

ARTICLE 5

SPECIFICATIONS FOR DOCUMENTS TO BE SUBMITTED

- 501 General Requirements
- 502 Sketch Plan
- 503 Preliminary (Engineering) Plan
- 504 Final (Recording) Plan

## Article 5

### SPECIFICATIONS FOR DOCUMENTS TO BE SUBMITTED

501 General Requirements: All subdivision and land development plans shall meet the requirements outlined in the following sections. Such plans and surveys shall be prepared in accordance with the Act of May 23, 1945 (P.L. 913, No. 367), known as the "Professional Engineers Registration Law."

502 Sketch Plan: The sketch plan, when provided, should include the following information legibly drawn to scale of one (1) inch equals one hundred (100) feet on prints either 18" x 24", 22" x 36", 27" x 40", or 36" x 48":

1. Name and address of record owner and name and address of subdivider or developer if different than owner.
2. Name of proposed subdivision or development.
3. Name of municipality or municipalities in which the subdivision or development is located.
4. Tract boundaries and location and a statement of the total acreage of the tract.
5. Name of owners or subdividers of all abutting properties within two hundred (200) feet of the tract, including land on the opposite side of an abutting road.
6. The name of the registered engineer, surveyor, planner, architect, or landscape architect responsible for the preparation of the sketch plan.
7. North arrow, written and graphic scale, and date of original drawing.
8. Significant topographic and physical features of the area.
9. Existing watercourses, streams, ponds, and wetlands within the tract together with their names. All tree clusters or wooded areas.
10. Existing buildings, roads, and rights-of-way within two hundred (200) feet of the boundaries of the proposed subdivision or development.
11. The proposed general layout of lots and streets within the entire tract.
12. A location map showing the proposed subdivision or development in relation to municipal boundaries, public roads, and streams.
13. Proof of ownership.

The sketch plan should be accompanied by a letter of intent explaining the concept of development proposed for the tract.

503 Preliminary (Engineering) Plan: The Preliminary Plan shall include the following information legibly drawn to a scale of not more than one (1) inch equals fifty (50) feet on mylar film of either 18" x 24", 22" x 36", 27" x 40", or 36" x 48":

## Section 503 (cont'd)

1. A title block shall include the following information:
  - a. Name and address of record owner and name and address of subdivider or developer if different than owner.
  - b. Name of proposed subdivision or development.
  - c. Name of municipality or municipalities in which the subdivision or development is located.
  - d. Name, address, license number, and seal of registered engineer or surveyor responsible for the preparation of the plan.
  - e. North arrow, graphic scale, written scale, and date of original plan and of each revision.
  - f. The total acreage, number of lots, number of buildings if a development, and average lot size in the tract proposed to be subdivided or developed.
  - g. The existing zoning classification of the tract.
  - h. Clear identification of the plan as "Preliminary Plan".
  - i. A place for the signatures of the Chairman and Secretary of the Planning Commission and the date of approval of the preliminary plan.
  - j. A place for the signatures of the authorized persons of the County Planning Commission and for the date of review.
2. A location map showing the proposed subdivision or development in relation to municipal boundaries, public roads, and streams.
3. If the Preliminary Plan requires more than one sheet, a key diagram illustrating the relative location of the several sections shall be drawn on each sheet, and a match line of one sheet to another shall be shown.
4. If only part of the tract is being subdivided or developed, a sketch plan of the entire parcel shall be included showing the relationship of the subdivided or developed area to the unsubdivided or undeveloped area and the proposed use of the entire parcel.
5. The Plan shall show the tract boundaries including bearings and distances and the names of all adjoining landowners and subdivisions within two hundred (200) feet of the tract boundaries, including those on the opposite side of abutting roads, and also the tax map sheet, block, and lot numbers within the proposed tract from the County Assessor's Office.
6. Man-made features including the following shall be shown: existing or recorded streets on or adjacent to the tract including name or number, right-of-way width and pavement width; and existing buildings, storm sewers, sanitary sewers, water mains, culverts, power transmission lines, oil and gas pipelines, fire hydrants and other significant man-made features.

## Section 503 (cont'd)

7. Original and proposed topographic contours at vertical intervals of not more than two (2) feet for land with average natural slope of five percent (5%) or less, and at intervals of not more than five (5) feet for land with the average natural slope exceeding five percent (5%). Location and elevation of the data to which the contour elevations refer shall be the closest United States Coast and Geodetic established benchmark.
8. The Preliminary Plan of proposed development shall include the following:
  - a. Location and width of all street rights-of-way and cartways, with a statement of any conditions governing their use.
  - b. Suggested street names and number and location of street signs.
  - c. Building setback lines along each street.
  - d. Lot lines with dimensions.
  - e. Lot numbers and block numbers in consecutive order.
  - f. A statement of intended use of all nonresidential lots, parcels and buildings.
  - g. Sanitary and storm sewers (and other drainage facilities) with the size and material of each indicated, and any proposed connections with existing facilities.
  - h. Parks, playgrounds, and other areas to be provided for public or common use, with any conditions governing such use.
  - i. Location, width, and purpose of proposed easements and utility rights-of-way.
  - j. The location of soil test probes and percolation test sites for each lot if on-lot sewerage is to be used.
  - k. Map notations where deed restrictions and protective or restrictive covenants apply.
9. Supplementary maps or a composite map at the same scale as the Preliminary Plan containing the following additional information shall be supplied unless the Briar Creek Township Planning Commission has determined the additional information unnecessary:
  - a. A map illustrating an analysis of the natural drainage patterns and water resources including the delineation of streams, natural drainage swales, ponds and lakes, wetlands, flood plains subject to a fifty (50) year and a one hundred (100) year flood frequency, permanent and seasonal high water table areas, and Federal Emergency Management Agency flood hazard maps for the Township.
  - b. A map illustrating an analysis of types of soils present on the tract including prime agricultural soil areas, aquifer recharge soil areas, unstable soils, soils most susceptible to erosion, and soils most suitable to urban development. This information can be obtained from the County Soil Survey prepared by the United States Department of Agriculture Soil Conservation Service.

## Section 503 (cont'd)

- c. A map illustrating significant natural features within the proposed tract, such as woodland areas containing trees six (6) inches or more in diameter (measured at a height of four and one-half [4 1/2] feet above original grade), rock outcroppings, and scenic views.
  - d. A map illustrating an analysis of the slopes within the tract including a delineation of slope areas under eight percent (8%), between eight percent (8%) and fifteen percent (15%), and between fifteen percent (15%) and twenty-five percent (25%), and twenty-five percent (25%) and over.
  - e. A map illustrating the entire contiguous holdings of the landowner, indicating the area or scope of ultimate development and the area included in the Preliminary Plan, and also the proposed road system for the remainder of the area.
10. Materials to be submitted with the Preliminary Plan, unless the Planning Commission has determined that the submission of certain data is not necessary, shall include:
- a. Preliminary Plan application form and fee. (See Article 9.)
  - b. A fee for County review if required by the County Planning Commission.
  - c. Proof of ownership.
  - d. Copies of proposed deed restrictions, if any.
  - e. Engineering profiles, typical cross-sections, and specifications for proposed streets and sidewalks.
  - f. Engineering designs of proposed bridges or culverts.
  - g. Engineering designs of proposed sewerage systems and water supply systems where such systems are proposed to be installed.
  - h. Drawings of present and proposed grades and facilities for storm water drainage.
  - i. A sewerage module and all accompanying documentation as required by the Pennsylvania Department of Environmental Resources, if applicable.
  - j. Test probe and percolation test data for each lot and all accompanying documentation as required by the Pennsylvania Department of Environmental Resources, if applicable.
  - k. When land included in the proposed subdivision has a natural gas pipeline, a petroleum or petroleum products pipeline, or a power transmission line located thereon, a letter from the owner of such pipeline or transmission line stating the minimum setback distance which shall be required from such pipeline or transmission line.
  - l. Itemized estimated costs for required improvements.

## Section 503 (cont'd)

11. Review Fees: Review fees may include reasonable and necessary charges of the Township's professional consultant or Engineer for review and report thereon to the Township.

Such review fees shall be based on a schedule established by resolution. Such review fees shall be reasonable and in accordance with the ordinary and customary charges by the Township Engineer or consultant for similar service in the Township, but in no event shall the fees exceed the rate charged by the Engineer or consultant to the Township when fees are not reimbursed or otherwise imposed on applicants.

- a. Applicant Dispute of Review Fees: In the event the applicant disputes the amount of any such review fees, the applicant shall, within ten (10) days of the billing date, notify the Township that such fees are disputed, in which case the Township shall not delay or disapprove a subdivision or land development application due to the applicant's request over disputed fees.
- b. Procedure for Dispute Resolution: In the event that the Township and the applicant cannot agree on the amount of review fees which are reasonable and necessary, then the applicant and the Township shall follow the procedure for dispute resolution set forth in Section 404.

504 Final (Recording) Plan: The Final Plan shall conform to the standards and data requirements set forth for the Preliminary Plan in Section 503. It shall not be necessary to resubmit supporting data and maps submitted with the Preliminary Plan, provided there have been no changes. The Final Plan to be submitted for approval and recording shall be a transparent reproduction of the Final Plan with black line on mylar film of the same dimensions for the Preliminary Plan.

The following additional data shall be illustrated on the Final Plan:

1. The latest source of title to the land as shown by deed, page number and book of the Columbia County Recorder of Deeds Office.
2. The total tract boundary lines of the area being subdivided with accurate distances to hundredths of a foot and bearing to one-quarter (1/4) of a minute. These boundaries shall be determined by accurate survey in the field, which shall be balanced and closed with an error of closure not to exceed one (1) foot in ten thousand (10,000) feet.
3. The exact dimensions of all streets (including rights-of-way and cartways); lot lines, areas, and distances; utility and other easements; and all lands to be dedicated to public use.
4. The location and material of all permanent monuments and lot markers.
5. Highway occupancy permit numbers if the subdivision proposes a new street or driveway intersection with a State Route.
6. All lot lines shall be completely dimensioned in bearing and distance, in feet if straight and, if curved, by designating length of arc and radius (in feet) and central angle (in degrees, minutes, and seconds). All internal angles within the lots shall be designated to the closest second.

## Section 504 (cont'd)

7. The proposed building setback line or the proposed placement of each building in the land development shall be shown, and, where corner lots are involved, the setbacks on both streets shall be shown.
8. The plan shall be clearly identified as "Final Plan".
9. Space on the title block of the Final Plan shall be provided for the signatures of the Chairman and Secretary of the Planning Commission of Briar Creek Township and the date of signing.
10. Space for the signatures of the authorized persons of the County Planning Commission and for the date of review.
11. Space on the lower edge of the Final Plan shall also be provided for acknowledgement of receipt and recording of the Plan by the Columbia County Recorder of Deeds Office.
12. Materials to be submitted with the Final Plan include:
  - a. Final Plan application form and fee. (See Article 9.)
  - b. A fee for County review if required by the County Planning Commission.
  - c. Any material from the Preliminary Plan for which the Planning Commission had requested correction or updating.
  - d. Copies of final deed restrictions, if any.
  - e. All final covenants running with the land governing the reservation and maintenance of dedicated or undedicated land or open space.
  - f. Certification from utilities that proper water, power, and other facilities also can be or have been installed.
  - g. Certification from the Pennsylvania Department of Environmental Resources approving the subdivision sewerage system in all areas where public sewerage is not available and where on-lot sewerage facilities are not to be installed.
  - h. Certification of ownership, acknowledgement of plan, and offer of dedication signed by the owner of the property and notarized.
  - i. A certificate for approval of the Final Plan by the Briar Creek Township Planning Commission.
  - j. Final designs of all sanitary sewer, water distribution, and storm drainage systems showing their exact location, size, and invert elevation; the locations of all manholes, inlets, and culverts; and final profiles, cross-sections, and specifications for streets, sidewalks, sanitary sewers, water distribution systems, storm drainage systems, and parking lots and buffer areas on one or more sheets.

## Section 504 (cont'd)

- k. If the streets are not to be offered for dedication to public use, the subdivider shall submit and record with the Final Plan a copy of an agreement made and executed by the Board of Supervisors on behalf of the subdivider's or developer's heirs and assigns, subject to review and approval by the Township Solicitor, establishing the conditions under which the street may be later offered for dedication, and shall stipulate, among other things:
    - That the street shall conform to Township specifications or that the owners of the abutting lots shall include with the offer of dedication sufficient money, as estimated by the Township Engineer, to restore the street to conformance with the Township specifications,
    - That an offer to dedicate the street shall be made for the street as a whole,
    - That the method of assigning repair costs to be as stipulated, and
    - That agreement by the owners of fifty-one percent (51%) of the front footage thereon shall be binding on the owners of the remaining lots.
  - l. A financial security for the installation of improvements, if such improvements are not to be installed prior to Final Plan approval. (See Articles 4 and 9.)
  - m. A financial security for the maintenance of improvements. (See Articles 4 and 9.)
  - n. An inspection fee for the inspection of improvements by the Township Engineer. (See Articles 4 and 9.)
13. Review Fees: Review fees may include reasonable and necessary charges of the Township's professional consultant or Engineer for review and report thereon to the Township.
- Such review fees shall be based on a schedule established by resolution. Such review fees shall be reasonable and in accordance with the ordinary and customary charges by the Township Engineer or consultant for similar service in the Township, but in no event shall the fees exceed the rate charged by the Engineer or consultant to the Township when fees are not reimbursed or otherwise imposed on applicants.
- a. Applicant Dispute of Review Fees: In the event the applicant disputes the amount of any such review fees, the applicant shall, within ten (10) days of the billing date, notify the Township that such fees are disputed, in which case the Township shall not delay or disapprove a subdivision or land development application due to the applicant's request over disputed fees.
  - b. Procedure for Dispute Resolution: In the event that the Township and the applicant cannot agree on the amount of review fees which are reasonable and necessary, then the applicant and the Township shall follow the procedure for dispute resolution set forth in Section 404.