

MINOR SUBDIVISION AND/OR LAND DEVELOPMENT PLAN CHECKLIST

Subdivision and/or Land Development Name:	Checklist Completed By:		
Applicant Name:	Date Completed:		
Minor Plan Requirements	Concurrence		
	Yes	No	N/A
1) Black-line or blue-line prints.			
2) Key map on each sheet and an overall index of sheets.			
3) Plan sheet size of 24 inches by 36 inches or 30 inches by 42 inches.			
4) Location map with the tract outlined.			
5) Plan scale of not more than 1 inch equals 50 feet.			
6) Metes and bounds in degrees, minutes, and seconds and in feet and decimal parts thereof.			
7) Tract boundary line of the subdivision shown as a heavy line.			
8) Tract and lot boundaries with dimensions, metes, and bounds closing with an error of not more than 1 foot in 10,000 feet.			
9) Name of the subdivision and/or land development.			
10) Name and address of the landowner.			
11) Name and address of the applicant.			
12) Name, complete address, and seal of the surveyor who prepared the plan.			
13) Applicable zoning district, including overlay districts, lot area and yard requirements, and the percentage of the lot(s) allowed to be covered by impervious surfaces and buildings.			
14) The use(s) proposed in the municipal comprehensive plan that pertains to the tract.			
15) North arrow and date of the plan or drawing, including revision dates.			
16) Gross and net acreage of lots.			
17) North arrow and date.			
18) Written and graphic scale.			
19) Contiguous property boundaries with owners, addresses, and tax parcel numbers.			
20) Existing streets on or adjacent to the tract with existing and future rights-of-way, names, and cartway widths.			
21) Buildings (and their uses), driveways, wells, sewer lines, water mains, fire hydrants, utility poles, septic tanks, storm drains, culverts, bridges, utility easements, and other significant man-made features.			
22) Significant natural features within the tract indicating which are to be removed and which are to remain.			
For Municipal Use Only	Reviewer:	Date:	
Application #	Sheet: 1 of 2		

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23) Existing contours including the date and source.			
24) Significant historic structures within the tract, including changes to them.			
25) Building setback lines.			
26) Driveway location(s).			
27) Floodway, flood-fringe, and the 1% annual chance flood.			
28) Grading plan indicating proposed contour and final grades.			
29) Drainage plan.			
30) Location of permanent reference monuments and markers.			
31) Locations of percolation test pits and the proposed on-lot sewage disposal system.			
32) Planning module for land development as required by Act 537 of 1967.			
33) Locations of proposed wells for on-site water supply.			
34) Graphic depiction and a list of all easements and the book and page numbers.			
35) Existing and proposed deed restrictions, including building setback lines, together with a statement of any restrictions previously imposed which may affect the title to the land being subdivided.			
36) Note stating that there are no deed restrictions.			
37) Copies of the proposed legal description for each lot, based on net acreage.			
38) Note indicating that a PennDOT highway occupancy permit is required.			
39) Federal, state, County, etc. permits, agreements, approvals, and clearances.			
40) Certification as to the accuracy of the final subdivision and/or land development plan and details of such plans shall be prepared in accordance with Act 367 of 1945.			
41) Municipal Act 247 review fee.			
42) Delaware County Application for Act 247 Review Form.			
43) Delaware County Act 247 review fee.			
For Municipal Use Only	Reviewer:	Date:	
Application #	Sheet:	2 of 2	