



Venango County Subdivision and Land Development Ordinance

(Adopted October 5, 2005, Updated March 1, 2006)

Major Subdivision and Land Development Checklist

This checklist is provided for use by the developer, consultant and/or contractor as a reminder of plan requirements and other required documents that must be presented to the Venango County Regional Planning Commission for final approval of the project. It is not a comprehensive description of all requirements. Please refer to the SALDO for complete information.

§302.1 Sketch Plan

The applicant is encouraged to meet with the Commission staff as well as municipal representatives to discuss a sketch plan. The applicant is not required to submit a sketch plan. The sketch plan should generally include those items listed in **Section 601**.

The following information is suggested for a sketch plan submission:

1. Tract boundary and municipality in which the subdivision or land development is located.
2. North point
3. Existing streets on and adjacent to the tract as well as proposed new street layout.
4. Topographic and physical features (use of the U.S.G.S. quadrangle maps is suggested.)
5. Proposed lot layout.
6. Municipal zoning information.
7. Municipal sewage disposal method.
8. Erosion and sedimentation control measures.
9. Stormwater management plan.

§302.2 Preliminary Plan

Four (4) black and white or blue and white line prints of the Preliminary Plan containing all of the information required in section 602 and one (1) copy of other required material shall be submitted at least **10 business days** prior to the monthly Planning Commission Board meeting.

602.1 Drawing Requirements The preliminary plan drawing shall show the following information:

1. Subdivision or land development name or title and the municipality in which it is located.
2. Name and address of the tract owner or authorized agent.
3. Date, north point and graphic scale.
4. Total acreage of the tract and number of proposed lots or dwelling units.
5. Zoning requirements, including district, lot area, and width and yard requirements.
6. Tract boundaries showing accurate distances and bearings
7. Contours at vertical intervals of ten (10) feet.

- ___8. The names of all owners of adjacent land, locations and dimensions of all existing streets, railroads, utilities, other significant features within four hundred (400) feet and the location of all buildings and trees within the property. (see SALDO for exact requirements)
- ___9. The full plan of the development; proposed lot lines and approximate dimensions; lot numbers in consecutive order; areas proposed for public use together with the conditions of such dedication or reservation (see SALDO for exact requirements)
- ___10. Location and estimated quantities of cut and fill to be made.
- ___11. A vicinity map at a minimum scale of two thousand (2,000) feet/inch
- ___12. Centerline profiles and cross-sections for each proposed street

602.2 Information Other information required in addition to the plan drawing includes:

- ___1. Erosion and sedimentation control plan
 - i. ___ Evidence of approval by the Venango County Conservation District
- ___2. Provision for proper surface drainage and stormwater management system with the calculations and assumptions used to design the system
- ___3. Approval from the Department of Environmental Protection for the sewage disposal system
- ___4. Designs of bridges and culverts
- ___5. Where the preliminary plan covers only a part of the subdivider's entire holdings, a sketch plan of the future street system of the unsubmitted part shall be furnished.
- ___6. Proposed street names, including a letter from the area postmaster stating that the proposed names do not duplicate names of existing streets.
- ___7. A draft of covenants to run with the land.
- ___8. A tentative time schedule for the proposed sequence of development.
- ___9. A statement of intention regarding the installation of required improvements or submission of a performance guarantee.
- ___10. Written comments from the local municipal governing body and planning commission.
- ___11. A statement of intention regarding street and public use area dedication.
- ___12. Evidence of roadway location approval from the Pennsylvania Department of Transportation if the proposed new roads enter onto a State highway.
- ___13. Evidence of a maintenance agreement acceptable to the Commission and municipality concerning perpetual maintenance of the stormwater management system, roads, etc.
- ___14. A completed "Community Impact Analysis" Form and any information submitted to any Federal, State, County, or Municipal permitting body related to the application for development.

_____ **Presentation before the Venango Co. Regional Planning Commission Board**

_____ **Evidence of the attainment of any conditions placed on project by the VCRPC Board for final approval.**

§302.3 Final Plan

Six (6) black and white or blue and white line prints of the final subdivision or land development plan containing all the information required in Section 603 shall be submitted by the subdivider.

603.1 General Drawing Requirements The final plan drawing for a major subdivision shall show the following information.

- ___ 1. Name of the subdivision or development, the municipality in which it is located, name and address of the tract owner or authorized agent, north point, graphic scale, and date.
- ___ 2. Minimum lot area, total number of lots, acreage of the area of development, as well as the entire tract, proposed land use.
- ___ 3. Zoning requirements, including district, lot area, width and yard requirements
 - i. ___ Municipal approval of any variances.
- ___ 4. Lot lines with accurate bearings and distances stated to the nearest hundredth of a foot. A maximum closure error of 1 in 10,000 is permitted. A designated starting point must be shown with bearings and distances from an established point.
- ___ 5. Complete curve data for all curves including radius, delta angle, tangent, arc and chord.
- ___ 6. Flood hazard areas and historic places.
- ___ 7. Location and material of all monuments and lot markers in accordance with Section 501.5 of this Ordinance.
- ___ 8. Accurate locations of all streets adjacent to the subdivision or land development.
- ___ 9. Building setback lines as required by the local zoning ordinance or Section 406 of this Ordinance.
- ___ 10. Utility and stream easements.
- ___ 11. A vicinity map showing the relation of the subdivision or land development to adjoining properties, and all streets and municipal boundaries within one thousand (1,000) feet of the subdivision or land development.
- ___ 12. Certification with seal by a Pennsylvania registered land surveyor to the effect that the survey and plan are correct.
- ___ 13. A statement duly acknowledged before a notary and signed by the owner of the property to the effect that the subdivision or land development shown on the final plan is the act and deed of the owner of the property shown on the survey plan and desires the same to be recorded as such.
- ___ 14. A 3"x 5" signature block for the Commission containing lines for the signatures of the:

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| ▪ Subdivision Administrator | ▪ Date |
| ▪ Planning Director | ▪ Approval number |
| ▪ Board Chair | |
- ___ 15. Clear sight triangle as required by Section 403.2 (d) at any street intersection.
- ___ 16. The Venango County assessment number for the parent lot or lots of the subdivision or land development.

603.2 Additional Drawing Requirements, Final Plan The final plan for a major subdivision shall include all items required by section 603.1 of this Ordinance in addition to:

- ___ 1. Contours at vertical intervals of ten (10) feet
- ___ 2. Street names, street centerlines with accurate dimensions and bearings and accurate distances and bearings to the nearest existing street intersection. Any clear sight triangles as required by Section 403.2 (d) must be shown with a note that no building or obstruction is permitted in this area.

603.3 Additional Information, Major Plan The final plan for a major subdivision/land development shall be accompanied by:

- ___ 1. Final profiles, typical cross-sections and specifications for streets, sanitary and storm sewers, and water distribution systems shall be shown.
- ___ 2. All covenants or agreements relating to open space reservation including a maintenance agreement covering the stormwater management system and erosion and sedimentation control devices.
- ___ 3. Certificate of dedication of streets and other public areas.
- ___ 4. A certification from the subdivider that all required improvements have been made or a performance guarantee in accordance with Section 304.
- ___ 5. Written comments from the municipal governing body and local planning commission.
- ___ 6. Department of Environmental Protection certification that public water and sewage facilities are available for the subdivision or land development and where they are not, certification that these facilities can be provided on-site.
- ___ 7. A completed "Community Impact Analysis" Form and any information submitted to any Federal, State, County, or Municipal permitting body related to the application for development.

§302.4 Recording of the Final Plan

One (1) copy of the approved plan should be recorded with County Recorder of Deeds immediately, but in any case the Planning Commission shall record the plan within ninety (90) days from the date of final approval.