

BLOOMING GROVE TOWNSHIP

PIKE COUNTY, PENNSYLVANIA

MAJOR SUBDIVISION - FINAL PLAN 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 - §304.4.2** (confirmed by Township Administrator)
(copies on paper and one copy on compact disk in PDF format)

- ___ 11 copies of application form
- ___ 11 copies of final plan including details of any proposed phases (§304.3)
- ___ 6 copies of Resource and Site Analysis updated, if necessary to reflect final approval (§403.1)
- ___ 6 copies of plan for ownership and operation and maintenance of improvements - §403.7
- ___ 6 copies of approved sewage planning modules
- ___ 6 copies of the following - §403.4
 - ___ A. Typical final road cross sections
 - ___ 1. Typical cuts
 - ___ 2. Typical fills
 - ___ 3. Superelevated sections
 - ___ 4. Typical parallel drainage
 - ___ B. Final 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. Final plans for community water supply and community sewage disposal
 - ___ G. All required state or federal environmental permits
 - ___ H. Highway occupancy permits
 - ___ I. Approved soil erosion and sedimentation control plan
 - ___ J. Final drainage/stormwater management plan
 - ___ K. Final 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 - §304.4.4

_____ 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

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→ PIKE COUNTY PLANNING COMMISSION - §304.4.6 and §304.7
(following Acceptance for Review - submission is Township responsibility)

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

→ PRELIMINARY PLAN CONFORMANCE - §304.2

_____ Date of Planning Commission verification of conformance with preliminary plan and all conditions of approval

→ PLANNING COMMISSION CHECKLIST

_____ Drafting Standards - same as preliminary §402.1

_____ Site Context Map - same as preliminary §402.2

Final 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 Final 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 - §304.4.5**

_____ Official date of submission _____ Planning Commission Chairman
 (begins 90-day review)

_____ 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)

→ **FINAL PLAN REVIEW AND ACTION - §304.5**

_____ 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 - §304.5.1

- _____ 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 - §304.5.2
(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)

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

→ **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 FINAL PLAN SIGNATURE - §304.9 and §304.11**

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

_____ Date of plan signature

→ **PLAN RECORDING - §304.11**

(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

→ **AS-BUILT PLANS - §304.12 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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