

SUBDIVISION AND LAND DEVELOPMENT

192 Attachment 1

Township of Lower Allen

**Preliminary Plan for Major Subdivisions or Land Developments(1)
Checklist and List of Submittal Requirements**

Applicant's Name: _____

Applicant's Address: _____

Applicant's Daytime Phone No(s): _____

Applicant's Signature: _____ Date of Submittal: _____

See also § 192-7C, which may allow detailed engineering information to be deferred from the preliminary plan to the final plan stage.

NOTES:

- (1) See § 192-30A, concerning which types of land developments are required to submit a preliminary plan.

Place checkmarks in the appropriate columns below, except: 1) insert "NA" in the "Not Submitted" column if not applicable and 2) insert "W" in the "Not Submitted" column if a waiver is requested from the requirement.

Submitted	Not Submitted
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- A. GENERAL SUBMISSION ITEMS: (Note: The Township may require the submission of additional numbers of copies.)
1. One copy of Township application
 2. Required Township review fee(s) and escrow
 3. One copy of the completed application (See Appendix A.)
 4. One copy of the preliminary plan checklist (using the photocopies of the pages in this section)
 5. Seventeen print copies of the complete preliminary plans
 - a. One copy submitted to the Township shall be marked "File Copy" with original signatures and seals of plan preparers
 6. Two sets of supportive documents
 7. Aerial photo: An applicant for a major subdivision shall submit an aerial photo of the site, with the boundaries of the site highlighted. See also "Sewage Facility Planning" under "Supporting Documentation" below, which may require additional copies

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B. DRAFTING REQUIREMENTS: All information shall be legibly and accurately presented.

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| _____ | _____ | 1. Plans prepared on a standard-sized sheet, with a minimum size of 18 inches by 24 inches and a maximum size of 24 inches by 36 inches. All copies of plans should be folded to approximately 9 inches by 12 inches in size in such a manner that the title of the sheet faces out, except exceptionally large and thick sets of plans may be rolled |
| _____ | _____ | 2. Plans drawn to a maximum scale of one inch equals 50 feet or other scale preapproved by the Township Engineer |
| _____ | _____ | 3. If plans larger than 18 inches by 24 inches are submitted for review, font sizes and signature blocks must be larger to provide adequate readability when the plans are reduced for recording |

The plans shall include standard notes, plan format and signature blocks as established by the Township. Place checkmarks in the appropriate columns below, except: 1) insert "NA" in the "Not Submitted" column if not applicable and 2) insert "W" in the "Not Submitted" column if a waiver is requested from the requirement

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| _____ | _____ | 4. All dimensions set in feet and decimal parts thereof, and bearings in degrees, minutes and seconds |
| _____ | _____ | 5. Differentiation between existing and proposed features: Labels for existing features shall be slanted text and proposed features straight text |
| _____ | _____ | 6. Boundary line of the tract, shown as a heavy boundary line |
| _____ | _____ | 7. If layout plans involve two or more sheets, a map of the layout of the entire project at an appropriate scale on one sheet, and a key map showing how the sheets connect |
| _____ | _____ | 8. If the tract(s) crosses a municipal boundary, a map showing both the portions in Lower Allen Township and the other municipality, in sufficient detail for the Township to determine how the parts will interrelate |
| _____ | _____ | 9. Required profiles shown at a scale of one inch equals 50 feet horizontal and one inch equals five feet vertical, or other scale pre-approved by the Township Engineer or Township staff |
| _____ | _____ | 10. All sheets numbered and listed on one page |
| _____ | _____ | 11. Words "preliminary plan" and sheet title (such as "Layout Plan") on each sheet |

C. GENERAL INFORMATION:

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|-------|-------|---|
| _____ | _____ | 1. Name of project on each sheet |
| _____ | _____ | 2. Name of landowner and developer (with addresses) |
| _____ | _____ | 3. Names and addresses of abutting property owners |

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| _____ | _____ | 4. Lot lines of adjacent lots, and approximate locations of any buildings, common open spaces, detention basins and drainage channels existing or approved within 150 feet of the boundaries of the proposed project |
| _____ | _____ | 5. Notarized owners statement (See Appendix.) |
| _____ | _____ | 6. Surveyor and plan preparer's statement (See Appendix.) |
| _____ | _____ | 7. Approval/review signature blocks for: Board of Commissioners and County Planning Department. (See Appendix B.) |
| _____ | _____ | 8. Context/location map at a standard scale (one inch equals 200 feet or larger, unless a smaller scale is needed to fit on a single sheet) showing the boundaries of the project in relation to the approximate location of the following features within 1,000 feet from the boundaries of the tract: existing and proposed streets, waterways, trails, preserved open spaces, parks and municipal borders |
| _____ | _____ | 9. North arrow, graphic scale, written scale |
| _____ | _____ | 10. Date of plan and all subsequent revision dates on each sheet, especially noting if this is a revision of a previously approved plan, with space for noting future revision dates and general type of revisions |
| _____ | _____ | 11. Deed Book volume and page number or instrument number from county records |
| _____ | _____ | 12. Tax Map number and block and lot and property identification number for the tract being subdivided |
| _____ | _____ | 13. A statement on the plan of proposed principal uses that are intended for each lot |
| _____ | _____ | 14. Compliance with § 192-33, Design process |

D. EXISTING RESOURCES AND SITE ANALYSIS MAP:

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| _____ | _____ | 1. Existing contour lines shown at the same scale as the layout plan, as follows: <ul style="list-style-type: none">a. Shall be based on a field survey or photogrammetric procedure that was completed at a scale of one inch equals 100 feet or larger. Contours shall be based upon USGS datum, with an established bench markb. The contour interval shall be sufficient to determine compliance with Township ordinances: an interval of two feet for slopes of less than 25% and five feet for slopes of 25% or greaterc. Note: Contours are not required to be shown within areas of lots of 10 acres or more that are clearly not intended to be altered as a result of this proposed subdivision or land development, unless needed to determine adequacy of stormwater management |
| _____ | _____ | 2. Identification of any slopes of 15% to 25%, and greater than 25% |

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| _____ | _____ | 3. The locations of watercourses (with any name), natural springs, ponds, lakes and wetlands |
| | | a. An applicant is not required to have completed all federal and state wetland permit applications until final plan submission |
| | | b. Detailed delineations by a qualified professional of wetlands are required with the preliminary plan submission, with the locations accurately shown on the plan, unless: |
| | | 1) The plan states that no alteration, buildings, earthmoving, driveways or septic systems will occur within 200 feet of any areas that could be reasonably suspected of being wetlands. In such case, only the approximate areas of such wetlands need to be shown |
| _____ | _____ | 4. Rock outcrops, stone fields, sinkholes and topical depressions |
| _____ | _____ | 5. Location of any areas within the one-hundred-year floodplain (with differentiation between floodway and floodfringe) |
| _____ | _____ | 6. Approximate locations and abbreviated names of soil types, according to the County Soil Survey (or more detailed professional study) with identification of those that are alluvial, hydric, have a depth to bedrock of less than three feet or a seasonally high water table of less than three feet. If such soils do not exist, that shall be stated on the plan |
| _____ | _____ | 7. Ridgelines and watershed boundaries |
| _____ | _____ | 8. Area and location of any proposed common open space or recreation land, with a description of the rationale used to locate such lands |
| _____ | _____ | 9. If any recreation land or common open space is proposed: method of ownership and entity proposed to be responsible for maintenance |
| _____ | _____ | 10. If any recreation land or common open space is proposed: description of intended purposes, proposed improvements and any proposed recreation facilities |
| _____ | _____ | 11. Any proposed trails, existing trails and trail easements |
| _____ | _____ | 12. Principal buildings estimated to be built before 1930 that could be impacted by the project, with name and description |
| _____ | _____ | 13. Existing and proposed utility easements and restrictive covenants and easements for purposes which might affect development, stating which easements and rights-of-way proposed for dedication to the municipality |
| _____ | _____ | 14. Locations of treelines and existing forested areas, with a description of the approximate average trunk diameter of the older trees on the tract (such as "less than 12 inches") |

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| _____ | _____ | 15. Locations of individual mature trees of greater than 18 inches in trunk diameter measured at a height of three feet above the surrounding average ground level, other than trees within forested areas and treelines (not required for areas that will not be affected by the proposed plan, if so noted on the plan) |
| _____ | _____ | 16. Any proposed screen planting, buffer yards or earthen berming, if required by the Zoning Ordinance |
| _____ | _____ | 17. Areas of existing mature woods that are proposed to be protected and preserved or removed |
| _____ | _____ | 18. General types, sizes and locations of any required street trees (See § 192-63D.), required landscaping (See Township Zoning Ordinance) and any other proposed landscaping |
| _____ | _____ | 19. Any proposed fencing, including height and type, and/or landscaping around stormwater basins |
| _____ | _____ | 20. An identification of scenic views onto the tract |
| _____ | _____ | 21. Areas identified as low groundwater yield areas if on-lot water supply is proposed |

E. MAN-MADE FEATURES (with existing features graphically differentiated from proposed features):

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|-------|-------|--|
| _____ | _____ | 1. Existing and proposed lot lines: <ul style="list-style-type: none">a. The boundaries of lots (other than a residual lot of at least 10 acres) shall be determined by accurate field survey, closed with an error not to exceed 1 in 10,000 and balancedb. The boundaries of any residual tract which is 10 acres or more may be determined by deed. (Any residual lot of less than 10 acres shall fully comply with this chapter.) |
| _____ | _____ | 2. Location of existing monuments and markers |
| _____ | _____ | 3. Sufficient measurements of all lots, streets, rights-of-way, easements and community or public areas to accurately and completely reproduce each and every course on the ground |
| _____ | _____ | 4. Existing and proposed building locations |
| _____ | _____ | 5. Overhead electric high-voltage lines and rights-of-way, easements |
| _____ | _____ | 6. Existing and proposed water supply wells |
| _____ | _____ | 7. Underground pipelines, utilities and easements |

F. ZONING REQUIREMENTS:

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| _____ | _____ | 1. Applicable zoning district, including any overlay districts, and comparison of zoning requirements to proposed in tabular form, such as minimum lot area, setbacks, height, parking, etc. |
| _____ | _____ | 2. Minimum setback requirements shown for each lot |
| _____ | _____ | 3. Statement of type of water and sewer service proposed (such as "public water and public sewer") |
| _____ | _____ | 4. Required and proposed impervious coverage |

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G. PROPOSED LAYOUT:

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|-------|-------|--|
| _____ | _____ | 1. Total acreage of site and total proposed number of lots and dwelling units |
| _____ | _____ | 2. Identification number for each lot (and for each building if more than one building per lot) |
| _____ | _____ | 3. Lot width at minimum building setback line and lot area for each lot |
| _____ | _____ | 4. Dimensions of each lot in feet |
| _____ | _____ | 5. Existing rights-of-way and cartway widths and locations of existing streets, including existing streets within 200 feet of boundaries of tract |
| _____ | _____ | 6. Proposed rights-of-way and cartway widths and locations of existing and proposed streets, including streets within other projects within 200 feet of the boundaries of tract |
| _____ | _____ | 7. Street center line information, including bearings and distances |
| _____ | _____ | 8. Horizontal curve data, including radius, tangent or arc length and delta, chord bearing and distance: Such information may be listed in a table, using reference numbers on a plan, provided that sufficient information is provided along each course (such as radius and arc length) such that each course can be reproduced in the field. See waiver provisions in § 192-7 |
| _____ | _____ | 9. Right-of-way and curblines with horizontal curve radii at intersections |
| _____ | _____ | 10. Beginning and end of proposed street construction |
| _____ | _____ | 11. Street improvements proposed by the applicant, including any acceleration/deceleration lanes, traffic signal, street realignment or widening of abutting streets |
| _____ | _____ | 12. Any proposed curbing (Place NA in Not Submitted column if not proposed.) |
| _____ | _____ | 13. Any proposed sidewalks (Place NA in Not Submitted column if not proposed.), with any proposed handicapped ramps at intersections |
| _____ | _____ | 14. Any proposed trails (Place NA in Not Submitted column if not proposed.) |
| _____ | _____ | 15. Names of existing streets and initial proposed names of new streets |
| _____ | _____ | 16. Designation of which streets are proposed to be dedicated to the Township or to remain private |
| _____ | _____ | 17. Evidence that any proposed or intensified new street or driveway entrance onto a state road will meet PennDOT sight distance requirements, unless a highway occupancy permit has already been approved for the use |
| _____ | _____ | 18. Sight distance triangles meeting Township requirements |

H. UTILITY PLAN:

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1. Symbols. As applicable, the following existing and proposed items shall be shown for each lot, using standard symbols that are identified on a legend
 - Well (if not connected to central water system): with required separation distance shown from septic drain fields, and with dimensions from lotlines
 - Primary drain field (with dimensions from lotlines and with depth of limiting zone and average percolation rate stated on plan)
 - Secondary drain field: shall be perc tested and dimensioned from lot lines
 - Suitable soil probe location, with depth to limiting zone
 - Unsuitable soil probe location, with depth to limiting zone
 - Suitable percolation test locations (two sites required meeting DEP requirements), with average percolation rate
 - Unsuitable percolation test location(s), if any
2. If on-lot sewage disposal service is proposed (See also supporting documentation in § 192-37.):
 - a. Proposed contour lines on same sheet as utility layout
 - b. Location of existing and proposed wells within 100 feet of the boundaries of the project
 - c. Proposed or typical location of dwelling/building
 - d. Locations of soils with a seasonally high water table averaging less than three feet from the surface (See County Soil Survey.)
 - e. Exact slope across primary and secondary sewage system sites
3. If central sewage service is proposed:
 - a. Proposed contour lines on same sheet as utility layout
 - b. Location and size of mains and laterals, with locations corresponding to stationing on the profile
 - c. Locations of manholes, with invert elevation of flow line and grade at top of each manhole
 - d. Proposed lot lines and any proposed easements or rights-of-way needed for the utilities
 - e. Location of all other drainage facilities and public utilities in the vicinity of sanitary sewer lines
 - f. Type, size, length and grade of sewer lines
4. If central water service is proposed:
 - a. Location and size of existing and proposed waterlines
 - b. Existing and proposed fire hydrant locations
 - c. Distance noted that waterlines will have to be extended to reach existing lines (if not already abutting the tract)
5. Any existing and proposed underground natural gas, electrical, telephone, cable TV or other utility lines, with any easements shown that will affect development

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6. List of contacts for all underground utilities in the area, with phone numbers stated on the grading plans as required by State Act 172, as amended

I. GRADING AND STORMWATER MANAGEMENT PLAN:
Follow standard Township format. Refer to Chapter 184 of the Township Ordinances.
See also Stormwater Management Facilities under “Construction Details.”

J. FOR USES OTHER THAN SINGLE-FAMILY DETACHED OR TWO-FAMILY DWELLINGS:

1. For townhouses or apartments, evidence that the project meets the density requirements of the Zoning Ordinance
2. Evidence that the project will meet the off-street parking requirements of the Zoning Ordinance
3. Arrangement of off-street parking spaces, parking aisles, off-street loading areas and extent of areas to be covered by gravel or asphalt
4. For townhouses, any proposed methods to ensure privacy between outdoor semiprivate areas (such as fences or walls or plantings between rear yards)
5. Illustrative sketches of exteriors of proposed buildings (encouraged but not required)
6. Major types, heights and locations of outdoor lighting
7. Location of any proposed outdoor storage areas
8. Note stating total square feet of impervious area, including stone and gravel areas
9. Trash dumpster locations and screening
10. Fire apparatus access roads

K. EROSION AND SEDIMENT POLLUTION CONTROL PLAN (may be submitted at the final plan stage if the applicant provides a written and signed statement that earth will not be disturbed until after final plan approval):

1. Drawings showing locations and types of proposed erosion and sedimentation control measures, complying with the regulations and standards of the County Conservation District and DEP
2. Narrative describing proposed soil erosion and sedimentation control methods

L. ROAD PLAN PROFILES [with profile drawings on same sheet as plan drawings unless waived under § 192-7C(2)].

1. Profile of existing and proposed ground surface along center line of street
2. Proposed center line grade with percent on tangents and elevations at fifty-foot intervals

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- _____
3. All vertical curve data, including length, elevations and minimum sight distance as required by Article X

M. SANITARY SEWER AND STORM DRAIN PLAN

PROFILES [with profile drawings on same sheet as plan drawings, unless waived under § 192-7C(2)]:

- _____
- _____
- _____
- _____
- _____
1. Profile of proposed ground surface with elevations at top of manholes and inlets
2. Profiles of storm sewer and sanitary sewer lines, corresponding to stationing of any street
3. All line crossings of other utilities
4. Slope, size, type and length of water, stormwater and sewer pipes
5. Invert elevation and top of grate or manhole elevation

N. CONSTRUCTION DETAILS [unless waived under § 192-7C(2)].

- _____
- _____
1. Detailed plan and cross-sectional drawings for detention or retention basins
2. Street typical section

O. SUPPORTING DOCUMENTS AND ADDITIONAL INFORMATION:

- _____
- _____
1. Residual lands sketch: If the submitted plans do not include all undeveloped or underdeveloped adjacent or abutting lands owned by the same landowner or under control of the same developer (or closely related corporations), then a sketch shall be submitted at an appropriate approximate scale, on one sheet, covering all such land holdings, together with a sketch of a reasonable future potential street system. Such sketch shall demonstrate that the proposed subdivision provides for the orderly development of any residual lands and/or does not adversely affect the potential development of residual lands
2. Sewage planning: If a sewage facility planning module is required by DEP, then prior to preliminary plan approval, the applicant shall submit two complete copies for Township use, plus shall submit copies of the module and required accompanying plans to various agencies as required under state regulations. The approval of a sewage planning module is not required until final plan approval, but the applicant shall provide evidence that they are actively working to comply with DEP procedures, including forwarding complete submittals to the proper review agencies

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| _____ | _____ | 3. Central water: If central water service is proposed by an existing water company or authority, the applicant shall provide a letter from such water company or authority which states that the company or authority expects to be able to adequately serve the development, that the proposed water system is generally acceptable and that references standard conditions or specifications required by the company or authority for the provision of services |
| _____ | _____ | 4. Public sewage: If service is proposed by a municipal authority, the developer shall submit a copy of a letter from the authority which states that the authority can adequately serve the subdivision, that the proposed sanitary sewage system is generally acceptable and that references standard conditions or specifications required by the authority for connection to the system |
| _____ | _____ | 5. Nonpublic sewage: If service is proposed by a central sewage system that is not publicly owned, the developer shall provide sufficient information to show that the proposed system would be feasible, within DEP regulations and maintained and operated through an acceptable system |
| _____ | _____ | 6. Access to state roads: If access is proposed to a state highway: a) copy of any information submitted to PennDOT and any correspondence from PennDOT regarding the proposed access to state roads (This requirement applies throughout the entire approval process.), and b) evidence that the proposed access will meet PennDOT sight distance requirements |
| _____ | _____ | 7. Floodplain: If the project would include any area within the one-hundred-year floodplain or any watercourse, evidence that the proposed subdivision or land development would be in compliance with the floodplain regulations of the Township |
| _____ | _____ | 8. A statement describing the nature of the landowner's and the developer's involvement in the proposed development, and the names of the primary partners or chief officers of any corporate developer |
| _____ | _____ | 9. If an association of lot owners is proposed for any portion of the development, the applicant shall provide a draft of all documents related to forming and maintaining the association, for approval by the Township |
| _____ | _____ | 10. Method of ensuring maintenance of any private street |
| _____ | _____ | 11. List of any modifications or waivers requested to this chapter |
| _____ | _____ | 12. Copies of the decisions of any zoning variances that are relevant to the proposal |

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| _____ | _____ | 13. Stormwater calculations meeting the requirements of the Stormwater Ordinance, unless such requirement is deferred under § 192-7C |
| _____ | _____ | 14. For industrial operations or industrial storage: a written description of the proposed use in sufficient detail to indicate a) any noise, glare, smoke and fumes nuisances, b) to allow a general determination of possible fire, explosive, toxic, genetic, public health or other hazards and c) to estimate the amount, direction and times of any truck traffic that is expected |
| _____ | _____ | 15. If noncentral sewage service is proposed, a copy of percolation test and soil probe results |
| _____ | _____ | 16. Stormwater infiltration test results |
| _____ | _____ | 17. A copy of the existing deed of the property(ies) |
| _____ | _____ | 18. Traffic impact study if required under Article X |
| _____ | _____ | 19. Groundwater study if required under Article X |
| _____ | _____ | 20. With each revision of a previously submitted plan, the plan preparer shall either:
a) Certify, in writing, that no changes were made to the plan, other than changes requested by the Township;
or
b) List the changes that were made, other than those changes requested by the Township. It is not necessary to list typographic corrections |