

# **ARTICLE VII**



# **PLAN REQUIREMENTS**

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#### Section 701 Sketch Plan

**701.1** A subdivision sketch plan may be submitted by the developer or property owner as a basis for informal and confidential discussion with the Staff of the Planning Office.

**701.2** Data furnished in a sketch plan shall be at the discretion of the developer. The sketch plan need not be to scale and the precise dimensions are not required. It is suggested that the following items be included in the sketch plan presentation:

- Proposed subdivision name, identifying title and the words "Sketch Plan"
- Subdivision boundary
- North arrow
- Streets on and adjacent to the tract
- General topography and physical features
- Proposed general street layout
- Proposed general lot layout
- Proposed easements
- Information relative to and the location of water and sanitary sewer lines in and adjacent to the proposed subdivision
- Surrounding property and the names of owners
- Name, address and telephone number of the Surveyor, and, if needed, Engineer
- Existing Zoning District in which the subdivision is located (if applicable)

#### Section 702 Preliminary Plan

**702.1** A Preliminary Plan is required for major subdivisions. Copies may be either black on white or blue on white diazo prints. Six (6) copies shall be submitted to the Planning Office. (Original need not be submitted)

**702.2** The Preliminary Plan shall be drawn at a scale of fifty (50) up to two hundred (200) feet to the inch in increments of fifty (50) depending upon the size of the overall development and the individual lots therein. In unusual circumstances, other scales may be acceptable. If the Preliminary Plan is drawn in two or more sections, it shall be accompanied by a key map showing the location of the various sections.

**702.3** Sheet size for Preliminary Plans shall not be less than eighteen by twenty-four (18x24) inches in size and not more than twenty-four by thirty-six (24x36) inches in size for all subdivisions. In unusual circumstances, other sheet sizes may be acceptable.

- 702.4** The following information shall be shown on, or included with, all Preliminary Plans when they are submitted to the Commission:
- A. Proposed subdivision name, identifying title and the words “Preliminary Plan.”
  - B. Name and address of the owner of the tract or of his agent, if any, and of the developer.
  - C. Date, north arrow and graphic scale.
  - D. Total acreage of the tract, number of lots, proposed land use, remaining acreage of any unsubdivided land. Clearfield County Planning Commission may waive the requirement that a residual lot five (5) acres or greater which is to be retained (and not sold) be surveyed where the Clearfield County Planning Commission determines that requiring such a survey would do an undue hardship.
  - E. Zoning district (if applicable).
  - F. Tract boundaries which shall show distances and bearings.
  - G. A key map, for the purpose of locating the site in the County, showing the relation of the tract to adjoining property and streets, roads, bodies of water, and municipal boundaries within two thousand (2,000) feet of said property.
  - H. Contours at vertical intervals of twenty (20) feet. Location of Bench Marks.
  - I. The names of all owners of any immediately adjacent unplatted land; the names of all platted subdivisions immediately adjacent to the development, and the locations and dimensions of any streets or easements terminating adjacent to the development.
  - J. The location and dimensions of all existing streets, roads, railroads, public sewers, aqueducts, water mains and feeder lines, on-lot sewage systems, private and public wells, fire hydrants, gas, electric, communications and oil transmission lines, streams, intermittent drainage ways, swales, floodplains, and wetlands and other significant features within the property proposed to be subdivided, or within one hundred (100) feet of said property.
  - K. The location of all buildings and approximate location of all tree masses within the property.
  - L. A description of the existing vegetative cover.
  - M. A full plan of the development, showing the location of all proposed streets, roads, alleys, utility easements, parks, playgrounds, pedestrian ways, and other public areas, sewer and water facilities; proposed lot lines and approximate dimensions of lots; lot numbers and/or block numbers in consecutive order; and all streets and other areas designed for appurtenant facilities, public use, or future public use, together with the conditions of such dedications or reservations.

- N. Planning Module Components, waivers or other appropriate Department of Environmental Protection forms or documents for Act 537 on-lot sewage disposal system, if applicable. Status of any required DER sewer system or water system permits (as applicable), including permits or approvals for system or water line extension.
- O. Preliminary designs of sewerage and water plans. These designs may be submitted on separate sheets.
- P. Typical cross-section and centerline profiles for each proposed street shall be shown on the Preliminary Plan (see Article VIII). These profiles may be submitted as separate sheets.
- Q. Preliminary designs of any bridges or culverts which may be required. These designs may be submitted as separate sheets.
- R. Name, address and telephone number of Engineer/Surveyor.
- S. Reference to the County Tax Map and parcel number.
- T. Pennsylvania One Call System, "Stop, call before you dig" logo.
- U. Location of all private access rights-of-way with a citation to the grant or means by which the easement was acquired, e.g. deed book reference. See Sections 802 and 810.
- V. For subdivisions proposing one or more lots of ten (10) acres or greater proposing on-lot sewage where the local municipality has enacted an ordinance exempting such lots from sewage planning, identification of all structures, facilities, streams, springs, drainage ways, swales and other significant features within a two hundred (200') radius from any proposed on-lot system(s).

**702.5** The following certificates, where applicable, shall appear on the Preliminary Plan:

- A. Certificate for the approval of the County of Clearfield Planning Commission. *See Appendix 5*
- B. Certificate for confirmation that the Plan has been reviewed by the local municipality and whether or not the local municipality has submitted written comments to the Planning Commission. *See Section 302.5*

**702.6** Where the Preliminary Plan submitted covers only a part of the subdividers entire holding, a sketch plan of the prospective future street system of the unsubmitted part shall be furnished; the street system of the submitted part will be considered in the light of adjustments and connections with future streets in the part not submitted.

**Section 703 Final Plan**

- 703.1** A Final Plan is required for all subdivisions. Six (6) prints shall be submitted. Additional copies may be required by the Commission to be submitted to PennDOT if the development fronts on or is intended to have a street access to a state highway. The applicant is also responsible for submitting the necessary copies for sewage planning review to the municipal Sewage Enforcement Officer.
- 703.2** Sheet size for Final Plans shall be not less than eighteen by twenty-four (18x24) inches and not more than twenty-four by thirty-six (24x36) in size for all subdivisions. In unusual circumstances, other sheet sizes may be acceptable.
- 703.3** If the Final Plan is drawn in two (2) or more sections, it shall be accompanied by a key map showing the location of the several sections.
- 703.4** The Final Plan shall be drawn at the scale as required of Preliminary Plans unless otherwise approved by the Clearfield County Planning Office.
- 703.5** The following information shall be included on Final Plans where applicable:
- A. Block and lot numbers (in consecutive order). All residual parcels shall be identified as "residual lot" and not assigned a number.
  - B. Lot lines and tract boundaries with accurate bearings and distances. Distances to be to the nearest hundredths of a foot; bearings to the nearest minute. Survey closure shall be one ten thousand (1:10,000) or better.
  - C. Exact acreage of entire subdivision and each individual lot. Acreage to be to the nearest hundredth acre exclusive of rights-of-way, or other public area. Clearfield County Planning Commission may waive the requirement that a residual lot five (5) acres or greater which is to be retained (and not sold) be surveyed where the Clearfield County Planning Commission determines that requiring such a survey would do an undue hardship.
  - D. Accurate bearings and distances to the nearest established street corners or official monuments where practicable. Reference corners shall be accurately described on the Plan.
  - E. Accurate locations of all existing and recorded streets intersecting the boundaries of the tract.
  - F. Complete curve data for all curves included in the Plan, including radius, delta angle, tangent and arc length.
  - G. Location of all existing public streets, roads, alleys and right(s)-of way(s).

- H. Street names (utilizing official 911 address names), cartway widths and right-of-way widths.
- I. Location and material of all permanent existing and proposed monuments and lot markers.
- J. Easements for utilities and any limitations on such easements.
- K. Accurate dimensions of existing public land and of any property to be dedicated or reserved for public, semi-public or community use; and all areas to which title is reserved by owner.
- L. Source of title to the land of the subdivision and to all adjoining lots, as shown by the books of the County Recorder of Deeds and names of the owners of all adjoining unsubdivided land. Include dates when outtake parcels were recorded.
- M. Any other information required by these regulations. The location and dimensions of all existing streets, roads, railroads, public sewers, aqueducts, water mains, and feeder lines, on-lot sewage systems, private and public wells, fire hydrants, gas, electric, communication and oil transmission lines, streams, intermittent drainage ways, swales, flood plains and wetlands and other significant features within the property proposed to be subdivided or within ten (10) feet of said property.
- N. Location of all buildings and approximate location of tree masses within property.
- O. Culverts.
- P. A key map for the purpose of locating the site in the County, showing the relation of the tract to adjoining property and streets, roads, bodies of water, and municipal boundaries within two thousand (2,000) feet of said property.
- Q. Names and addresses of owners and developers shall be put on the plan.
- R. Pennsylvania One Call System, Inc. "Stop, call before you dig" logo.
- S. Date, north arrow and graphic scale.
- T. Zoning district (if applicable).
- U. Location of all private access rights-of-way with a citation to the grant or means by which the easement was acquired, e.g. deed book reference. *See Sections 802 and 810.*
- V. Location of water source, on-lot perk holes, slope and indication if utilities are above or below ground.

- W. Flood plain boundaries if applicable. *See also Section 813.*
- X. Suggested deed description(s).
- Y. Proposed subdivision name, identifying title and the words “final plan”.
- Z. For subdivisions proposing one or more lots of ten (10) acres or greater proposing on-lot sewage where the local municipality has enacted an ordinance exempting such lots from sewage planning, identification of all structures, facilities, streams, springs, drainage ways, swales and other significant features within a two hundred (200’) foot radius from any proposed on-lot system(s).
- AA. Dimensions shall be in feet and decimals to the nearest 100th of a foot; bearings with directions shall be in degrees, minutes, and seconds.
- AB. Steep slopes (delineated as those areas 17 percent or greater).
- AC. The location, ownership, and width of associated rights-of-way, easements and/or any of the following features: existing buildings, storm and sanitary sewers, water supply lines, culverts, natural gas lines, on-lot sewage facilities, petroleum or petroleum products lines, power transmission and telephone lines, fire hydrants, storm water management facilities, cellular towers, railroads, trails, wellhead protection areas, and other significant manmade features on or adjacent to the site
- AD. Prominent natural and topographic features including but not limited to watercourses, wetlands, drainage channels, sinkholes, rock outcroppings, and reclaimed surface mined lands.

**703.6** The following certificates, where applicable, shall be shown on the Final Plan:

- A. Certification, with seal, by a registered land surveyor to the effect that the survey and plan are correct.
- B. Certificate for approval by the County of Clearfield Planning Commission.
- C. A statement, duly acknowledged before a Notary Public, with seal, and signed by owner(s) of the property, to the effect that the subdivision shown on the Final Plan is the act and deed of the owner, that he/she is the owner of the property shown on the survey and plan, and that he/she desires the same to be subdivided and recorded as shown. Said statement to include an offer of dedicating of public roads, easements or other improvements as needed.
- D. A certificate to provide for the recording of the Subdivision Plan.
- E. A Highway Occupancy Permit Notice when so required by Section 508(6) of the Pennsylvania Municipalities Code.
- F. A certificate to advise of date plan must be recorded by.

- G. Certificate for confirmation that the Plan has been reviewed by the local municipality and whether or not the local municipality has submitted written comments to the Planning Commission.
- H. Suggested deed description(s).

**NOTE:** Approved forms of some of these required certificates are set forth in the Appendix of this Ordinance.

**703.7** The following information, in addition to that shown on the Final Plans, shall be submitted to the Planning Commission for Final Plan review, when applicable.

- A. Approval of sanitary sewerage service and water service by the local municipal engineer. Include DEP Sewage Facilities Planning Modules, components and waivers where applicable.
- B. Draft of any proposal covenants to run with land. (Six [6] copies.)
- C. Tentative timetable for the proposed sequence of development for the subdivision, if required. (Two [2] copies.)
- D. A letter from the appropriate postmaster and the Coordinator of the Clearfield County Emergency Operation Center stating the proposed names (except in the case of the extension of existing or proposed streets) do not duplicate the names of streets now in use. If a "911" system is in use in Clearfield County, the administering body of that system will also be asked, by the developer, to comment upon the proposed street names.
- E. When wetlands exist on property proposed to be subdivided, the following note shall be recorded on the plan: **NOTE:** Wetlands exist on Lot(s) No.\_\_\_\_. Wetlands are protected under Pennsylvania Code Chapter 105. Caution should be exercised to ensure that any development proposed for Lot(s) No.\_\_\_\_ does not disturb the wetlands.
- F. Final profiles, cross sections and specifications for street improvements, and sanitary and storm sewerage, and water distribution systems shall be shown on one (1) or more separate sheets. (Two [2] copies.)
- G. Letter from the appropriate utility companies stating that they will provide the subdivision with service.
- H. Letter from the local municipality stating that they have received and reviewed the plan with any comments, objections or suggestions.
- I. Title information, including copies of deeds and other documents of record confirming that all parcels of the proposed subdivision shall have adequate, enforceable and permanent access to a public road. *See Sections 802 and 810.*



- J. A completed checklist in a form provided or specified by the Planning Department confirming completion or submission of all requirements necessary for Planning Commission approval.
- K. An electronic digital copy of all documents being submitted, including plans, applications, and accompanying reports.
- L. If applicable, a letter of zoning compliance from the municipal zoning Officer.
- M. In any portion of the project is in a floodplain area, documentation confirming compliance with the applicable municipalities Flood Plain Management Ordinance and regulations of the Pennsylvania Department of Environmental Protection (“PA DEP”).
- N. In accordance with PennDOT Publication 170, a Traffic Impact Study (TIS) shall be submitted when the project meets the warrant requirements of the latest PennDOT TIS Guidelines when a project involves state OR local roads. When required, the TIS shall be prepared in accordance with the PennDOT TIS Guidelines.
- O. If applicable, copies of all reports, deeds covenants, notifications, regulatory permit applications and reviews, and certifications which are not provided on the Final Plan, including but not limited to, traffic engineer reports, storm water management narrative and calculations, erosions & sedimentation plan, geotechnical report, Improvements guaranty, maintenance and use agreements.