

FALLS TOWNSHIP

WYOMING COUNTY, PENNSYLVANIA

PRELIMINARY MAJOR SUBDIVISION - LAND DEVELOPMENT STATUS LOG AND CHECKLIST

Development Name: _____
Number of lots: _____ Location: _____
Applicant/Owner: _____
Address/Telephone: _____
Township application fee: \$ _____ Date fee paid: _____
County application fee: \$ _____ Date fee paid: _____
Supplemental fee due: \$ _____ Date fee paid: _____

PLAN FILING INFORMATION

- ___ 2 copies of application form or letter.
- ___ 8 copies of preliminary plan.
- ___ 4 copies of the following:
 - ___ sewage planning modules and associated documents.
 - ___ road cross sections.
 - ___ road profiles.
 - ___ deed covenants and restrictions.
 - ___ existing & proposed dedications/reservations.
 - ___ latest deed of record, or other proof of legal interest.
 - ___ water supply information.
 - ___ sewage disposal information.
 - ___ engineer statement regarding environmental permits.
 - ___ erosion and sedimentation control plan.
 - ___ stormwater management plan.
 - ___ preliminary bridge or stream crossing designs.
 - ___ proposed zoning variance or subdivision waivers.
 - ___ utility commitments to provide service and any right-of-way restrictions.
 - ___ street lighting plan (if any).

FILING 10 WORKING DAYS PRIOR TO PLANNING COMMISSION MEETING

Date of filing Township Secretary

Date filing returned Township Secretary
(SEE ATTACHED REASONS FOR RETURN: INFORMATION MISSING, INCORRECT NUMBER OF COPIES, ETC.)

OFFICIAL SUBMISSION (to begin the 90-day review period)

Official date of submission Planning Commission Chairman

Submission rejection date Planning Commission Chairman
(SEE ATTACHED REASONS FOR REJECTION: INFORMATION MISSING, INCORRECT # OF COPIES, ETC.)

Wyoming County Office of Community Planning
REVIEW Checklist Form Major Sub Prelim Plan
Falls Township

WCCP File # _____ - _____

Name of Subdivision and Land Development: _____

CONTACT INFORMATION

Office: Wyoming County Office of Community Planning
Address: 1 Courthouse Square, 3rd Floor
Tunkhannock, PA 18657
Telephone number: 570-996-2268
Email Address: lbennett@wycopa.org
Website: www.wycopa.org

CHECKLIST

Yes No N/A Drafting Standards: Drafting Standards:

- A. The Plan shall be all be clearly and legibly drawn at a scale of 10 feet, 20 feet, 30 feet, 40 feet, 50 feet, 60 feet, 80 feet, 100 feet or 200 feet to the inch.
- B. Dimensions shall be in feet and hundredths of feet; bearings shall be in degrees, minutes and seconds for the boundary of the entire tract, and dimensions in feet for lot lines.
- C. The survey shall not have an error of closure greater than one (1) in ten thousand (10,000) feet.
- D. The sheet size shall be no smaller than twelve by eighteen (12x18) inches and no larger than twenty-four by thirty-six (24x36) inches. If the Plan is prepared in two (2) or more sections, a key map showing the location of the sections shall be placed on each sheet. If more than one (1) sheet is necessary, each sheet shall be the same size and numbered to show the relationship to the total number of sheets in the plan (e.g. Sheet 1 of 5), and a key diagram showing the relative location of the several sections shall be drawn on each sheet.
- E. Plans shall be legible in every detail.

Section 402.1
[A-E]

Yes No N/A Site Context map

A map showing the location of the proposed subdivision within its neighborhood context shall be submitted. For sites under one hundred (100) acres in area, such maps shall be at a scale not less than one inch equals two hundred feet (1"=200'), and shall show the relationship of the subject property to natural and man-made features existing within one thousand (1,000) feet of the site. For sites of 100 acres or more, the scale shall be 1"= 400', and shall show the above relationships within 2,000 feet of the site. The features that shall be shown on Site Context Maps include topography (from U.S.G.S. maps), stream valleys, wetland complexes (from maps published by the U.S. Fish & Wildlife Service or the U.S.D.A. Natural Resources Conservation Services), woodlands over one-half acre in area (from aerial photographs), ridge lines, public roads and trails, utility easements and rights of way, public land, and land protected under conservation easements.

Section 402.2

Co. Planner's Comment:

Yes No N/A Existing Resources and Site Analysis Plan

For all subdivisions (except those in which all proposed lots are to be ten or more acres in area), an Existing Resources and Site Analysis Plan shall be prepared to provide the developer and the municipality with a comprehensive analysis of existing conditions, both on the proposed development site and within five hundred (500) feet of the site.

Conditions beyond the parcel boundaries may be described on the basis of existing published data available from governmental agencies, and from aerial photographs. The Planning Commission shall review the Plan to assess its accuracy, conformance with municipal ordinances, and likely impact upon the natural and cultural resources on the property. The following information shall be included in this Plan:

- A. A vertical aerial photograph enlarged to a scale not less detailed than 1 inch = 400 feet, with the site boundaries clearly marked.
- B. Topography, the contour lines of which shall generally be at two (2) foot intervals, determined by photogrammetry (although 10-foot intervals are permissible beyond the parcel boundaries, interpolated from U.S.G.S. published maps). The determination of appropriate contour intervals shall be made by the Planning Commission, which may specify greater or lesser intervals on exceptionally steep or flat sites. Slopes between fifteen (15) and twenty-five (25) percent and exceeding twenty-five (25) percent shall be clearly indicated. Topography for major subdivisions shall be prepared by a professional land surveyor or professional engineer from an actual field survey of the site or from stereoscopic aerial photography and shall be coordinated with official U.S.G.S. benchmarks.
- C. The location and delineation of ponds, vernal pools, streams, ditches, drains, and natural drainage swales, as well as the 100-year floodplains and wetlands, as defined in Borough Ordinances. Additional areas of wetlands on the proposed development parcel shall also be indicated, as evident from testing, visual inspection, or from the presence of wetland vegetation.
- D. Vegetative cover conditions on the property according to general cover type including cultivated lands, permanent grass land, meadow, pasture, old field, hedgerow, woodland and wetland, trees with a caliper in excess of fifteen (15) inches if not growing within any of the proposed conservation areas, the actual canopy line of existing trees and woodlands. Vegetative types shall be described by plant community, relative age and condition.
- E. Soil series, types and phases, as mapped by the U.S. Department of Agriculture, Natural Resources Conservation Service in the published soil survey for the county, and accompanying data published for each soil relating to its suitability for construction (and, in unsewered areas, for septic suitability).
- F. Ridge lines and watershed boundaries shall be identified.
- G. Geologic formations on the proposed development parcel, including rock out-croppings, cliffs, sinkholes, and fault lines, based on available published information or more detailed data obtained by the applicant.
- H. All existing man-made features including but not limited to streets, driveways, farm roads, woods roads, buildings, foundations, walls, wells, drainage fields, dumps, utilities, fire hydrants, and storm and sanitary sewers.
- I. Locations of all historically significant sites or structures on the tract, including but not limited to cellar holes, stone walls, earthworks, and graves.
- J. Locations of trails that have been in public use (pedestrian, equestrian, bicycle, etc).

Section 402.3
[A-M]

- K. All easements and other encumbrances of property which are or have been filed of record with the Recorder of Deeds of Wyoming County shall be shown on the plan.
- L. Total acreage of the tract, the Adjusted Tract Area and the constrained land area with detailed supporting calculations.

Co. Planner's Comment:

Yes No N/A Preliminary Resource Impact and Conservation Plan

- A. A Preliminary Resource Impact and Conservation Plan shall be prepared for all major subdivision and land development applications to categorize the impacts of the proposed activities and physical alterations on those resources shown on the Existing Resources and Site Analysis Plan (as required under §402.3) All proposed improvement, including but not necessarily limited to grading, fill, streets, buildings, utilities and Stormwater detention facilities, as proposed in the other Conceptual Preliminary Plan documents, shall be taken into account in preparing the Preliminary Resource Impact and Conservation Plan, which shall clearly demonstrate that the applicant has minimized site disturbance to the greatest extent practicable.
- B. Using the Existing Resources and Site Analysis Plan as a base map, impact areas shall be mapped according to the following categories: (1) primary impact areas, i.e., areas directly impacted by the proposed subdivision, (2) secondary impact areas, i.e., areas in proximity to primary areas which may be impacted, and (3) designated protected areas, either to be included in a proposed Greenway or an equivalent designation such as dedication of a neighborhood park site.
- C. This requirement for a Preliminary Resource Impact and Conservation Plan may be waived by the Planning Commission if, in its judgment, the proposed development areas, as laid out in the Sketch Plan or in the Preliminary Plan would be likely to cause no more than an insignificant impact upon the site's resources.

Section 402.4
[A-C]

Co. Planner's Comment:

Yes No N/A Preliminary Improvements Plan

- A. Historic resource, trails and significant natural features, including topography, areas of steep slope, wetlands, 100-year floodplains, swales, rock out-croppings, vegetation, existing utilities, and other site features, as indicated on the Existing Resources and Site Analysis Plan.
- B. Existing and proposed lot lines, lot areas, any existing easements and rights-of-way. For properties subject to the Conservation Design Overlay District, the boundaries of greenway lands shall be indicated.
- C. Location, alignment, width, profile and tentative names of all proposed streets and street rights-of-way, including all street extensions or spurs that are reasonably necessary to provide adequate street connections and facilities to adjoining development or undeveloped areas; preliminarily-engineered profiles for proposed streets.
- D. Location of proposed swales, drainage easements, stormwater and other management facilities.
- E. Where community sewage service is proposed, the conceptual layout of proposed sewage systems, including but not limited to the tentative locations of sewer mains and sewage treatment plants, showing the type and degree of treatment intended and the size and capacity of treatment facilities.
- F. Where central water service is proposed, the conceptual layout of proposed water distribution facilities including water mains, fire hydrants, storage tanks and, where appropriate, wells or other water sources.

Section 402.5
[A-Y]

- G. Location of all percolation tests as may be required under this ordinance, including all failed test sites or pits as well as those approved and including an approved alternate site for each lot. All approved sites shall be clearly distinguished from unapproved sites.
- H. Limit-of disturbance line (must be exact in relation to the retention of existing trees proposed to be saved).
- I. Location and dimensions of proposed playgrounds, public buildings, public areas and parcels of land proposed to be dedicated or reserved for public use.
- J. If land to be subdivided lies partly in or abuts another municipality, the applicant shall submit information concerning the location and conceptual design of streets, layout and size of lots and provisions of public improvements on land subject to his control within the adjoining municipalities. The design of public improvements shall provide for a smooth, practical transition where specifications vary between municipalities. Evidence of approval of this information by appropriate officials of the adjoining municipalities also shall be submitted.
- K. Where the applicant proposes to install the improvements in phases, he shall submit with the Preliminary Plan a delineation of the proposed sections and a schedule of deadlines within which applications for final approval of each section are intended to be filed.
- L. Utilities and Easements
 - 1. Exact locations of existing easements and approximate locations of proposed utility easements.
 - 2. Layout of all proposed sanitary and storm sewers and location of all inlets and culverts, and any proposed connections with existing facilities. (These data may be on a separate plan.)
 - 3. The tentative location of proposed on-site sewage and water facilities.
- M. Location of proposed shade trees, plus locations of existing vegetation to be retained.
- N. Signature blocks for the Planning Commission shall be provided on the right-hand side of the Preliminary Improvements Plan.
- O. Zoning data, if a zoning ordinance is in force, including all of the following, when applicable:
 - 1. Zoning district designations.
 - 2. Zoning district boundary lines transversing the proposed subdivision and/or development.
 - 3. Zoning district boundary lines within one thousand (1000) feet of the proposed subdivision and/or development, shown on location map.
- P. A title block shall be included on the lower right corner.
- Q. Name of project.
- R. Name and address of the owner of record (if a corporation give name of each officer) and current deed book and page where the deed of record is recorded.
- S. Name and address of developer if different from landowner (if a corporation give name of each officer).
- T. Name, address, license number, seal and signature of the Qualified Professional (see definition in Article II) responsible for the preparation of the plan.
- U. Date, including the month, day and year that the Preliminary Plan was completed and the month, day and year for each Plan revision along with a description of the revision.
- V. A key map for the purpose of locating the property being subdivided and showing the relation of the property, differentiated by tone or pattern, to adjoining property and to all streets, roads municipal boundaries, zoning districts if a zoning

ordinance is in force, water courses and any area subject to flooding.

- W. North arrow (true or magnetic).
- X. Graphic scale and written scale.
- Y. Names of present adjoining property owners and the names of all adjoining subdivisions, if any, including property owners and/or subdivisions across adjacent roads, along with the current tax map number for each property shown.

Co. Planner's Comment:

Yes No N/A Supporting Documents and Information

The following supporting documents, plans and information shall be submitted with Preliminary Plans for all major subdivisions:

Typical street cross-section drawings for all proposed streets showing the following:

1. Typical cut sections.
2. Typical fill sections.
3. Superelevated sections.
4. Typical parallel drainage.

Section 402.6.A
[1-4]

Co. Planner's Comment:

Yes No N/A Profiles along the top of cartway center-line, or as otherwise required by this Ordinance, showing existing and proposed grade lines and printed elevations of the proposed grade lines at fifty (50) foot intervals.

Section 402.6.B

Co. Planner's Comment:

Yes No N/A Any existing or proposed deed restrictions, protective and restrictive covenants that apply to the subdivision and/or development plan.

Section 402.6.C

Co. Planner's Comment:

Yes No N/A All proposed offers of dedication and/or reservation of rights-of-way and land areas with conditions attached.

Section 402.6.D

Co. Planner's Comment:

Yes No N/A Existing documents of dedication and/or reservation of rights-of-way and land areas with conditions attached.

Section 402.6.E

Co. Planner's Comment:

Yes No N/A Proof of legal interest in property and latest deed of record.

Section 402.6.F

Co. Planner's Comment:

Yes No N/A Water Supply Information:

In the case of individual on-lot wells: information documenting water table depth and potential for affecting the ground water supply. In the case of community systems:

1. A statement from a Professional Engineer of the type and adequacy of any community water supply system proposed to serve the project.
2. Preliminary design of any central water supply system.
3. Publicly owned central system: A letter from the water company or authority stating that the said company or authority will supply the development including a verification of the adequacy of service.
4. Privately owned central system: A statement setting forth the proposed ownership of the system and responsibility for operation and maintenance.
5. A copy of any application for any permit, license, or certificate required by DEP or the PA Public Utility Commission for the construction and operation of any proposed central water

Section 402.6.G
[1-5]

supply system. Preliminary Plan approval shall be conditioned on the issuance of said permits by PA DEP or PA PUC.

Co. Planner's Comment:

Yes No N/A Sewage Disposal Information:

1. Completed sewage facilities planning module(s) for land development and other required sewage planning documents as required by the PA Sewage Facilities Act and PA DEP.
2. Private sewage treatment plants and community on-lot systems: A preliminary design of the system and a statement setting forth the proposed ownership of the system and responsibility for operation and maintenance.

Section 402.6.H
[1-2]

Co. Planner's Comment:

Yes No N/A A list of any public utility, environmental or other permits required and if none are required a statement to that effect. The Township may require a Professional Engineer's certification of such list.

Section 402.6.I

Co. Planner's Comment:

Yes No N/A Soil erosion and sedimentation control plan for submission approval by the Wyoming County Conservation District.

Section 402.6.J

Co. Planner's Comment:

Yes No N/A Drainage/stormwater management plan meeting the requirements of this ordinance and any Stormwater Management Ordinance adopted by the Borough.

Section 402.6.K

Co. Planner's Comment:

Yes No N/A Preliminary bridge designs and a statement by the applicants engineer regarding any approvals required by the state or federal government.

Section 402.6.L

Co. Planner's Comment:

Yes No N/A A statement indicating any existing or proposed zoning variances or subdivision waivers/modifications.

Section 402.6.M

Co. Planner's Comment:

Yes No N/A Where the land included in the subject application has an electric transmission line, a gas pipeline, or a petroleum or petroleum products transmission line located within the tract, the Preliminary Plan shall be accompanied by a letter from the owner or lessee of such right-of-way stating any conditions on the use of the land and the minimum building setback and/or right-of-way lines. This requirement may also be satisfied by submitting a copy of the recorded agreement.

Section 402.6.N

Co. Planner's Comment:

Yes No N/A Highway occupancy permits.

Section 402.6.O

Co. Planner's Comment:

Yes No N/A A plan for the ownership of and maintenance of all improvements and common areas as required by §507 of this Ordinance.

Section 402.6.P

Co. Planner's Comment:

Yes No N/A Additional Information

The Planning Commission shall require any other necessary information based on the specific characteristics of the proposed project.

Section 402.7

Co. Planner's Comment:

Yes No N/A Application Forms and Certifications

The applicant shall complete and submit such application forms and certifications as prescribed by the Borough for submission with Preliminary Plan applications.

Section 402.8

Co. Planner's Comment:

Yes No N/A

Preliminary Plan Engineering Certification

Prior to approval of the Preliminary Plan, the applicant shall submit to the Planning Commission a Preliminary Plan Engineering Certification stating that the approximate layout of proposed streets, house lots, and greenway lands complies with the Township's subdivision ordinances, particularly those sections governing the design of subdivision streets and stormwater management facilities, and that all improvements will be installed in accord with the specific requirements of this Ordinance or any waivers or modifications granted by the Planning Commission. This certification requirement is meant to provide the Planning Commission with assurance that the proposed plan is able to accomplish within the Township's current regulations.

Section 402.9

Co. Planner's Comment:

Section 403.3.C [1-7] – make sure these *protective and/or restrictive covenants* are listed on the plan.

Yes No N/A

Section 403.3.D [1-6] – make sure these *general notes* are on the plans.

Yes No N/A

Additional Comments:
