

Location _____ Name of Development _____

CHECKLIST AND LIST OF SUBMITTAL REQUIREMENTS

Final Plan for Major Subdivision or Land Development

*****Applicant is required to bring an electronic copy and a laptop to the Planning Commission Meeting.*****

Submitted	Not Submitted	*Insert "N/A" in the "Not Submitted" column if not applicable. Insert "W" in the "Not Submitted" column if a waiver is required from the requirement.
		<i>A. General Submission Items: (Note: the Township may require the submission of additional numbers of copies.)</i>
		1. Township application /review fee(s) / escrow
		2. An electronic copy of the completed application, plans and supporting documents in PDF form saved on a DVD and/or USB drive.
		3. 15 copies of the Completed Application
		4. 15 copies of this Checklist
		5. 3 full-size complete set of subdivision and/or development plans.
		6. 12 11"x17" reduced-sized complete sets of subdivision and/or development Plans.
		7. 3 sets of supportive documents.
		8. A copy of the completed LVPC Review Application with any review fee charged by the LVPC (if required by the LVPC; Township permits the applicant to deliver directly to the LVPC).
		9. Fully executed Professional Services Agreement.
		<i>B Drafting Requirements: All information shall be legibly and accurately presented.</i>
		1. Plans prepared on a standard sized sheet (such as 18"x24", 24"x36", 30"x42" or 36"x48")
		2. Plans drawn at a scale of 1 inch equals 50 feet or other standard scale.
		3. All dimensions set in feet and decimal parts thereof, and bearings in degrees, minutes and seconds
		4. Differentiation between existing and proposed features
		5. Boundary line of the tract, shown as a heavy line
		6. If layout plans involve two or more sheets, a map of the layout of the entire project at an appropriate scale on one sheet, and a key map showing how the sheets connect.
		7. If the tract(s) crosses a Township boundary, a map showing both the portions in Williams Township and the other municipality, in sufficient detail for the Township to determine how the parts will interrelate.
		8. Required profiles shown at a scale of 1" = 50' horizontal and 1"=5' vertical, or other scale preapproved by the Township Engineer or Township staff.
		9. All sheets numbered and listed on one page.
		10. Words "Final Plan " and sheet title (such as "Layout Plan" on each

		sheet.
		<i>C General Information:</i>
		1. Name of project on each sheet.
		2. Name of landowner and developer (with addresses).
		3. Names of adjacent property owners, including those across adjacent streets and alleys.
		4. Lot lines of adjacent lots, and approximately locations of any buildings, common open spaces, detention basins or drainage channels existing or approved within 100 feet of the boundaries of the proposed project.
		5. Notarized Owners Statement (see Appendix 22-B)
		6. Surveyor and plan preparer's statement (see Appendix 22-B)
		7. Approval/review signature blocks for: Township Board of Supervisors, Township Planning Commission and Lehigh Valley Planning Commission
		8. Location map at a standard scale (preferably 1"= 2000' or 1"= 800') showing the location of the project in relation to the following features within 1,000 feet of the boundaries of the tract: existing and proposed streets, waterways, zoning district boundaries and Township boundaries.
		9. North arrow, graphic scale, written scale
		10. Date of plan and all subsequent revision dates and submission dates (especially noting if it is a revision of a previously approved plan) with space for future revision dates
		11. Deed Book volume and page number from County records.
		12. Tax map number and block and lot for the tract being subdivided.
		13. Copy of written property easements and/or restrictions.
		<i>D Natural Features</i>
		1. Existing contour lines shown at the same scale as the layout plan, as follows:
		a. Shall be based on a field survey or photogrammetric procedure that was completed at a scale of 1" = 100' or larger. Contours shall be based upon U.S.G.S. datum.
		b. The contour interval shall be sufficient to determine compliance with Township ordinances. An interval of 2' for slopes of less than 15% and 5' for slopes of 15% or greater is generally recommended.
		c. Note: contours are not required to be shown within areas of lots of 10 acres or more that are clearly not intended to be altered as a result of this proposed subdivision or land development.
		2. Identification of any slopes of 15% to 25% and greater than 25%
		3. Areas within any hydric soils (see County Soil Survey), with a notation that there are none of that in the case.
		4. Watercourses (with any name), natural springs, lakes and wetlands. Detailed delineations of wetlands are not required if clearly no alteration is proposed of any areas that could be reasonably suspected of being wetlands. Any possible wetlands that may be disturbed shall be delineated by a qualified professional prior to preliminary plan approval, however the applicant may be granted final plan approval conditioned upon receipt of all required federal and state permits.
		5. Rock outcrops, stone fields and sinkholes.
		6. Location of any areas within the 100-year floodplain (with differentiation between floodway and flood fringe if available from official federal floodplain maps.)

		7. Approximate locations and abbreviated names of soil types, according to eh County Soil survey (or more detailed professional study) with identification of those that are alluvial, have a depth to bedrock of less than 3 feet or a seasonally high water table of less than 3 feet.
		<i>E Man-made Features:</i>
		1. Existing and proposed lot lines. The boundaries of lots (other than a residual lot of at least 10 acres) shall be determined by accurate field survey, closed with an error not to exceed 1 in 10,000 and balanced. The boundaries of any residual tract which is greater than 10 acres may be determined by deed.
		2. Location of existing monuments.
		3. Sufficient, bearings, lengths of lines, radii, arc lengths, street widths, right-of-way and easement widths of all lots, streets, rights-of-way, easements and community or public areas to accurately and completely reproduce each and every course on the ground.
		4. Buildings other than sheds estimated to be 80 years or older that could be impacted by the project, with name and description.
		5. Existing and proposed utility easements and restrictive covenants and easements for purposes which might affect development (stating which easements and rights-of-way proposed for dedication to the Township).
		6. Existing building locations and land uses.
		7. Overhead electrical high-voltage lines and rights-of-way/easements.
		8. Proposed CBUs and location(s) with a statement establishing that the Applicant has obtained approval of the proposed CBUs and their respective locations from the District Growth Management Coordinator of the United States Postal Service.
		<i>F Zoning Requirements</i>
		1. Applicable zoning district and required minimum lot area in a chart form showing: required, existing and proposed information.
		2. Minimum setback requirements shown for each lot.
		3. Area and location of any proposed common open space.
		4. If any common open space is proposed: method of ownership and entity proposed to be responsible for maintenance.
		5. If any common open space proposed: description of intended purposes, proposed improvements (such as rough grade) and any proposed recreation facilities.
		6. Statement of type of water and sewer service proposed (such as “Township water and Township sewer”.
		7. Linear feet of proposed streets.
		8. Required and proposed building coverage and impervious coverage (may be stated as “typical proposed” for single-family detached or twin homes).
		<i>G Proposed Layout:</i>
		1. Total acreage of site and total proposed number of lots and dwelling units.
		2. Identification number for each lot.
		3. Lot width (at minimum building setback line) and lot area for each lot.
		4. Dimensions of each lot in feet.
		5. Existing rights-of-way and cartway widths and locations of existing streets, including existing streets within 100’ of boundaries of tract.
		6. Proposed rights-of-way and cartway widths and locations of existing

		and proposed streets, including streets proposed as part of other projects within 100' of the boundaries of tract.
		7. Street center line information, with horizontal curve data, bearings, distances and stations corresponding to the profile.
		8. Right-of-way and curblines with horizontal curve radii at intersections.
		9. Beginning and end of proposed street construction.
		10. Street improvements proposed by the applicant, including any accelerations/deceleration lanes, traffic signal, street realignment or construction improvement.
		11. Any proposed curbing.
		12. Any proposed sidewalks with any proposed handicapped ramps at intersections.
		13. Any proposed bicycle paths.
		14. Names of existing streets and initial proposed names of new streets.
		15. Designation of streets proposed to be dedicated to the Township or to remain private.
		<i>H Utility Plan:</i>
		1. As applicable, the following existing and proposed items for each lot, using the following symbols (or other symbols preapproved by the Township staff:
		a. Well (if not connected to central water system) with required separation distance down from septic drain fields and with dimensions from lot lines.
		b. Primary drain field, with dimensions from lot lines.
		c. Secondary drain field.
		d. Soil probe location
		e. Percolation test location
		2. If on-lot sewage disposal systems are proposed:
		a. Proposed contour lines on same sheet as utility layout.
		b. Location of existing and proposed wells within 100 feet of the boundaries of the project.
		c. Proposed or typical location of dwelling/building.
		d. Locations of soils with a seasonally high water table averaging less than 3' (see County Soil Survey).
		3. If a central sewage system is proposed:
		a. Proposed contour lines on same sheet as utility layout.
		b. Location and size of mains and laterals, with locations corresponding to stationing on the profile.
		c. Location of proposed manholes, with invert elevation of flow line and grade at top of each manhole.
		d. Proposed lot lines and any proposed easements or rights-of-way needed for the utilities.
		e. Location of all other drainage facilities and public utilities in the vicinity of sanitary sewer lines.
		f. Distance noted that sanitary sewer connections that will be needed to reach existing lines (if not already abutting the tract).
		g. Manhole numbers assigned by the Township.
		h. Separation distances from water lines and locations of concrete encasements.
		4. If centralized water service is proposed:

		a. Location and size of existing and proposed waterlines.
		b. Existing and proposed fire hydrant locations.
		c. Distance noted that waterlines will have to be extended to reach existing lines (if not already abutting the tract).
		5. Any existing and proposed underground natural gas, electrical, telephone, cable TV or other utility lines, with any easements shown that will affect development.
		6. List of contacts for all underground utilities in the area, with phone numbers stated on the grading plans (as required by State Act 172).
		<i>I Grading and Stormwater Management Plan</i>
		1. Existing and proposed storm drainage facilities or structures, including detention basins (with capacity), swales, pipes (with sizes), culverts and inlets.
		2. Capacity, depth and locations of detention basins.
		3. Pre-development and post-development watershed areas for each detention basin or major drainage channel.
		4. Locations of any proposed or existing stormwater easements.
		5. Intended design year standards for culverts, bridge structures and/or other stormwater facilities.
		6. Schematic location of all underground utilities.
		7. Entity responsible to maintain/own any detention basin.
		8. Any additional information needed under Section 22-1008.
		9. Existing contour lines (see description under "Natural Features").
		10. Proposed contour lines
		11. Locations of any storm sewers, corresponding to stations shown on profiles.
		<i>J For Uses Other Than Single-Family Detached or Twin Dwellings:</i>
		1. For townhouses or apartments, evidence that the project meets the density requirements of the zoning Ordinance (Chapter 27).
		2. Evidence that the project will meet the off-street parking requirements of the Zoning Ordinance.
		3. Building identification numbers (if more than one building per lot).
		4. Arrangement of off-street parking spaces, parking aisles, off-street loading areas and paved areas.
		5. For townhouses, any proposed methods to ensure privacy between outdoor semi-private areas (such as fences or walls or plantings between rear yards).
		6. Illustrative sketches of exteriors of proposed buildings (encouraged but not required).
		7. Number, sign area, height and location of proposed signs.
		8. Proposed building locations and land uses (if known).
		9. Major types, heights and locations of outdoor lighting.
		10. Location of any proposed outdoor storage areas.
		11. Note stating total square feet of paved area, including gravel areas.
		<i>K Landscape Plan:</i>
		1. Location of tree lines and existing forested areas.
		2. Locations of individual mature trees of greater than 6" trunk diameter measured at a height 3' above the surrounding average ground level, other than trees within forested areas and tree lines (not required for areas that will not be affected by the proposed plan, if so noted on the

		plan).
		3. Any proposed evergreen screening, buffer yards or earthen berming (if required by the zoning ordinance).
		4. Areas of existing mature woods that are proposed to be protected and preserved or removed.
		5. General types, sizes and locations of any required street trees (See 22-1018), paved area landscaping (see zoning ordinance) and any other major proposed landscaping.
		6. Any proposed fencing (including height and type) and/or landscaping around stormwater basins (see 22-1008).
		<i>L Erosion and Sedimentation Plan:</i>
		1. Drawings showing locations and types of proposed erosion and sedimentation control measures, complying with the regulations and standards of the County Conservation District and DEP.
		2. Narrative describing proposed soil erosion and sedimentation control methods.
		3. A letter of erosion and sedimentation plan adequacy by the County Conservation District shall be provided to the Township.
		<i>M Road Profiles:</i>
		1. Profile of existing and proposed ground surface along center line of street.
		2. Proposed centerline grade with percent on tangents and elevations at 50' intervals.
		3. All vertical curve data including length, elevations and minimum sight distance as required by Part 10.
		<i>N Water Main, Sanitary sewer and Storm Drain Profiles:</i>
		1. Profile of proposed ground surface with elevations at top of manholes or inlets.
		2. Profiles of water main, storm sewer and sanitary sewer lines, corresponding to stations.
		3. All line crossings of other utilities.
		4. Invert elevations along flow lines.
		<i>O Additional Final Plan Requirements:</i>
		1. Protective covenants shall be placed on the land providing for: a. Clear sight triangle easements (see 22-1004, Subsection 8, and 22-1012, Subsection 4). b. All needed utility, drainage, maintenance, pedestrian, open space or other easements.
		2. Required Plan Notations. The following wording shall be required to be placed on any final subdivision or land development plan, as applicable:
		a. If access will be provided onto a state highway, "Access to a state highway shall only be provided in compliance with a PennDOT Highway Occupancy Permit."
		b. "Well and sewage disposal systems shall be constructed in accordance with standards of the Pennsylvania Department of Environmental Protection."
		c. "Individual owners of lots must receive approval from the Township sewage Enforcement Officer for a sewage permit prior to undertaking the construction of any on-lot sewage disposal system or building that will need to be served by such a system."
		d. "The Planning Commission and Board of Supervisors have not passed

		upon the feasibility of any individual lot or location within a lot being able to sustain any type of well or sewage disposal system.”
		3. Street Lighting.
		a. Existing street lighting.
		b. Any proposed street lighting (or notation stating none is proposed), including types of poles and intensity of lamps.
		<i>P Construction Details</i> (following any applicable Township improvement standards):
		1. Typical cross-section and specifications for street construction as required by 22-1004.
		2. Drainage swale cross-section and materials.
		3. Pipe bedding details.
		4. Storm drainage structures details, including any detention basin outfall structure and spillway.
		5. Sanitary sewer structures.
		6. Curb and sidewalk details.
		7. Street tree details.
		8. Erosion and sedimentation details.
		9. Centralized water details.
		<i>Q Supporting Documents and Additional Information.</i>
		1. A copy of any “supporting documentation and additional information” that was required for the preliminary plan and that needed to be adjusted or revised reflect changes between the preliminary and final plans.
		2. If the subdivision or land development was not required to submit a preliminary plan, a copy of any supporting information listed in 22-503 that is applicable to the project.
		3. List of modifications or waivers requested to this chapter that are needed but have not yet been granted.
		4. Deed Restrictions. All private deed restrictions, homeowner or condominium association agreements or covenants already imposed or to be imposed as a condition to sale: Any homeowner or condominium association agreement may be subject to review by the Township Solicitor and acceptance by the Board of Supervisors.
		5. Dedicated Improvements. The developer shall provide a deed of dedication together with an 8 ½” by 11” plan of each such improvement.
		6. Nondedicated Streets Agreement. Agreement for any street not offered for dedication stating who is responsible for the improvement and maintenance of such streets. The developer shall be responsible for such maintenance until the condominium or homeowners’ association is established and operational.
		7. Open Space Agreement. A formal contract providing for the maintenance of open space and the method of management, together with all offers of dedication and covenants governing the reservation and maintenance of undedicated open space. This agreement is subject to the review of the Township Solicitor and acceptance by the Board of Supervisors.
		8. Storm Drainage Calculations. All calculations relating to facilities appearing on the grading and storm drainage plan and the erosion and sedimentation plan shall be submitted for review by the Township Engineer (see Appendix 22-D and 22-1008)
		9.

		10. State Highway Reviews. The applicant shall submit to the Township a copy of the application to PennDOT for any needed occupancy permit to have access onto a State highway and shall also submit any review comments received from PennDOT within 5 days of receiving such comments. If a needed permit is not issued prior to final approval, it shall automatically be a condition of final plan approval.
		11. If water service is proposed by means other than by private individual wells owned by the owner of each lot, the applicant shall present evidence by a certified public utility, a bona fide cooperative association of property owners or by a township corporation, authority or utility, as permitted by the Township. This evidence shall include a copy of one or more of the following, as appropriate: a) the "Certificate of Public Convenience" from the PA Public Utility Commission; b) a copy of an application submitted for such certificate or a cooperative agreement; or c) a commitment or agreement to serve the area in question.
		<i>R Materials Required Prior to Recording:</i> The following are not required at the time of final plan submission but are required prior to recording of the final plan and prior to the construction of any buildings.
		1. Utilities Agreements and Permits.
		a. All signed agreements or contracts with utility companies, water companies or authorities or sewage companies or authorities for the provision of services to the project.
		b. Approval letters from all appropriate federal and state agencies of any private central water supply system or private central sewage disposal system.
		c. Approved DEP Sewage Planning Module, if applicable.
		d. DEP Water Quality Management permit, if applicable.
		2. Reproducible Mylar of the "record plan" provided to the Township after final plan approval.