

# BLOOMING GROVE TOWNSHIP

PIKE COUNTY, PENNSYLVANIA

## LOT IMPROVEMENT STATUS LOG AND CHECKLIST

(LOT IMPROVEMENT SUBDIVISIONS WHICH COMBINE EXISTING LOTS OF RECORD - §308.2)

Development Name: \_\_\_\_\_

Number of lots: \_\_\_\_ existing \_\_\_\_ combined Location: \_\_\_\_\_

Applicant/Owner: \_\_\_\_\_

Address/Telephone: \_\_\_\_\_

Township application fee: \$ \_\_\_\_\_ Date fee paid: \_\_\_\_\_

County application fee: \$ \_\_\_\_\_ Date fee paid: \_\_\_\_\_

Map recording fee: \$ \_\_\_\_\_ Date fee paid: \_\_\_\_\_

→ **PLAN FILING INFORMATION - §305.1.2** (confirmed by Township Administrator)

(copies on paper and one copy on compact disk in PDF format)

\_\_\_\_ 11 copies of minor plan

\_\_\_\_ 6 copies of combination deeds

\_\_\_\_ 6 copies of the sewage planning modules and associated documents, if required

\_\_\_\_ 6 copies of the highway occupancy permit, if required

→ **FILING WITH TOWNSHIP ADMINISTRATOR OR AT SUPERVISORS MEETING - §308.3.1**

\_\_\_\_\_  
Date of filing

\_\_\_\_\_  
Township Administrator

\_\_\_\_\_  
Date filing returned

\_\_\_\_\_  
Township Administrator

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

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

\_\_\_\_\_  
Date submitted to DEP

\_\_\_\_\_  
Date of DEP approval

→ **HIGHWAY OCCUPANCY PERMIT - §308.3.9**

(if required, applicant prepares and submits to Township or PennDOT as applicable)

\_\_\_\_\_  
Date of HOP approval - Copy must be provided by Applicant

→ **PIKE COUNTY PLANNING COMMISSION - §308.3.4.B and §308.3.9**

(following Acceptance for Review - submission is Township responsibility)

\_\_\_\_\_  
Date submitted to County Planning

\_\_\_\_\_  
Date comments received

**→ LOT IMPROVEMENT PLAN CHECKLIST - §405**

\_\_\_\_\_ Drafting Standards - not more than 200 feet per inch

**lot Improvement Plan Information (same as §404.2)**

- \_\_\_\_\_ A. Name of subdivision
- \_\_\_\_\_ B. Name and address of the owner of record
- \_\_\_\_\_ C. Name and address of developer if different from land owner
- \_\_\_\_\_ D. Name, address, license number, seal and signature of the Registered Land Surveyor
- \_\_\_\_\_ E. Date the Plan was completed and for each Plan revision along with a description of the revision
- \_\_\_\_\_ F. Deed book and page, and tax map number
- \_\_\_\_\_ G. North arrow (true or magnetic)
- \_\_\_\_\_ H. Graphic scale and written scale
- \_\_\_\_\_ I. Lots numbered in order with previously subdivided lots
- \_\_\_\_\_ J. Complete plan showing all property lines, streets, etc
- \_\_\_\_\_ K. Bearings and distances
- \_\_\_\_\_ L. Area of each lot
- \_\_\_\_\_ M. Lot markers and benchmarks
- \_\_\_\_\_ N. Existing buildings
- \_\_\_\_\_ O. Building setback lines
- \_\_\_\_\_ P. Details of existing streets
- \_\_\_\_\_ Q. Adjoining property owners and tax map designations
- \_\_\_\_\_ R. Watercourses, lakes, ponds with names and other natural and man-made features
- \_\_\_\_\_ S. Wetlands
- \_\_\_\_\_ T. Clear sight triangles
- \_\_\_\_\_ U. Site data: total acreage, number of lots, zoning district and details
- \_\_\_\_\_ V. Contour lines
- \_\_\_\_\_ W. Flood hazard areas
- \_\_\_\_\_ X. Soil types
- \_\_\_\_\_ Y. Soil test pit and percolation tests; existing sewage systems
- \_\_\_\_\_ Z. Existing and proposed well locations
- \_\_\_\_\_ AA. Key map to show location of subdivision
- \_\_\_\_\_ BB. Approval/Signature blocks
- \_\_\_\_\_ CC. Title block
- \_\_\_\_\_ DD. Notes/items when applicable: (See also §404.3.)
  - \_\_\_\_\_ 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

→ **SUPERVISOR REVIEW COMMENTS / CONDITIONS** (completed by Township Administrator)

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

→ **LOT IMPROVEMENT REVIEW AND ACTION - §308.3.5**

\_\_\_\_\_ 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 Board of Supervisors action - §305.2.2  
(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

→ **DATE OF LOT IMPROVEMENT PLAN SIGNATURE - §308.3.10**  
(when all requirements and conditions fulfilled)

\_\_\_\_\_ Date of plan signature

→ **PLAN RECORDING - §308.5**

(Township Solicitor records plan and combination deeds within 90 days)

\_\_\_\_\_ Date of plan recording