

Venango County Regional Planning Commission

Subdivision and Land Development Checklist

* MINOR SUBDIVISION PLANS *

| Application Information | |
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| Application Date | |
| Project Name | |
| Application Number | |
| Application Type: <input type="checkbox"/> Minor Subdivision Plan <input type="checkbox"/> Subdivision Municipal _____ <input type="checkbox"/> Part & Parcel _____ <input type="checkbox"/> Parcel # _____ <input type="checkbox"/> Non-Bldg Waiver Needed _____ | |
| Application Determined: <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete | |
| Application Determination Reviewer | |
| Application Determination Date | |
| Notes: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ | |

| SALDO Section | Requirement | Complete | Incomplete | Not Applicable |
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| 308.B.1 | No lot or tract of land shall be created or sold which is neither smaller than the minimum lot size under this Ordinance or the applicable zoning ordinance. | | | |
| 308.B.2 | Drainage easements or rights-of-way shall not be changed. | | | |
| 308.B.3 | The proposed lots shall front on an existing public or municipally recognized private street and shall provide vehicular access that does not interfere with normal movement of traffic. | | | |
| 308.B.4 | Street alignments are not changed. | | | |
| 308.B.5 | All applicable Ordinance provisions can be fully met. | | | |
| 307.B.1 | Six (6) copies submitted of the plan in permanent ink. | | | |
| 307.B.2 | Three (3) copies submitted of all reports, deed covenants, notifications, regulatory permit applications and review, and certifications. | | | |
| 307.B.3 | One (1) copy of a completed "Venango County Subdivision and Land Development Application" form. All information is legible. Signatures are complete. | | | |
| <u>307.B.4</u> | Two (2) CD's/DVD's containing Adobe PDF digital copies of all submitted documents. | | | X |
| 307.B.5 | Appropriate filing fee submitted. | | | |
| <u>307.B.6</u> | Plan review escrow fees submitted in the correct amount. | | | X |
| <u>307.B.7</u> | Final Plans must conform with approved Preliminary Plan. | | | |
| 307.B.8 | Improvements shown on Preliminary Plan must be completed or financial security must be submitted. | | | |
| 307.C | For phased developments: 1. Each phase shall cover a reasonable portion of the entire proposed subdivision or land development as shown on the approved Preliminary Plan. 2. Each phase, except for the last section, shall contain a minimum of twenty-five percent (25%) of the total number of units of occupancy as depicted on the approved Preliminary Plan unless the Commission approves a lesser percentage for one of the phases. 3. A schedule shall be submitted indicating the intended submission of final plans for remaining phases. 4. Final Plan approval for all phases shall be within five (5) years of Preliminary Plan approval. | | | |
| 405.A.1 | A brief narrative describing the proposed project must be identified on the plan. | | | |

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| 405.A.2 | A Title Block must be on the plan containing the following: a. Project name or identifying title including the words "Final Plan" b. Municipality in which it is located c. Plan date and dates of all revisions d. Name, address, and phone number of the owner or applicant | | | |
| 405.A.3 | Name, address, and telephone number of the individual or firm preparing the plan, including assigned project number, name signature, registration number, and seal of engineer, surveyor or landscape architect involved. | | | |
| 405.A.5 | Graphic and written scale. | | | |
| 405.A.6 | Site location map. | | | |
| 405.A.7 | Deed book and page number and tax parcel identification number of the tract to be subdivided or developed. | | | |
| 405.A.8 | Total acreage of the entire existing tract. | | | |
| 405.A.9 | The entire tract boundary with bearings and distances showing the relationship of the proposed development to the entire tract and all prior conveyances, including acreage made from the parent tract since the inception of first Venango County Subdivision and Land Development Regulations. | | | |
| 405.A.10 | Owners names, deed book and page numbers, and parcel identification numbers of adjacent unplotted land and the names, deed book and page numbers of all abutting recorded subdivisions. | | | |
| 405.A.11 | Schedule or table of zoning district requirements, including lot area and bulk regulations, density, building and impervious coverage, and yard requirements. Show zoning for adjacent lands if different for tract to be subdivided or developed. | | | |
| 405.A.12 | List of any variances or other zoning approvals that have been granted or are being requested which have not been granted by the municipality. | | | |
| 405.A.13 | List, with supporting evidence for the request, of any modifications that are requested in accordance with this Ordinance. Modifications granted shall be so noted on the Final Plan. | | | |
| 405.B.1 | Topographic contours shown at five (5) foot vertical intervals for land with average undisturbed slope less than twenty-five percent (25%) and, at a minimum, vertical intervals of ten (10) feet for slopes greater than 25%. One (1) or two (2) foot topographic contours may be required when deemed appropriate by the Commission. Contours | | | |

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| | shall be accompanied by the location of the benchmark and notation indicating the datum used. Interpolated U.S.G.S contours may be utilized with the prior authorization of Commission staff. This requirement may be waived by staff. | | | |
| <u>405.B.2</u> | Steep Slopes delineated as those areas 16 to 25 percent and those areas greater than 25 percent. | | | |
| <u>405.B.3</u> | Soil types and boundaries as shown in the Venango County Soil Survey. | | | X |
| 405.B.4 | Prominent natural and topographic features including but not limited to, watercourses, wetlands, drainage channels, sinkholes, rock outcroppings, regulatory 100-Year floodplains and floodways, tree masses, plant and wildlife habitat for rare, threatened, or endangered species, areas identified in the Venango County Natural Areas Inventory, and other pertinent elements that may influence design. Additionally the Plan shall indicate any proposed disturbance, encroachment, or alteration to such features when located upon the site proposed for development. | | | |
| 405.B.5 | General vegetative cover of the site including a brief description and type (i.e. meadow, woodland, transitional). | | | |
| <u>405.B.6</u> | A note on the plan indicating whether the site is/is not underlain by carbonate geology (limestone and dolomite). | | | X |
| <u>405.B.7</u> | Location of quarry sites, solid waste disposal areas, illegal dumps, EPA Superfund sites, hazardous waste contamination, and other potentially hazardous conditions on the site and on adjacent tracts. | | | |
| 405.B.8 | Show approximate location and cite source information for significant historic and cultural features such as cemeteries, burial sites, archaeological sites, historic buildings, structures, plaques, markers, or monuments on the subject tract. | | | |
| 405.B.9 | All existing or recorded streets, roads, alleys, or other means of access and easements on or adjacent to the tract; including name or number, jurisdiction of ownership, right-of way or easement width, width and condition of pavement and grades and, in the case of easements, the purpose for which it was created. | | | |
| <u>405.B.10</u> | The location, ownership, and width of associated right-of-way or easement for any of the following features: existing buildings, storm and sanitary sewers, water supply lines, | | | |

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| | culverts, natural gas lines, on-lot sewage facilities, petroleum or petroleum products lines, power transmission and telephone lines, fire hydrants, stormwater management facilities, cellular towers, railroads, trails, wellhead protection areas and other significant manmade features on or adjacent to the site. | | | |
| 405.B.11 | Location and material of all existing permanent monuments and lot line markers. | | | |
| 405.C.1 | Tabulation of site data, including total acreage of land to be subdivided or developed, number of lots, proposed density, number of dwelling units, existing land use, proposed land use, acreage of any proposed open space or other public/common areas, amount of impervious area and the amount of tract residual. | | | |
| 405.C.2 | All required yards and building setback lines, with distances from the street centerline or street right-of-way lines, whichever is required by this Ordinance or applicable municipal Ordinances. | | | |
| 405.C.3 | Lot layout with lot lines, exact dimensions, lot square footage, lot acreage and location and material of all permanent monuments and lot line markers, including a note that all monuments and lot line markers are set. | | | |
| 405.C.4 | Block and lot numbers in a consecutive and clockwise or left to right order. | | | |
| 405.C.5 | Location and width of rights-of-way and cartways, along with sight distances. | | | |
| <u>405.C.6</u> | Delineation of clear sight triangles and sight distances. | | | X |
| 405.C.7 | Identification of buildings and historic features proposed to be demolished. | | | |
| 405.C.8 | Location, width, and intended use of utility, drainage, and all other proposed easements. | | | |
| 405.C.9 | Location of all proposed stormwater management and erosion control facilities. | | | |
| 405.C.10 | Deep-probe and soil percolation test sites and proposed absorption field areas if on-lot sewage disposal facilities are proposed including applicable isolation distances. | | | |
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| <u>405.C.11</u> | Assigned tax parcel identification numbers from the Venango County Tax Assessment Office and addresses for each parcel as issued by the Venango County Emergency Communications Center. | | | |
| <u>405.D.1</u> | Copies of private deed restrictions, covenants, grants of easements, homeowner and business association agreements or other restrictions. | | | |
| <u>405.D.2</u> | A Sewage Facilities Plan, Engineering Feasibility Study and required documentation, in accordance with this Ordinance. | | | |
| <u>405.D.3</u> | A Stormwater Management and Drainage Plan and narrative, in accordance with this Ordinance if applicable. | | | |
| <u>405.D.4</u> | An Erosion and Sedimentation Pollution Control Plan and narrative showing all erosion and sedimentation control measures, temporary as well as permanent, and a letter from the Venango County Conservation District stating that the proposed measures meet all state, federal and local requirements. | | | |
| <u>405.D.5</u> | If any portion of the project is in a floodplain area, then documentation shall be submitted indicating compliance with all applicable laws and regulations of the municipality in which the project is located and of the PA DEP. | | | |
| <u>405.D.6</u> | Copies of required permits from the PA DEP and/or other appropriate regulatory agencies for any proposed alteration, excavation, relocation, encroachment or obstruction of a watercourse. | | | |
| <u>405.D.7</u> | When the tract contains a natural gas pipeline, petroleum or petroleum products pipeline, an electric transmission line, telecommunications line, or other utility, a letter shall accompany the application from the owner or lessee of such utility stating the minimum setback distance and other requirements pertaining to such features. A valid occupancy permit from such utility provider would also be acceptable. | | | X |
| <u>405.D.8</u> | Letter of zoning compliance from the municipal zoning officer is required for Final Plan approval. | | | |
| <u>405.D.9</u> | Letter(s) from the appropriate Venango County agencies verifying approval of final assigned lot addresses and tax parcel identification numbers. | | | |

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| 405.D.10 | When the land included in the subject tract has an agricultural, woodland, or other natural resource protection easement located within the tract, the application shall be accompanied by a letter from the party holding the easement stating any conditions on the use of the land. | | | |
| 405.D.11 | For lots requiring access onto a state route or highway, a PennDOT Highway Occupancy Permit (HOP) or a letter from PennDOT indicating a HOP can be obtained shall be submitted. For lots requiring access onto a Township or Borough street the appropriate municipal Driveway Permit shall be submitted if applicable. | | | |
| 405.D.12 | When the proposed subdivision or land development site contains or formerly contained hazardous substances or groundwater contamination a geotechnical report and a remedial investigation/feasibility study shall be provided. For sites that formerly contained hazardous substances or groundwater contamination, a letter from applicable state and federal agencies verifying that the site meets the remediation standards for the proposed use will suffice in lieu of a remedial investigation/feasibility report. | | | |
| 405.D.13 | All applicable plan processing applications and review fees in accordance with this Ordinance. | | | |
| 405.E.1 | Certificate, signature and seal, of the professional land surveyor certifying the accuracy of the survey. | | | |
| <u>405.E.2</u> | Certificate, signature, and seal of the landscape architect, surveyor, or professional engineer that all other details on and accompanying the plan is correct. | | | X |
| 405.E.3 | Certification of Ownership in the form of a notarized statement by the owner(s) certifying ownership of the property. | | | |
| 405.E.4 | Final Plan Approval Certification block for Venango County Regional Planning Commission. | | | |
| 405.E.6 | Notation on the plan of any modifications granted by the Commission pursuant to this Ordinance. | | | |
| 405.E.7 | Notation on the plan of any variances granted in accordance with the applicable zoning ordinance. | | | |