

Name: _____

Date applied: _____

Minor Subdivision Application
Checklist

A.

- 1) Name of subdivision or land development _____
- 2) Municipality _____
- 3) Name and address of tract owner or authorized agent _____
- 4) North point _____
- 5) Graphic scale _____
- 6) Date _____

B.

- 1) Minimum lot area _____
- 2) Total number of lots _____
- 3) Acreage of the area of development as well as entire tract _____
- 4) Proposed land use _____

C.

- 1) Zoning requirements including:
 - District _____
 - Lot area _____
 - Width & yard requirements _____
 - Necessary municipal approval of any variances _____

D.

- 1) Lot lines w/ bearings & distances _____
- 2) Minimum closure error of 1 in 10,000 _____
- 3) Designated starting point from established starting point _____

E.

- 1) Curve data
 - Radius _____
 - Delta angle _____
 - Tangent _____
 - Arc _____
 - Chord _____

F.

- 1) Flood hazard areas and Historic places _____

G.

- 1) Location & material of monuments and lot markers _____

H.

- 1) Locations of adjacent streets _____

Minor Subdivision Application
Checklist (cont.)

- I.
1) Building setback lines _____
- J.
1) Utility and stream easements _____
- K.
1) Vicinity map w/ adjoining properties, streets, boundaries within 1,000 ft _____
- L.
1) Certification w/ seal by PA registered land surveyor _____
- M.
1) Notarized and signed by owner _____
- N.
1) 3” x 5” blank space for Commission _____
- O.
1) Venango Co. assessment # for parent lot or lots of subdiv. or land dev. _____
- P.
1) New lot or remainder lot less than 10 acres:
 Public water & sewage _____
 On-site _____

Review Time Sheet		
	Hours	Initials
Plan text and content review		
Communication w/ applicant for clarification or additional information.		
Plan technical review		
Plan recording & return to applicant.		
Total hours		
Total hours @ \$40.00/hr. = total amount due:		
Deposit made:	Billing amount:	Refund due: