

COMPLETENESS REVIEW TOWNSHIP OF WESTFALL

All of the following information and materials listed (Section IV, Submission of Preliminary Plans) are required as part of the Completeness Review Process for any Land Development or Major Subdivision. This list of requirements shall serve to establish the requirements, and as a checklist for the applicant and the Township to use to ensure "Completeness" of submissions.

Submitted	Not Submitted	
_____	_____	A. GENERAL SUBMISSION ITEMS:
_____	_____	1. Preliminary Plans shall be accompanied by a properly executed Application for Review of Plans and Escrow Fee Calculation Form
_____	_____	2. Seven (7) copies of the Preliminary Plan 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. Submission to the Township Sewage Enforcement Officer (SEO)
_____	_____	5. Receipt that the applicant has provided copies to the Pike County Planning Commission.
_____	_____	6. Submission to the Pike County Conservation District
_____	_____	7. Submission to Penn Dot (if applicable)
		B. GENERAL INFORMATION
_____	_____	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. Preliminary 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 "Preliminary Plan" and sheet title (such as "Site Plan" on each sheet
_____	_____	5. Name of Land Owner and Developer with addresses
_____	_____	6. Names and addresses of corporate officers and major shareholders or partners
_____	_____	7.. Applicable zoning district and required minimum lot area, setbacks and proposed building coverage and impervious coverage (all applicable zoning data)
_____	_____	8. Location Map shown at a standard scale of 1" = 2000'. Show major roads, waterways, parks, points of interest and Township boundaries within 1000' of the project
_____	_____	9. Name under which the project is to be recorded. This name cannot duplicate any other record subdivision in Pike County
_____	_____	10. North arrow true or magnetic, graphic scale, written scale and date
_____	_____	11. Tax parcel numbers and names for all adjoining property owners including those across adjacent roads
_____	_____	12. Proposed and existing streets including name and right-of-way width that fall within 300 feet from the project boundary lines
_____	_____	13. Existing building and lot layout on immediately adjoining tracts
_____	_____	14. Water courses, lakes and other surface water bodies ,wetlands, rock outcrops and stone field shown be shown on the plans

Applicant's Sketch Plan Checklist
Township of Westfall

Submitted	Not Submitted	
_____	_____	15. A detailed wetland delineation by a "qualified" professional of wetlands or as certified by the appropriate State and Federal Agencies is required with the preliminary plan submission, with the locations accurately shown on the plans
_____	_____	16. Show the location and description of any certified historic site, structure or natural feature
_____	_____	17. 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 inches from the ground surface
_____	_____	18. Lot layout indicating width, depth and area with all dimensions shown in feet
_____	_____	19. Lots identified by number system
_____	_____	19. Street lines with names, lot lines, right-of-way lines, easements community or public areas and areas to be dedicated should be shown
_____	_____	20. Street lines with names, lot lines, right-of-way lines, easements community or public areas and areas to be dedicated should be shown
_____	_____	21. Site Data information: Acreage, number of lots, average lot size, lineal feet of new roads
_____	_____	22. 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.
_____	_____	23. Location and log of soil test pits and soil percolation test results, including locations of unsuccessful test sites
_____	_____	24. Location, purpose and nature of any existing right-of-way or other easement
_____	_____	25. Location, purpose and nature and width of proposed easements
_____	_____	26. Location of existing sanitary sewers, public water mains, storm sewers, gas lines and all other utility facilities above or below ground with direction of flow and pressure
_____	_____	27. 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
_____	_____	28. Proposed street names, road profiles, including grades, points of vertical curvature and tangency and the length of vertical curve; typical cross sections and specifications for streets
_____	_____	29. Proposed areas for the location of wells and sub surface disposal fields (if applicable) should be shown
_____	_____	30. Designs for sanitary sewer systems, water systems and storm water systems improvements
_____	_____	31. Building setback lines and lot widths at the front building set back line
_____	_____	32. Approval/Review signature blocks for : Board of Supervisors, Planning Commission and Township SEO including spaces for the dates thereof
_____	_____	33. Space reserved for noting plan revisions
_____	_____	34. All applicable zoning data
_____	_____	35. Approximate final grades in areas of cut or fill
_____	_____	36. All lots designated for use other than residential shall be noted or indicated on the plan
_____	_____	37. Any parcels to be dedicated to the public or reserved for their use, or to be reserved by covenant for residents shall be shown and marked on the plans

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_____	_____	38. The contour lines shown at 2 feet intervals for land with an average natural slope of 4 percent or less and not more than 5 foot intervals for land sloping more than 4 percent
_____	_____	39. The design and location of proposed bridges, road culverts and storm sewer lines.
_____	_____	40. General types, sizes and locations of required trees, plantings, screening or buffer yards
_____	_____	41. The seal and signature of the Professional Engineer or Registered Land Surveyor responsible for the plan preparation
C. SUPPORTING DOCUMENTS AND INFORMATION		
_____	_____	1. Copies of the proposed deed restrictions, protective and restrictive covenants referenced to the drawing
_____	_____	2. Any proposed offers of dedication and reservation of right-of-ways and land areas with conditioned attached
_____	_____	3. If the developer proposes to install private amenities (for example, private roads, recreation facilities, open space, central sewer or water systems, etc.) then the developer must submit a narrative description of how responsibility for maintenance and care and ownership of those facilities will be transferred to the persons or organization which will own them. If the developer proposes to dedicate all or some of portion of the amenities or facilities to the Township at some future date, the developer must submit a narrative description of how the responsibility for maintenance and care of these amenities or facilities will be handles during the period before the offer of dedication to the Township. In no event will the Township accept a dedication of such amenities or facilities if, at the time of the dedication, they do not meet the then existing standards of the Township.
_____	_____	4. Certification of central water supply system: <ul style="list-style-type: none"> A. Public When the project is to be served with water from by an existing water company or authority, the developer shall submit two (2) copies of a letter from the Water Company or authority which states that the company or authority can adequately serve the project. B. Private When the subdivision is to be served by a private central water supply system. <ul style="list-style-type: none"> i. Preliminary plans of the proposed system showing all pertinent features and meeting the requirements specified in Appendix A of the Ordinance. ii. The approval of the project shall be conditioned upon the receipt by the Township of the approvals by the appropriate agencies prior to Final Plan submission. iii. Failure to submit the approvals of the system by the appropriate agencies shall render any conditional Preliminary Plan approval null and void. iv. The Commission and Board of Supervisors shall have the right to review any such preliminary and final plans to determine the overall adequacy of the proposed system such preliminary and final plans to determine the overall adequacy of the proposed system.

Applicant's Sketch Plan Checklist
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_____	_____

5. Certification of central sewage disposal system:
 - A. Public-When the existing subdivision is to be served by an existing sewer company or authority the developer shall:
 - i. Submit a preliminary plan of the proposed sewage system showing all pertinent features.
 - ii. Submit Two (2) copies of a letter from the company or authority which states that the company or authority can adequately serve the project including any conditions/or costs imposed by the sewer company or authority.
 - iii. The Commission and Board of Supervisors shall have the right to review any such preliminary and final plans to determine compliance and compatibility of the same with any Township plan or studies and the overall adequacy of the proposed system.
 - iv. Submit proof of the approval of the design of the system by the appropriate agency prior to the final plan submission. The Preliminary Plan approval will be conditional until this requirement is met.
 - B. Private or Community. When the project is to be served by a private central sewage disposal system or community subsurface sewage disposal system:
 - i. The developer shall submit a preliminary plan of the proposed sewage system showing all pertinent features.
 - ii. The developer shall submit four (4) copies of a complete Planning Modules for land Development concurrent with the preliminary plan.
 - iii. The approval shall be conditioned upon the receipt by the Township of the approval of the sewage and treatment system by the appropriate agencies prior to final plan submission. Failure to submit the approvals of the Land Planning Modules and the sewage and treatment systems shall render any conditional approval null and void. Failure to submit the approvals of the Land Planning Modules and of the sewage and treatment systems shall render any conditional Preliminary Plan approvals null and void. The Commission and Board of Supervisors shall have the right to review any such preliminary and final plans to determine compliance and compatibility of the same with any Township plan or studies and the overall adequacy of the proposed system.

6. Certification of on-lot sewage systems: When the subdivision is to be served by individual on-lot sewage disposal systems then :
 - A. The developer shall submit four (4) copies of a completed Planning Module for Land Development concurrent with Preliminary plans shall be required.
 - B. The approval of the subdivision shall be conditioned upon the receipt by the Township of the approval of the Land Planning Module by the appropriate agencies.
 - C. Failure to submit the approvals of the Land Planning Modules by the appropriate agencies shall render any conditional Preliminary Plan approval null and void.

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_____	_____	7. The Planning Commission or Board of Supervisors may, at its discretion, require that evidence be presented indicating the manner in which the Environmental Protection Requirements described in Section 502.3 and the Zoning Ordinance are to be met.
_____	_____	8. Soil Erosion and Sedimentation Control Plans shall be prepared in cooperation with the Pike County Conservation District
_____	_____	9. Residual land sketch. If the submitted plans do not include all the undeveloped or underdeveloped adjacent (within 2,000 feet) or abutting lands owned by the same landowner or under control of the same developer, then a sketch plan shall be submitted at an appropriate scale, on one sheet covering all such land holdings together with a sketch of a reasonable future potential street system. Such sketch shall demonstrate that the proposed subdivision provides for the orderly development of any residual and/or does not adversely affect the potential development of residual lands
_____	_____	10. A grading and stormwater plan with shall be submitted, all in compliance with the methods specified in Appendix "B" of the ordinance, consisting of: <ul style="list-style-type: none"> A. Location, type and character of storm water sewers and culverts. B. Natural water courses and predevelopment and post development watershed areas. C. Location of any proposed or existing drainage easements. D. Location of impound areas and/or detention basins (with capacities). E. Existing and proposed contour lines.
_____	_____	11. In the event access to state roads is required then a copy of the application submitted to Penn Dot along with the plans shall be provided to the Township. Any correspondence from Penn Dot regarding the proposed access to state roads should also be provided. Penn Dot approval of an access permit, where applicable, is required for preliminary plan approval.