

BLOOMING GROVE TOWNSHIP

PIKE COUNTY, PENNSYLVANIA

LAND DEVELOPMENT¹ 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: _____

Supplemental fee due: \$_____ Date fee paid: _____

→ **PLAN FILING INFORMATION - §306.2.2** (confirmed by Township Administrator)
(information based on final plans for major subdivisions per §406.1)
(copies on paper and one copy on compact disk in PDF format)

- ____ 11 copies of application form
- ____ 11 copies of land development plan including details of any proposed phases (§304.3)
- ____ 6 copies of Resource and Site Analysis updated (§403.1)
- ____ 6 copies of plan for ownership and operation and maintenance of improvements - §403.7
- ____ 6 copies of the sewage planning modules and associated documents
- ____ 6 copies of the following - §403.4
 - ____ A. Typical road cross sections
 - ____ 1. Typical cuts
 - ____ 2. Typical fills
 - ____ 3. Superelevated sections
 - ____ 4. Typical parallel drainage
 - ____ B. Road profiles
 - ____ C. Existing and finally proposed deed covenants and restrictions
 - ____ D. Existing and finally proposed dedications/reservations
 - ____ E. Proof of legal interest and latest deed of record
 - ____ F. Plans for community water supply and community sewage disposal
 - ____ G. All required state or federal environmental permits
 - ____ H. Highway occupancy permits

¹Land developments which involve the transfer of any interest in real estate other than rental or short-term lease (e.g., condominiums, or townhouses transferred in fee.) shall comply with §303 - Preliminary Plans and §304 - Final Plans of the Subdivision and Land Development Ordinance and the associated checklists shall be used.

- _____ I. Approved soil erosion and sedimentation control plan
- _____ J. Drainage/stormwater management plan
- _____ K. Bridge or stream crossing designs
- _____ L. Zoning variance or subdivision waivers obtained
- _____ M. Electric, gas, petroleum, other right-of-way use verification

→ **FILING AT LEAST 10 DAYS PRIOR TO PLANNING COMMISSION MEETING - §306.2.1**

_____ Date of filing
 _____ Township Administrator

_____ Date filing returned
 _____ Township Administrator
 (SEE ATTACHED REASONS FOR RETURN: INFORMATION MISSING, INCORRECT NUMBER OF COPIES, ETC.)

→ **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

_____ Date revised plan submitted to Township Engineer
 _____ Date Township Engineer comments received

→ **SEWAGE PLANNING** (Applicant prepares and Township submits to DEP)

_____ Date submitted to DEP
 _____ Date of DEP approval

→ **SOIL EROSION AND SEDIMENTATION CONTROL PLAN**

(Applicant prepares and submits to County Conservation District)

_____ Date of District approval - copy must be provided by Applicant

→ **HIGHWAY OCCUPANCY PERMIT**

(Applicant prepares and submits to Township or PennDOT, as applicable)

_____ Date of HOP approval - copy must be provided by Applicant

→ **PIKE COUNTY PLANNING COMMISSION - §306.2.6 and §306.5**

(following Acceptance for Review - submission is Township responsibility)

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

→ **PLANNING COMMISSION CHECKLIST**

- Drafting Standards - same as preliminary §402.1
- Site Context Map - same as preliminary §402.2
- Site Context Map - §402.2

Existing Resources and Site Analysis - §402.3

- A. Vertical aerial photograph
- B. Topography - 2-foot for improvements, 20-foot for other areas
- C. Water and wetland features
- D. Vegetative cover
- E. Soils
- F. Watershed boundaries
- G. Geologic formations
- H. Existing man-made features - streets, buildings, wells, sewage systems, etc.
- I. Historic sites and structures
- J. Publically used trails
- K. Easements and other encumbrances
- L. Total acreage, adjusted tract acreage, constrained land with calculations

Resource Impact and Conservation Analysis - §402.4 (may be waived by the Supervisors if development would be likely to cause no more than an insignificant impact upon the site's resources)

- A. All improvement considered in analysis
- B. Mapping of:
 - 1. Primary impact areas - directly affected by improvements
 - 2. Secondary impact areas - may be affected by improvements
 - 3. Protected areas - to be included in open space
- C. Resources Assessment Report
 - 1. Description of existing resources
 - 2. Impacts of proposed development
 - 3. Measures to minimize and control impacts
 - 4. Qualifications and experience of report preparer

Plan - §403.3 (same as preliminary with additions)

- All lots, open space parcels, streets, rights-of-way and other improvements must be detailed with survey data to be enable reproduction on the ground.
- All dimensions in feet and hundredths
- All bearings in nearest one second of arc
- Monuments and markers
- Adjoining excepted parcels labeled "not included in this plat"
- Statement of use of all lots with details of any covenants and restrictions

From §402.5:

- A. Historic resources, trails and significant natural features, including topography, areas of steep slope, wetlands, 100-year floodplains, swales, rock out-crops, vegetation, existing utilities, and other site features
- B. Existing and proposed lot lines with block and lot numbers (§403.3), lot areas, easements and rights-of-way

- ___ C. Streets and street rights-of-way
 - ___ 1. Location, alignment, width and proposed names of all proposed streets and r/w's
 - ___ 2. Preliminarily-engineered profiles for proposed streets.
 - ___ 3. Location of the permanent benchmark established for each proposed street.
 - ___ 4. Street names
 - ___ 5. Clear sight triangles for all street intersections (§403.3)
- ___ D. Location of proposed swales, drainage easements, stormwater and other management facilities
- ___ E. Community sewage service details
- ___ F. Community water service details
- ___ G. Location of all percolation tests, failed and approved
- ___ H. Limit-of-disturbance line
- ___ I. Location and dimensions of proposed playgrounds, public buildings, public areas and parcels of land proposed to be dedicated or reserved for public use
- ___ J. If subdivision spans adjoining township, the location and proposed design of streets, layout and size of lots and provisions of public improvements within the adjoining municipalities
- ___ K. Location and schedule for any project phases of development
- ___ L. Utilities and Easements
 - ___ 1. Locations of existing and proposed utility easements
 - ___ 2. Sanitary and storm sewer details, inlets and culverts, and connections with existing facilities
 - ___ 3. Location of on-site sewage and water facilities
- ___ M. Location of proposed shade trees and existing vegetation to be retained for land developments
- ___ N. Signature blocks
- ___ O. Zoning data:
 - ___ 1. Zoning district designations
 - ___ 2. Zoning district boundary lines transversing the project
 - ___ 3. Zoning district boundary lines within one thousand (1000) feet of the project shown on location map.
 - ___ 4. Building setback lines or proposed building placement (§403.3)
- ___ P. Title block on the lower right corner
- ___ Q. Name of project
- ___ R. Name and address of the owner (if corporation, name of each officer) and current deed book and page number
- ___ S. Name and address of developer if different from owner (if a corporation, name of each officer)
- ___ T. Name, address, license number, original seal and original signature of the Qualified Professional who prepared the plan
- ___ U. Month, day and year the Plan was completed and for each revision with description
- ___ V. A key map to show relation of the property to adjoining property, streets, etc.
- ___ W. North arrow (true or magnetic)
- ___ X. Graphic scale and written scale
- ___ Y. Names of adjoining property owners and all adjoining subdivisions, including across roads, and tax map number for each
- ___ Z. The street name and number and tax map number of the property

Notes/items when applicable: (See also §40.3.B and §40.3.C)

- ___ Building setbacks
- ___ Corner lot easements for clear sight triangles
- ___ Corner lot driveway locations

- ___ Utility and drainage easements including ownership and maintenance responsibility
- ___ Well and sewage disposal system construction
- ___ On-lot sewage disposal system permit requirement
- ___ Township has not certified or guaranteed the feasibility of well or sewage system
- ___ Private access street
- ___ Lot improvement
- ___ Highway occupancy permit
- ___ Wetlands
- ___ Sewage planning waiver

→ PLANNING COMMISSION ACCEPTANCE FOR REVIEW - §306.2.5

Official date of submission
(begins 90-day review)

Planning Commission Chairman

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

→ PLANNING COMMISSION REVIEW COMMENTS / CONDITIONS (completed by Planning Commission)

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

→ LAND DEVELOPMENT PLAN REVIEW AND ACTION - §306.3

_____ Date of optional Planning Commission public hearing

_____ 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 - §306.3.1

- _____ 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 - §306.3.2

(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

→ 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)

→ AUTHORIZATION TO PROCEED TO SITE DEVELOPMENT OR GUARANTEE - §306.11

(when all requirements and conditions fulfilled)

_____ Date of Township authorization to proceed

→ IMPROVEMENTS GUARANTEE - §503 (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

→ **DATE OF PLAN SIGNATURE - §306.11**

(when all requirements and conditions fulfilled, and improvements constructed or guaranteed)

_____ Date of plan signature

→ **PLAN RECORDING - §306.12**

(applicant records plan within 90 days and provides proof to Township within 15 days of recording)

_____ Date of plan recording _____ Date of proof of recording to Township

→ **CERTIFICATE OF CONFORMANCE - §306.13**

(no use of premises until completion of all improvements and Township Engineer inspection)

_____ Date of certificate of conformance

→ **AS-BUILT PLANS - §306.14 and §408**

_____ Date of as-built plans accepted

→ **RELEASE OF IMPROVEMENTS GUARANTEE** (completed by Township Administrator)

Partial Final

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

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