

APPLICATION FOR SUBDIVISION OR LAND DEVELOPMENT

APPLICATION CHECKLIST

- __ 1. Application and proof of ownership**
- __ 2. Plan Processing Fee and/or Improvement Design Fee and/or Improvement Inspection fee**
- __ 3. Plot Plans or Site Development Plans**
- __ 4. Eight (8) copies of plans: three (3) for the Township, five (5) for the Lycoming County Planning Commission**
- __ 5. Proper plan size: (18" x 24") or (24" x 36")**
- __ 6. Scale not exceeding 100 feet to the inch**
- __ 7. Topographic contours at five (5) foot intervals or such other interval as approved by the Planning Commission and datum to which elevations refer**
- __ 8. Title block containing name of the owner, municipality, tax parcel number, date, scale, and surveyor's name**
- __ 9. Certification, with seal, of registered professional land surveyor preparing plans**
- __ 10. North arrow; perimeter sight boundary lines by bearings and distances providing a survey of the area to be developed (Final Plan – closure with an error of not more than one (1) foot in 5,000 feet)**
- __ 11. Proposed lot lines (Final Plan must employ courses and distances); dimensions of areas to be dedicated / building setback lines; total number of lots or dwelling units with corresponding numbering system; acreage and zoning classification of each lot**
- __ 12. Tract boundary sketch showing relation or proposal to remaining tract and showing names of all adjoining property owners and abutting subdivisions**
- __ 13. Location map showing relation of tract to adjoining properties, road and highway systems, and municipal boundaries for an area extending at least ½ mile from site**
- __ 14. Location and material of all permanent monuments and markers**
- __ 15. Location and width of all proposed streets, driveways, rights-of-way, parking areas, and easements on or adjacent to the tract (Final Plan should include bearings and distances of rights-of-way and easements or their centerlines), including existing and proposed rights-of-way, pavement widths, and street names**

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- 16. Proposed deed restrictions, Right-of-Way Use and Maintenance Agreements, and Deeds of Dedication, where applicable**
- 17. Road cross-sections and centerline profiles; bridge and culvert designs; Township Driveway or Road Encroachment Permit and/or PennDOT Highway Occupancy Permit (HOP), where applicable**
- 18. Intersection and sign design, where applicable; traffic signals layout and specifications, where applicable**
- 19. Existing watercourses, floodplains, wetlands, wooded areas, and other significant natural features**
- 20. Location and size of existing or proposed sewers, water mains, culverts, buildings, transmission lines, fire hydrants, and other significant man-made features**
- 21. Water supply provision information, including approval letter from privately-owned suppliers or permit from DEP for new distribution system**
- 22. Soils testing information, executed sewage facilities planning module, or DEP Sewage Facilities approval and system designs for new or extended treatment systems**
- 23. Soil percolation and deep test pit locations, except where public sewers are provided**
- 24. Site grading plan or erosion/sedimentation control plan**
- 25. Storm water management control facility designs**
- 26. Floodplain management proposals or floodproofing techniques, as applicable**
- 27. Letters from utility companies (PPL, PG Energy, Sewer Authority, etc.) indicating their ability and willingness to serve the proposed development, where applicable**
- 28. Improvement Guarantee, including executed Agreement with the Township and financial security, where applicable**
- 29. Maintenance Agreements for undedicated recreation and open areas, streets, parking lots, and stormwater management facilities, if applicable (Final Plan requirement)**
- 30. Lighting plan for parking area and streets**
- 31. County Planning Commission comments**

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OFFICIAL USE ONLY

Subdivision # _____ Rod # _____

Project Name _____

Tax Parcel # _____

Zoning District _____

Check/Receipt # _____

DESCRIPTION / NOTES:

APPROVAL HISTORY

FILING DATA

Date of Application _____

Date of Original Plans _____

Date(s) of Revised Plans _____

**Reviewed by Township
Planning Commission** _____

**Reviewed by County
Planning Commission** _____

Approved by Supervisors _____

**Date Filed at
Recorder's Office** _____

Deed Book/Page _____

Map Book/Page _____

Twp Logs Updated _____