

BLOOMING GROVE TOWNSHIP

PIKE COUNTY, PENNSYLVANIA

MINOR SUBDIVISION STATUS LOG AND CHECKLIST

(ALSO APPLIES TO LOT IMPROVEMENT SUBDIVISIONS WHICH CREATE NEW LOT LINES - §308.1)

(ALSO APPLIES TO MINOR RESIDENTIAL LAND DEVELOPMENTS- §307)

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 - §305.1.2** (confirmed by Township Administrator)

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

_____ 11 copies of application form

_____ 11 copies of minor plan

_____ 6 copies of the sewage planning modules and associated documents

_____ 6 copies of the highway occupancy permit(s) and associated documents

_____ 6 copies of private access street details, if applicable - §404.4

→ **FILING AT LEAST 10 DAYS PRIOR TO PLANNING COMMISSION MEETING - §305.1.1**

_____ 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, not normally required)

_____ Date initial 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

→ **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 - §305.1.6 and §305.4**

(following Acceptance for Review - submission is Township responsibility)

_____ Date submitted to County Planning

_____ Date County Planning comments received

→ **PLANNING COMMISSION CHECKLIST - §404.2**

_____ Drafting Standards - not more than 200 feet per inch

Minor Plan Information

- _____ 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

→ PLANNING COMMISSION ACCEPTANCE FOR REVIEW - §305.1.5

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)

→ MINOR SUBDIVISION PLAN REVIEW AND ACTION - §305.2

_____ 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 - §305.2.1

- _____ 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 - §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

→ 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)

→ DATE OF MINOR PLAN SIGNATURE - §305.7

(when all requirements and conditions fulfilled)

_____ Date of plan signature

→ PLAN RECORDING - §305.8

(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