

Subdivision and Land Development Ordinance

*22 Attachment 2*

**Subdivision and Land Development Checklist**

<b>Project Name:</b>	
<b>Review Date:</b>	
<b>Plan Identification/Revision #:</b>	

*Provided*      *Not*      *Provided*      *N/A*      **Notes**

<b>Sketch Plan Submission Requirements</b>
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<b>Administrative</b>
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3 paper copies of sketch plan.

	_____	_____	_____	_____
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<b>Basic Information</b>
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Tract boundary, total acreage, existing and proposed acreage of each lot.

	_____	_____	_____	_____
--	-------	-------	-------	-------

North arrow.

	_____	_____	_____	_____
--	-------	-------	-------	-------

Approximate locations of all streams, watercourses, and floodplain limits on the property.

	_____	_____	_____	_____
--	-------	-------	-------	-------

Names of nearby streets.

	_____	_____	_____	_____
--	-------	-------	-------	-------

All proposed streets, proposed location of land uses, proposed lot lines and other significant features.

	_____	_____	_____	_____
--	-------	-------	-------	-------

Zoning of tract, tax parcel number, setback requirements, name and address of owner/applicant/developer.

	_____	_____	_____	_____
--	-------	-------	-------	-------

Building Footprint Area

	_____	_____	_____	_____
--	-------	-------	-------	-------

Deed or Agreement of Sale

	_____	_____	_____	_____
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	<i>Provided</i>	<i>Not</i>	<i>Provided N/A</i>	<b>Notes</b>
<b>Preliminary Plan Requirements Checklist</b>				
<b>Administrative</b>				
7 paper copies of plan set.	_____	_____	_____	_____
<b>Drafting</b>				
Plan drawn at scale 1"=50', 1"=30', 1"=20', or 1"=10.	_____	_____	_____	_____
Sheet size 24"x36", or 30"x42"	_____	_____	_____	_____
All sheets of the same size and numbered relative to the total number of sheets (i.e., 1 of 5, etc.)	_____	_____	_____	_____
Reduced scale key plan with match lines where 2 or more sheets are needed to show the entire tract.	_____	_____	_____	_____
Weighted property lines, including dimensions shown in feet and decimals, and bearings shown in degrees, minutes and seconds.	_____	_____	_____	_____
Notations of revisions (dated with a description).	_____	_____	_____	_____
<b>Basic Information</b>				
Proposed subdivision name or identifying title.	_____	_____	_____	_____
Name of the municipality, county and state.	_____	_____	_____	_____
North arrow, written and graphic scales, and date.	_____	_____	_____	_____
Name and address of the recorded owner and subdivision of the property, according to the records of the Chester County Recorder of Deeds.	_____	_____	_____	_____
Name, address and seal of the registered professional land survey responsible for the plan.	_____	_____	_____	_____
Tract boundaries with bearings, distances and tax parcel number(s) including tract area.	_____	_____	_____	_____
Chart listing zoning requirements, dimensional, and parking requirements or applicable zoning district.	_____	_____	_____	_____

Names of current owners of all adjoining lands and names of abutting subdivisions.

Location of existing monuments.

Existing cartways of streets on and adjacent to the site (including existing and ultimate rights-of-way and State (SR) and traffic route numbers).

Location map at 1"=200' scale, with the site clearly outlined and differentiated by tone or pattern.

List of applicable utilities and phone numbers.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Zoning Information**

All zoning boundaries, if any, that traverse or are within 300 feet of the area covered by the plan.

Lot size and yard requirements.

Open space and impervious surface ratios.

Any variance or special exceptions granted.

Open space ratio provided.

Impervious surface ratio provided.

Percentage of uses by gross floor area.

Parking analysis/projections.

Dwelling unit mix, if known.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Existing Features Plan (on tract within 100 feet of the tract boundaries)**

Existing buildings, sewers, water mains, culverts, petroleum or petroleum product lines, fire hydrants and other utilities and/or manmade facilities.

Name, right-of-way width and cartway width of all existing streets on or adjacent to the tract.

Existing property lines, easements, and rights-of-way and the purpose for which the easement or right-of-way has been established.

Notes regarding ownership, maintenance responsibilities and any use restrictions for all rights-of-way and easements within or adjacent to the subdivision or land development (except those rights-of-way for pre-existing public streets).

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____





<b>Project Name:</b>	
<b>Review Date:</b>	
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*Provided*      *Not*      *Provided*      *Notes*  
*N/A*

### Final or Preliminary/Final Plan Requirements Checklist

#### Administrative

7 paper copies of plan set.

	_____	_____	_____	
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#### Drafting

Plan drawn at scale 1"=50', 1"=30', 1"=20', or 1"=10.

Sheet size 24"x36", or 30"x42"

All sheets of the same size and numbered relative to the total number of sheets (i.e., 1 of 5, etc.)

Reduced scale key plan with match lines where 2 or more sheets are needed to show the entire tract.

Weighted property lines, including dimensions shown in feet and decimals, and bearings shown in degrees, minutes and seconds.

Notations of revisions (dated with a description).

	_____	_____	_____	
	_____	_____	_____	
	_____	_____	_____	
	_____	_____	_____	
	_____	_____	_____	
	_____	_____	_____	

#### Basic Information

Proposed subdivision name or identifying title.

Name of the municipality, county and state.

North arrow, written and graphic scales, and date.

Name and address of the recorded owner and subdivision of the property, according to the records of the Chester County Recorder of Deeds.

Name, address and seal of the registered professional land survey responsible for the plan.

Tract boundaries with bearings, distances and tax parcel number(s) including tract area.

	_____	_____	_____	
	_____	_____	_____	
	_____	_____	_____	
	_____	_____	_____	
	_____	_____	_____	
	_____	_____	_____	

Names of current owners of all adjoining lands and names of abutting subdivisions.

Location of existing monuments.

Existing cartways of streets on and adjacent to the site (including existing and ultimate rights-of-way and State (SR) and traffic route numbers).

Location map at 1"=200' scale, with the site clearly outlined and differentiated by tone or pattern.

List of applicable utilities and phone numbers.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Zoning Information**

All zoning boundaries, if any, that traverse or are within 300 feet of the area covered by the plan.

Lot size and yard requirements.

Open space and impervious surface ratios.

Any variance or special exceptions granted.

Open space ratio provided.

Percentage of uses by gross floor area.

Parking analysis/projections.

Dwelling unit mix, if known.

Size of units (in bedrooms), if known.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Existing Features Plan (on tract within 100 feet of the tract boundaries)**

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Name, right-of-way width and cartway width of all existing streets on or adjacent to the tract.

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Notes regarding ownership, maintenance responsibilities and any use restrictions for all rights-of-way and easements within or adjacent to the subdivision or land development (except those rights-of-way for pre-existing public streets).

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

One-foot contour intervals established by actual survey of the tract and shall not be enlarged from USGS quadrangle maps or similar source. Two-foot contours may be used for steep sites.

Datum to which contour elevations refer.

Existing watercourses, swales, lakes, ponds, tree masses and other significant natural features.

Slope areas indicated by 15% to 25%, 25% and over.

Vegetation map showing forest areas, large trees over 6" caliper standing alone and other significant vegetation.

Soil types and names from the Chester County Soil Survey.

Delineation of freshwater wetlands as determined by the criteria of the US Army Corps of Engineers. If no such lands exist on the tract, the plan must include a statement so indicating.

Floodplain areas in accordance with the Borough flood study. Base flood elevations and/or floodways shall be delineated on the plan and referenced to the FEMA datum.

**Proposed Layout (within the tract)**

Subdivision and/or land development layout.

Proposed lot layout including approximate dimensions, areas, building setback lines, side and rear yard lines.

Location, width and suggested names of all proposed streets, alleys, rights-of-way and easements.

Proposed streets, alleys, driveways, and parking areas, including: right-of-way widths and lines, cartway widths, center-line courses, measured distances, curve data, grades, profiles and typical cross-sections, curblines, radii at intersections, street location tie-ins by courses and distances to all public streets (with names and widths), sight distances

Playgrounds, public buildings, open space, public areas and parcels of land proposed to be dedicated or reserved for public use.

Arrangement and use of buildings and parking areas in nonresidential developments and multi-family residential developments with all necessary dimensions and number of parking spaces. (Elevations and perspective sketches of proposed buildings are encouraged.)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

