

GLENBURN TOWNSHIP

LACKAWANNA COUNTY, PENNSYLVANIA

FINAL 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

- _____ 5 copies of application form or letter.
- _____ 5 copies of final plan.
- _____ 5 copies of the following:
 - _____ sewage planning approval from PA DER.
 - _____ as-built road cross sections.
 - _____ final road profiles.
 - _____ final deed covenants and restrictions.
 - _____ existing & proposed dedications/reservations.
 - _____ deed and certification of title for any streets, improvements or other areas proposed for dedication.
 - _____ latest deed of record or other proof of legal interest.
 - _____ final water supply and sewage disposal information.
 - _____ environmental permits.
 - _____ highway occupancy permit(s).
 - _____ final stormwater management plan.
 - _____ final bridge or stream crossing designs/permits.
 - _____ zoning variance or subdivision waivers obtained.
 - _____ utility right-of-way restrictions.
 - _____ evidence that all taxes and special assessments have been paid.
 - _____ improvements construction documentation - Township Engineer's report verifying completion of improvements OR improvements' construction financial guarantee.

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 # OF COPIES, ETC.)

_____ Date of notification to applicant.
 (UNLESS AN EXTENSION IS GRANTED, APPLICANT MUST BE NOTIFIED WITHIN 15 DAYS OF DECISION,
 WITHIN THE OVERALL 90 DAY PERIOD.)

- _____ verbal notification of approval at meeting.
 _____ written approval with conditions stated.
 _____ written denial with reasons stated, certified mail.

CHECKLIST

_____ Drafting Standards

FINAL PLAN INFORMATION

- _____ A. Name of project.
 _____ B. Name and address of the owner of record and deed book and page.
 _____ C. Name and address of developer if different from land owner.
 _____ D. Name, address, license number, seal and signature of the
 Registered Professional Engineer or the Registered Professional
 Land Surveyor.
 _____ E. Date the Final Plan was completed and for each Plan revision
 along with a description of the revision.
 _____ F. A key map.
 _____ G. North arrow (true or magnetic).
 _____ H. Graphic scale and written scale.
 _____ I. Adjoining property owners and tax map numbers.
 _____ J. Proposed and existing street and lot layout on immediately
 adjacent tracts including names and right-of-way and pavement
 widths of all streets and/or roads.
 _____ K. Existing man-made or natural features.
 _____ Water courses, ponds and lakes, with name of each.
 _____ Rock outcrops and stone fields.
 _____ Buildings and other structures.
 _____ Approximate location of tree masses.
 _____ Utility lines, wells and sewage systems.
 _____ Location and description of any certified historic site or
 structure.
 _____ Location and size of culverts with the direction of water flow.
 _____ Wetlands.
 _____ All other significant man-made or natural features
 _____ L. Permanent and seasonal high water table areas and flood zones.
 _____ M. Location and extent of various soil types, SCS classification
 for each and location of soil test pits and percolation test
 locations
 _____ N. Location, width and purpose of any existing rights-of-way or
 other easements.
 _____ O. Location, width and purpose of any proposed rights-of-way or
 other easements.
 _____ P. Location of wells and subsurface sewage disposal fields and
 other utilities.
 _____ Q. Contour lines.
 _____ R. The total tract boundary lines of the project. The location of
 all perimeter monuments shall be shown and described.
 _____ S. The name and/or number and pavement width and right-of-way
 lines of all existing public streets and/or roads and the
 name and location of all other streets and/or roads within the
 property.
 _____ T. The full plan of the project including:
 _____ Sufficient bearings, etc. to reproduce each and every
 course on the ground.
 _____ All dimensions and bearings.
 _____ Primary survey control points, established street corners and
 survey monuments.
 _____ Street names.

- Street widths and right-of-way and easement widths.
 A clear sight triangle shall be shown for all street intersections.
 Block and lot numbers.
 Total tract area and area of each lot in square feet or acres.
 Location and type of permanent monuments and markers.
 Building setback lines.
 Excepted parcels or sections.
 A statement of intended use of all non-residential lots.
 The deed book volume and page number.
 County tax map number.
- U. Zoning data, including all of the following, when applicable:
 - Zoning district designations.
 - Zoning district boundary lines crossing the proposed subdivision and/or development.
 - Zoning district boundary lines within one thousand (1000) feet of the proposed subdivision and/or development.
 - Bulk and density standards.
- V. The following items and notes shall be on all Final Plans when applicable, in the form of protective and/or restrictive covenants:
 - Building setbacks.
 - Corner lot sight easements.
 - Corner lot driveway locations.
 - Utility and drainage easements including ownership and maintenance responsibility.
 - Zoning requirements.
 - Wells and sewage disposal systems permits and construction responsibility.
- W. A title block.
- X. Approval/Signature blocks.
- Y. In the case of land developments, the location and configuration of project buildings, parking compounds, streets, access drives, driveways and all other planned facilities.
- Z. A statement regarding all streets and other areas of dedication or reservation and a survey of each.

COMMENTS / CONDITIONS - Please check appropriate box

- Submission Deficiencies (Note specific Ordinance sections).
 Conditions of Approval.
 Reasons for Denial (Note specific Ordinance sections).