

**APPLICANT'S  
FINAL PLAN CHECKLIST  
MINOR SUBDIVISION OR MINOR LAND DEVELOPMENT PLANS  
TOWNSHIP OF WESTFALL**

The Final Plan and supporting documents shall comply with the provisions of Section 404 of the Subdivision and Land Development Ordinance (SALDO).

Submitted	Not Submitted	
_____	_____	<b>A. GENERAL SUBMISSION ITEMS:</b>
_____	_____	1. Final Plans shall be accompanied by a properly executed Application for Review of Plans and any required fees.
_____	_____	2. Seven (7) copies of the Final Plan, supporting data and application
_____	_____	3. Submission to Township at least twenty (20) days prior to the date of the regularly scheduled meeting of the Township Planning Commission.
_____	_____	4. The applicant shall provide two (2) reproducible prints of the final plan on stable base mylar for signatures by the Township for recording purposes. The plan shall be a clear, legible, reproducible original or print
		<b>B. GENERAL INFORMATION</b>
_____	_____	1. Plans prepared on a standard sized sheet (such as 12"x 18", 18" x 24", 24"x 36", 30" x 42", 36" x 48") or sizes acceptable to the Commission
_____	_____	2. Plans drawn to a scale 1"=50' or 100' or other scale pre-approved by the Township Engineer or Commission provide all bearing, distances and other information can be legibly and accurately presented on the plan
_____	_____	3. Final Plans shall be prepared, signed and sealed by a professional Engineer or Licensed Land Surveyor as defined in Article 2 of this Ordinance. A licensed Surveyor shall certify any plan that involves a new lot
_____	_____	4. Words "Final Plan" and sheet title (such as "Site Plan" on each sheet). The Plan shall be identified as "MINOR SUBDIVISION or LAND DEVELOPMENT PLAN"
_____	_____	5. Name under which the project is to be recorded. This name cannot duplicate any other record subdivision in Pike County
_____	_____	6. Name of Land Owner and Developer with addresses
_____	_____	7. Names and addresses of corporate officers and major shareholders or partners
_____	_____	8. Applicable zoning district and required minimum lot area, setbacks and proposed building coverage and impervious coverage (all applicable zoning data)
_____	_____	9. Designation of zoning district
_____	_____	10. Location Map shown at a standard scale of 1" = 2000'. Show major roads, waterways, parks, points of interest and Township boundaries within 1000 feet of the project.
_____	_____	11. North arrow true or magnetic, graphic scale, written scale and date
_____	_____	12. Tax parcel numbers and names for all adjoining property owners including those across adjacent roads
_____	_____	13. Proposed and existing streets including name and right-of-way width that fall within 300' from the project boundary lines
_____	_____	14. Existing building and lot layout on immediately adjoining tracts
_____	_____	15. Water courses, lakes and other surface water bodies, wetlands, rock outcrops and stone field shown be shown on the plans

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_____	_____	16. Show the location and description of any certified historic site, structure or natural feature
_____	_____	17. A detailed wetland delineation by a "qualified" professional of wetlands or as certified by the appropriate State and Federal Agencies and locations accurately shown on the plan is required. If no wetlands exist on the site the Township may request a written confirmation by a trained and competent professional stating that point.
_____	_____	18. Location of all soil types as mapped by the U.S. Natural Resource Conservation Service (formerly SCS) with soils highlighted that are classified as poorly drained or have an expected seasonal high water tables less than 20" from the ground surface
_____	_____	19. Lot layout indicating width, depth and area with all dimensions shown in feet
_____	_____	20. Site Data information: Acreage, number of lots, average lot size, lineal feet of new roads
_____	_____	21. Tract boundaries with bearing in degrees, minutes and seconds and distances in feet and hundredths. The boundaries of the tract shall be determined by an accurate field survey, closed with an error not to exceed 1 in 5,000 and balanced. Closure calculations shall be supplied at time of submission
_____	_____	22. Location and extent of soil types and log of soil test pits and soil percolation test results
_____	_____	23. Location, purpose and nature of any existing right-of-way or other easement
_____	_____	24. Location, purpose and nature and width of proposed easements, utilities and improvements
_____	_____	25. Dimension all streets, lots and proposed community areas with sufficient bearing, lengths of lines, radii, arc lengths, street widths, right-of-ways, easements and community or public areas to accurately and completely reproduce each and every course on the ground
_____	_____	26. Proposed areas for the location of wells and sub surface disposal fields (if applicable) should be shown.
_____	_____	27. Designs for sanitary sewer systems, water systems and storm water systems improvements.
_____	_____	28. Building setback lines and lot widths at the front building set back line
_____	_____	29. Approval/Review signature blocks for : Board of Supervisors, Planning Commission and Township SEO including spaces for the dates thereof
_____	_____	30. Space reserved for noting plan revisions
_____	_____	31. A place for notation by the Pike County Planning Commission
_____	_____	32. Contour lines shown at two-foot intervals for land with an average natural slope of four percent or less and not more than five-foot intervals for land sloping more than four percent. The location and boundaries of any land areas having a slope of 30 percent or greater shall be highlighted
_____	_____	33. The design and location of proposed bridges, road culverts and storm sewer lines
_____	_____	34. Excepted parcels or sections shall be marked "Not Included in This Plat" and their boundary indicated by bearing and distances
_____	_____	35. The total tract boundary line of the area being subdivided, with accurate distances to a hundredths of a foot and bearing to one second of an arc
_____	_____	36. Tax map block and lot numbers
_____	_____	37. Location and type of permanent monuments/markers which have been set in place
_____	_____	38. Lot area-Each lot area in square feet or acres

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		39.	The deed book volume and page number in reference to the latest source of title to the land being developed
		40.	The seal and signature of the Professional Engineer or Registered Land Surveyor responsible for the plan preparation
		41.	Proposed landscaping including trees and other plantings and screening or buffer areas.
		<b>C.</b>	<b>THE FOLLOWING ITEMS SHALL BE ON THE FINAL PLAN IN THE FORM OF PROTECTIVE COVENANTS</b>
		1.	Building setbacks
		2.	Corner lot sight easement
		3.	Utility, drainage and slope easements (if applicable)
		4.	"Well and Sewage disposal systems shall be constructed in accordance with recommended standards of the PA department of Environmental Protection"(if applicable)
		5.	Individual owners of lots must apply to the Township for a sewage permit prior to undertaking construction of an on-lot sewage disposal system" (if applicable)
		6.	"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"(if applicable)
		7.	Subdivisions and Land Development Plans requiring access to a highway under the jurisdiction of the PennDot shall contain the following notice: "The plan requires access to a highway under the jurisdiction of the Pennsylvania Department of Transportation and a Highway Occupancy Permit is required pursuant to Section 420 of the Act of June 1, 1945 (P.L. 1242, No. 428), known as the "State Highway Law" before any driveway access to a state highway is permitted." Final Plans shall also be noted to indicate that access to the State Highway shall be only as authorized by a highway occupancy permit
		<b>D.</b>	<b>SUPPLEMENTAL DOCUMENTS AND INFORMATION</b>
		1.	Final profiles, cross-sections and specifications for street improvements
		2.	Final design of bridges and culverts
		3.	Final grading and finish contours for all proposed commercial or industrial Developments (grading shall be consistence with Section 502.301)
		4.	Approval by appropriate agencies for the water supply, sewage, and storm water runoff and soil erosion control plans.
		5.	Proof of the formation of any Property Owners Association or similar organization that is to assume responsibility for maintenance and care of the amenities and facilities. Also a narrative description of how control of the Owners Association will pass to the lot purchasers
		6.	A Final Version of all restrictions and covenants. if any the developer intends to place in the deeds. If no such restrictions then a statement to that effect shall be included on plan.
		7.	Evidence of actual arrangements and legal agreements with local utilities or Authorities for providing services to the development.

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_____	_____	8. When Final Plans propose water supply to be provided by means other than private wells owned and maintained by individual owners of lots the applicant shall provide evidence that the development is to be supplied by a certified public utility, a bona fide cooperation association of lot owners or by a Municipal Corporation, authority or utility. A copy of a Certification of Public Convenience from the PUC or an application for such certificate, a cooperative agreement or a commitment or agreement to serve the area in question, which ever is appropriate shall be acceptable evidence
_____	_____	9. If applicable, a PennDot HOP will be required. A copy of the approved permit shall be submitted with the plan.
_____	_____	10. If applicable the general note in SALDO 403.6 shall be on the Final Plan
_____	_____	11. If applicable, all protective covenants listed in Section 404.3 shall be included on the plan.