

Plan Name: _____
 Agenda Ltr: _____ Municipality: _____
 Firm: _____
 Surveyor: _____



FINAL PLAN CHECKLIST
SUBDIVISION AND LAND DEVELOPMENT
(ARTICLE IV Section 403)

Please check the following list to make sure that you have included all of the required information. Place a check mark in the column provided for all items completed and/or provided. Failure to provide all of the required information may result in the denial or disapproval of the application.

THE FOLLOWING INFORMATION IS REQUIRED (WHERE APPLICABLE):

Checklist for Final Plan Subdivision and Land Development (If you are uncertain about an item, please contact our office)	APP. CHECK IF INCLUDED	OFFICIAL USE ONLY
Proposed Subdivision Name, Identifying Title and the Words "Final Plan"	<input type="checkbox"/>	<input type="checkbox"/>
Names and Addresses of Owner(s) and Developer(s)	<input type="checkbox"/>	<input type="checkbox"/>
Date, North Arrow, Graphic Scale	<input type="checkbox"/>	<input type="checkbox"/>
Exact Acreage of Entire Subdivision and Each Individual Lot	<input type="checkbox"/>	<input type="checkbox"/>
Block and Lot Numbers (NOTE: Residual Parcel Should be Identified As "Residual Lot" and not Assigned a Number)	<input type="checkbox"/>	<input type="checkbox"/>
A Key Map for the Purposes of Locating the Site in the County Showing the Relation to Adjoining Property and Streets, Roads, Bodies of Water, and Municipal Boundaries Within Two Thousand (2,000) Feet of Said Property	<input type="checkbox"/>	<input type="checkbox"/>
Lot Lines and Tract Boundaries With Accurate Bearings and Distances	<input type="checkbox"/>	<input type="checkbox"/>
Accurate Bearings and Distances to the Nearest Established Street Corners or Official Monuments Where Practical	<input type="checkbox"/>	<input type="checkbox"/>
Complete Curve Data for All Curves Included in the Plan	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
Accurate locations of all existing public streets, roads, and alleys with right(s)-of way(s) intersecting the boundaries of the tract.	<input type="checkbox"/>	<input type="checkbox"/>
Street names (utilizing official 911 address names), cart way widths and right-of way widths.	<input type="checkbox"/>	<input type="checkbox"/>
Location of all buildings and approximate location of tree masses within property.	<input type="checkbox"/>	<input type="checkbox"/>
Location and Material of All Permanent Existing and Proposed Monuments and Lot Markers	<input type="checkbox"/>	<input type="checkbox"/>
Easements for utilities and any limitations on such easements.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
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, storm water management facilities, flood plains, wetlands, wellhead protection areas, and other significant manmade features on or adjacent to the site.	<input type="checkbox"/>	<input type="checkbox"/>

Checklist for Final Plan Subdivision and Land Development Continued	APP. CHECK IF INCLUDED	OFFICIAL USE ONLY
Culverts	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
Pennsylvania One Call System, Inc. "STOP, CALL BEFORE YOU DIG" Logo	<input type="checkbox"/>	<input type="checkbox"/>
Zoning district (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Building Setbacks as required by local zoning ordinance. In lieu of local regulation setbacks shall be as described in Article V Development & Design Standards.	<input type="checkbox"/>	<input type="checkbox"/>
Location of All Private Access Right(s)-of-Way With a Citation to the Grant or Means By Which the Easement was Acquired (e.g., Deed Book Reference)	<input type="checkbox"/>	<input type="checkbox"/>
Location of Water Source, On-lot Perk Holes, Slope, and Indication if Utilities are Above or Below Ground	<input type="checkbox"/>	<input type="checkbox"/>
Floodplain Boundaries	<input type="checkbox"/>	<input type="checkbox"/>
For Subdivisions Proposing One (1) or More Lots of Ten (10) Acres or Greater and Proposing On-lot Sewage Where the Local Municipality has Enacted an Ordinance Exempting Such Lots from Sewage Planning: Identify All Structures, Facilities, Streams, Springs, Drainage Ways, Swales, and Other Significant Features Within a Two Hundred (200) Foot Radius from Any Proposed On-lot Sewage System(s)	<input type="checkbox"/>	<input type="checkbox"/>
Steep slopes (delineated as those areas 17 percent or greater)	<input type="checkbox"/>	<input type="checkbox"/>
Prominent natural and topographic features including but not limited to watercourses, wetlands, drainage channels, sinkholes, rock outcroppings, and reclaimed surface mined lands	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
A Highway Occupancy Permit Notice when so required by Section 508(6) of the Pennsylvania Municipalities Code.	<input type="checkbox"/>	<input type="checkbox"/>
CERTIFICATES (SECTION 403.6)	APP. CHECK IF INCLUDED	OFFICIAL USE ONLY
Certification, With Seal, By a Registered Land Surveyor to the Effect that the Survey and Plan are Correct	<input type="checkbox"/>	<input type="checkbox"/>
Certificate for Approval by the County of Clearfield Planning Commission	<input type="checkbox"/>	<input type="checkbox"/>
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(s), that He/She Desires the Same to be Subdivided and Recorded as Shown. Said Statement to Include an Offer Dedicating of Public Roads and Easements of Other Property Improvements as Needed	<input type="checkbox"/>	<input type="checkbox"/>
A Certificate to Provide for the Recording of the Subdivision Plan	<input type="checkbox"/>	<input type="checkbox"/>
A Certificate to Advise of the Date the Plan Must be Recorded By	<input type="checkbox"/>	<input type="checkbox"/>
Certificate Confirming Review of the Plan by the Municipality and Indicating Any Comments Have Been Submitted	<input type="checkbox"/>	<input type="checkbox"/>

Checklist for Final Plan Subdivision and Land Development Continued Additional Information (SECTIONS 403.7)	APP. CHECK IF INCLUDED	OFFICIAL USE ONLY
Application for Consideration of a Subdivision and/or Land Development (SEE APPENDIX 1)	<input type="checkbox"/>	<input type="checkbox"/>
Filing Fee (Check with the Clearfield County Planning Department for Fee Schedule)	<input type="checkbox"/>	<input type="checkbox"/>
Suggested Deed Descriptions for Applicable Parcels	<input type="checkbox"/>	<input type="checkbox"/>
Approval of Sanitary Sewerage Service and Water Service by the Local Municipal Engineer. Include DEP Sewage Facilities Planning Modules, Components and Waivers where Applicable	<input type="checkbox"/>	<input type="checkbox"/>
Five (5) Copies of Proposed Subdivision Maps, Including any Proposed Covenants	<input type="checkbox"/>	<input type="checkbox"/>
Tentative timetable for the proposed sequence of development for the subdivision, if required.	<input type="checkbox"/>	<input type="checkbox"/>
A Letter from the Appropriate Postmaster and the Coordinator of the Clearfield County Emergency Operation Center, Stating that the Proposed Names (Except in the Case of Extension of Existing or Proposed Streets) DO NOT DUPLICATE THE NAMES OF STREETS NOW IN USE. The Administering Body of the Clearfield County "911" System will be asked by the Developer to Comment on the Proposed Street Name(s)	<input type="checkbox"/>	<input type="checkbox"/>
Final Profiles, Cross Sections, and Specifications for Street Improvements, and Sanitary Storm Sewer, and Water Distribution Systems Shall be Shown on One (1) or More Separate Sheets.	<input type="checkbox"/>	<input type="checkbox"/>
Letter From the Appropriate Utility Companies Stating that They Will Provide the Subdivision with Service	<input type="checkbox"/>	<input type="checkbox"/>
Letter From the Local Municipality with Any Comment(s), Objections or Suggestions on the Plan	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
An electronic digital copy of all documents being submitted, including plans, applications, and accompanying reports.	<input type="checkbox"/>	<input type="checkbox"/>
If applicable, a letter of zoning compliance from the municipal zoning Officer.	<input type="checkbox"/>	<input type="checkbox"/>
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").	<input type="checkbox"/>	<input type="checkbox"/>
In accordance with current Penn DOT standards, a Traffic Impact Study (TIS) shall be submitted when the project meets the warrant requirements of the latest Penn DOT TIS Guidelines when a project involves state OR local roads. When required, the TIS shall be prepared in accordance with the current Penn DOT TIS Guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>

Checklist for Final Plan Subdivision and Land Development Continued Additional Information (Articles V & VI Design Construction Standards)	APP. CHECK IF INCLUDED	OFFICIAL USE ONLY
For land developments requiring certain improvements the design and construction standards do meet the requirements of Articles V & VI in regards to items such as streets, landscaping, buffering & screening, storm water, floodplains, parking, signage, lighting, and sidewalks (Where Applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Storm water management facilities shall be provided for subdivisions and land developments as required by existing ordinances of the local municipality as now or herein after adopted or amended. In lieu of local storm waters regulations and for all earth disturbance activities developer shall adhere to the requirements of Chapter 102 of the Pennsylvania Clean Streams Law, P. 1. 1987 of 1937 as revised as now or herein after adopted or amended. (Where Applicable)	<input type="checkbox"/>	<input type="checkbox"/>
All Subdivisions and Land Developments shall be designed to adequately control soil erosion and sedimentation, as required under Chapter 102 of the Pennsylvania Clean Streams Law, P. 1. 1987 of 1937 as revised. Unless waived by the County Conservation District, the Applicant shall submit proof of an approved Soil Erosion and Sedimentation Control Plan for each phase of construction to the Commission at the time of major subdivision or land development plan submission. Preliminary or Final Plan approval shall not be granted by the Commission until the Erosion and Sedimentation Control plan has been approved by the County Conservation District or until a waiver of said planning requirements has been issued. (Where Applicable)	<input type="checkbox"/>	<input type="checkbox"/>