

PRELIMINARY SUBDIVISION AND/OR LAND DEVELOPMENT PLAN CHECKLIST

Preliminary Plan Requirements		Concurrence		
		Yes	No	N/A
In the case of a land development, the following shall apply:				
1)	Plan scale of no less than 1 inch equals 50 feet or more than 1 inch equals 100 feet.			
2)	Plan sheet size of 24 inches by 36 inches or 30 inches by 42 inches.			
3)	Key map on each sheet and an overall index of sheets.			
4)	Location map with the tract outlined.			
5)	Dates of the original and revised plans.			
6)	Name and address of the person who prepared the plan and related documents.			
7)	Tract boundaries with dimensions, bearings, and distances, with sources.			
8)	Dimensions, metes, and bounds of the balance of the tract.			
9)	Contiguous property boundaries with owners, addresses, and tax parcel numbers.			
10)	Zoning on and adjacent to the tract with compliance notes.			
11)	Floodway, flood-fringe, and the 1% annual chance flood using benchmarks.			
12)	Proposed intensity of use and use identified in the municipal comprehensive plan.			
13)	Existing contours identifying steep slopes and very steep slopes with a legend.			
14)	Datum to which contours refer with references to known benchmarks and elevations.			
15)	Existing surface water resources and other natural drainage features.			
16)	Tree masses, hedgerows, and freestanding 12-inch caliper trees to be removed or retained.			
17)	Existing vegetation noted in terms of species, type, and sizes.			
18)	Natural resources as identified in the PNDI and County Natural Areas Inventory.			
19)	Soil types as identified in the Soil Survey of Chester and Delaware Counties and soil characteristics shown in a table.			
20)	Existing man-made features.			
21)	Existing on- and off-tract streets by type, state route, rights-of-way, and cartways.			
22)	Existing property lines, easements, and rights-of-way.			
23)	Proposed lot layout with numbers, building setback lines, and buildable areas.			
24)	Proposed location of water supply on each lot.			
25)	Proposed location of sanitary sewage disposal on each lot and anticipated flows.			
26)	Black-line or blue-line paper prints.			
27)	Name of the subdivision and/or land development.			
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28) Name and address of the landowner.			
29) Name and address of the applicant.			
30) North arrow and date.			
31) Written and graphic scale.			
32) Tract acreage, including gross and net lot area for each lot.			
33) Significant historic structures within the tract, including changes to them.			
34) Proposed open space and/or recreational areas, including improvements.			
35) Proposed streets with consideration of the existing street network.			
36) Proposed number, type, and location of all structures.			
37) Proposed location of parking areas and parking lots.			
38) Map at an appropriate scale showing the successive plan phases.			
39) Copy of the deed for the subject tract along with any existing and/or proposed covenants and/or restrictions.			
40) Statement on the types of buildings, other structures, and/or dwelling units proposed, accompanied by elevation drawings.			
41) Preliminary traffic impact study.			
42) Preliminary phasing schedule.			
43) Planning module for land development as required by Act 537 of 1967.			
44) Statement indicating the method of water supply.			
45) On-lot water supply feasibility report.			
46) Evidence that public water will be supplied by a certificated public utility, a bona fide cooperative association of lot owners, or by a municipal corporation, authority, or utility.			
47) Statement indicating the method of sanitary sewage disposal.			
48) On-lot sanitary sewage disposal feasibility report.			
49) Assurance letter from the public sanitary sewage disposal authority indicating its ability and willingness to make service available.			
50) Preliminary stormwater management site plan.			
51) Preliminary improvements construction plan.			
52) Letter from a pipeline and/or transmission line company indicating the minimum setback requirements or a copy of an easement or grant of record.			
53) Conceptual plan that shows the prospective future street system and other improvements of the unused portion of the tract.			
54) Federal, state, and County permits, agreements, approvals, and clearances.			
55) Other draft plans, documents and submissions required by the municipality for final subdivision and/or land development plan approval.			
56) Notarized statement signed by the landowner, indicating that the applicant has the approval of the owner for submitting the preliminary plan.			
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57) Certification as to the accuracy of the preliminary subdivision and/or land development plan and details of such plans in accordance with Act 367 of 1945.			
58) Note indicating that a PennDOT highway occupancy permit is required.			
59) Municipal Act 247 review fee.			
60) Delaware County Application for Act 247 Review Form.			
61) Delaware County Act 247 review fee.			
62) Location, alignment, and width of all proposed streets, driveways, rights-of-way, and easements and the identification of street names and their purpose.			
63) Location, alignment, and width of the proposed pedestrian circulation system.			
64) Building locations and parking areas with an indication of size, preliminary provisions for traffic control, loading areas and docks, signage, curbing, and other proposed structures.			
65) Preliminary landscaping plan.			
66) Preliminary lighting plan.			
67) Schematic diagram of the proposed method for stormwater management.			
68) Proposed method of on-lot water supply and a schematic layout of water lines.			
69) Proposed method of on-lot sanitary sewage disposal and a schematic layout of sewer lines.			
70) Location and description of all adjacent off-tract improvements.			
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