zoning data, including all of the following, when applicable:
 - Zoning district designations
 - Zoning district boundary lines crossing the proposed subdivision and/or development
 - Zoning district boundary lines within one thousand (1000) feet of the proposed subdivision and/or development
 - Bulk and density standards
- V. The following items and notes shall be on all Final Plans when applicable, in the form of protective and/or restrictive covenants: Building setbacks
 - Corner lot sight easements
 - Corner lot driveway locations
 - Utility and drainage easements including ownership and maintenance responsibility
 - Zoning requirements
 - Wells and sewage disposal systems permits and construction responsibility
- W. A title block
- X. Approval/Signature blocks
- Y. In the case of land developments, the location and configuration of project buildings, parking compounds, streets, access drives, driveways and all other planned facilities
- Z. A statement regarding all streets and other areas of dedication or reservation and a survey of each

PLANNING COMMISSION REVIEW COMMENTS / CONDITIONS

(Completed by Planning Commission.)

Please check appropriate box:

- Submission Deficiencies (Note specific Ordinance sections)
- Conditions of Approval
- Reasons for Denial (Note specific Ordinance sections)

BOARD OF SUPERVISORS REVIEW COMMENTS / CONDITIONS

(Completed by Township Administrator.)

Please check appropriate box:

- Submission Deficiencies (Note specific Ordinance sections)
- Conditions of Approval
- Reasons for Denial (Note specific Ordinance sections)

RELEASE OF IMPROVEMENTS GUARANTEE

(Completed by Township Administrator.)

Please check appropriate box:

- Partial
- Final

_____ Date of request
 _____ Amount of request
 _____ Date of Township Engineer verification of inspected improvements
 _____ Date of release
 _____ Amount of release

- Partial
- Final

_____ Date of request
 _____ Amount of request
 _____ Date of Township Engineer verification of inspected improvements
 _____ Date of release
 _____ Amount of release

- Partial
- Final

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