



<b>SALDO Section</b>	<b>Requirement</b>	<b>Complete</b>	<b>Incomplete</b>	<b>Not Applicable</b>
306.B.1	Six (6) copies submitted of the plan in permanent ink.			
306.B.2	Three (3) copies submitted of all reports, deed covenants, notifications, regulatory permit applications and review, and certifications.			
306.B.3	One (1) copy of a completed "Venango County Subdivision and Land Development Application" form. All information is legible. Signatures are complete.			
306.B.4	Two (2) CD's/DVD's containing Adobe PDF digital copies of all submitted documents.			
306.B.5	Appropriate filing fee submitted.			
306.B.6	Plan review escrow fees submitted in the correct amount.			
306.C	For phased developments, entire land area proposed for development shall be shown on preliminary plan.			
403.A.1	A brief narrative describing the proposed project.			
403.A.2	Title Block containing the following: a. Project name or identifying title including the words "Preliminary Plan" b. Municipality in which it is located c. Plan date and dates of all revisions d. Name, address, and phone number of the owner or applicant			
403.A.3	Name, address, and telephone number of individual or firm preparing the plan, assigned project number, name signature, registration number, and seal of engineer, surveyor or landscape architect involved in preparation of the plan.			
403.A.4	North arrow.			
403.A.5	Graphic and Written Scale.			
403.A.6	Site location map of a sufficient size and scale to clearly show the location of the property, its relation to the surrounding area, including roadway system, municipal boundaries, and community facilities within ½ mile of the project area. May be taken from a U.S.G.S. quadrangle map with sheet name identified.			

403.A.7	Deed book and page number and tax parcel identification number of the tract to be subdivided or developed.			
403.A.8	Total acreage of the entire existing tract as well as number of proposed lots or dwelling units.			
403.A.9	The entire tract boundary with bearings and distances showing the relationship of the proposed development to the entire tract and all prior conveyances, including acreage made from the parent tract since the inception of Venango County Subdivision and Land Development Ordinance.			
403.A.10	Owners names, deed book and page numbers, and parcel identification numbers of adjacent unplotted land and the names, deed book and page numbers of all abutting recorded subdivisions.			
403.A.11	Schedule or table of zoning district requirements, including lot area and bulk regulations, density, building and impervious coverage, and yard requirements. Show zoning for adjacent lands if different for tract to be subdivided or developed.			
403.A.12	List of any variances or other zoning approvals that are being requested or which have been granted by the municipality.			
403.A.13	List, with supporting evidence for the request, of any modifications that are requested in accordance with this Ordinance. Modifications granted shall be so noted on the Final Plan.			
403.A.14	A vicinity map, for the purpose of locating the site to be subdivided or developed, showing the relationship of the tract to the adjoining properties and to all streets, schools, parks, and municipal boundaries existing within one thousand (1,000) feet of any part of the parcel to be subdivided or developed.			
403.B.1	Topographic contours shown at five (5) foot vertical intervals for land with average undisturbed slope less than twenty-five percent (25%) and, at a minimum, vertical intervals of ten (10) feet for slopes greater than 25%. One (1) or two (2) foot topographic contours may be required for more densely developed projects or when deemed appropriate by the Commission. Contours shall be accompanied by the location of the benchmark and notation indicating the datum used.			

403.B.2	Steep Slopes delineated as those areas 16 to 25 percent and those areas greater than 25 percent.			
403.B.3	Soil types and boundaries as shown in the Venango County Soil Survey.			
403.B.4	Prominent natural and topographic features including but not limited to watercourses, wetlands, drainage channels, sinkholes, rock outcroppings, regulatory 100-Year floodplains and floodways, tree masses, plant and wildlife habitat for rare, threatened, or endangered species, areas identified in the Venango County Natural Areas Inventory, and other pertinent elements that may influence design. Additionally the Preliminary Plan shall indicate any proposed disturbance, encroachment, or alteration to such features when located upon the site proposed for development.			
403.B.5	General vegetative cover of the site including a brief description and type (i.e. meadow, woodland, transitional).			
403.B.6	A note on the plan indicating whether the site is/is not underlain by carbonate geology (limestone and dolomite).			
403.B.7	Location of quarry sites, solid waste disposal areas, illegal dumps, EPA Superfund sites, and other potentially hazardous conditions on the site and on adjacent tracts.			
403.B.8	Show approximate location and cite source information for significant historic and cultural features such as cemeteries, burial sites, archaeological sites, historic buildings, structures, plaques, markers, or monuments on the subject tract and within 200 feet on adjacent tracts.			
403.B.9	All existing or recorded streets, roads, alleys, or other means of access and easements on or adjacent to the tract; including name or number, jurisdiction of ownership, right-of way or easement width, width and condition of pavement and grades and, in the case of easements, the purpose for which it was created.			

403.B.10	The location, ownership, and width of associated right-of-way or easement for any of the following features: existing buildings, storm and sanitary sewers, water supply lines, culverts, natural gas lines, on-lot sewage facilities, petroleum or petroleum products lines, power transmission and telephone lines, fire hydrants, stormwater management facilities, cellular towers, railroads, trails, wellhead protection areas, and other significant manmade features on or adjacent to the site.			
403.B.11	Location and material of all existing permanent monuments and lot line markers.			
403.C.1	Tabulation of site data, including total acreage of land to be subdivided or developed, number of lots, proposed density, number of dwelling units, existing land use, proposed land use, acreage of any proposed open space or other public/common areas, amount of impervious area, and the amount of tract residual. Multi-Family and non-residential shall also show the total square footage of all proposed buildings, percent of lot coverage, number of parking spaces required, and the number provided.			
403.C.2	All required yards and building setback lines, with distances from the street centerline or street right-of-way lines, whichever is required by this Ordinance or applicable municipal Ordinances.			
403.C.3	Lot layout with lot lines, approximate dimensions, lot square footage and acreage.			
403.C.4	Block and lot numbers in a consecutive and clockwise or left to right order.			
403.C.5	Exact location, name, width, and grade of proposed streets, alleys, driveways, or other means of access.			
403.C.6	Location and width of rights-of-way and cartways and sight distances.			
403.C.7	Delineation of clear sight triangles and sight distances.			
403.C.8	Design information for horizontal curves (i.e. degree of curvature, point of tangents, radius, arc length, chords, etc.)			
403.C.9	Length of tangents between reverse curves.			

403.C.10	Curb radii at intersections and intersection equalities between streets.			
403.C.11	Curbs and gutter location.			
403.C.12	Location of sidewalks and/or trails showing width, grades, and ramps for ADA accessibility requirements.			
403.C.13	Location of streetlights, street name signs, and traffic control devices and/or signs and pavement markings.			
403.C.14	Location and type of vegetation to be planted between curb and shoulder and right-of way line.			
403.C.15	Location and species of shade trees within street rights-of-way.			
403.C.16	Lighting plan in accordance with this Ordinance indicating the types, size, quantity and location of light fixtures.			
403.C.17	Proposed public buildings and areas, playgrounds, reserved areas, open space areas, and any related conditions or restrictions.			
403.C.18	Identification of buildings and historic features proposed to be demolished.			
403.C.19	Location, width, and intended use of utility, drainage, and all other proposed easements.			
403.C.20	Location and pipe diameter (I.D.) of storm water, sanitary sewer, and water mains and laterals to each lot.			
403.C.21	Location of fire hydrants and other operational water main infrastructure.			
403.C.22	Location of all proposed stormwater management and erosion control facilities.			
403.C.23	Deep-probe and soil percolation test sites and proposed absorption field areas if on-lot sewage disposal facilities are proposed, including the identification of applicable isolation distances.			
403.D.1	Copies of private deed restrictions, covenants, grants of easements, homeowner and business association agreements or other restrictions.			

403.D.2	Preliminary design of proposed bridges and culverts.			
403.D.3	Typical street cross-section for each proposed street, and typical cross section for any existing street that will be improved as part of the application. Each cross section shall include the entire right-of-way width and show materials for base and surfacing, and method of construction.			
403.D.4	Street centerline profile for each proposed street showing finished grade at a scale of one inch equals fifty feet (1" = 50') horizontal and one inch equals five feet (1" = 5') vertical or other appropriate legible scales.			
403.D.5	A grading plan showing all final topographic contours and cross sections for cut and fill areas for general site development activities including parking areas, buildings, stormwater facilities, etc.			
403.D.6	Typical curb and gutter design, materials, and method of construction.			
403.D.7	Typical sidewalk or trail design, materials, and method of construction.			
403.D.8	A Sewage Facilities Plan and/or Engineering Feasibility Study and required documentation in accordance with this Ordinance.			
403.D.9	A Water Facilities Plan and required documentation in accordance with this Ordinance.			
403.D.10	For proposals to be served by an existing utility, water and/or sewer service provider(s), a letter of intent or an executed agreement to provide service shall be provided from the service provider(s).			
403.D.11	A Stormwater Management and Drainage Plan and narrative including runoff calculations with complete hydrologic and hydraulic design and analysis of all conveyance and control facilities in accordance with this Ordinance.			
403.D.12	When the Preliminary Plan covers only a part of the applicant's holdings, a sketch of proposed streets, sanitary and storm sewer and water lines for the remainder of the tract will be required.			

403.D.13	Estimated cost of all improvements including an itemized list of components of work with quantities, unit cost, and total cost. See Appendix for an example.			
403.D.14	For a Preliminary Plan indicating phased installation of improvements, a schedule shall be filed detailing all proposed sections as well as deadlines when it is expected that applications for Final Plan approval for each section will be filed.			
403.D.15	A landscaping plan in accordance with this Ordinance including the names, sizes, quantities, and approximate location of all proposed plant materials if required.			
403.D.16	Where applicable by law, an Erosion and Sedimentation Pollution Control Plan showing all erosion and sedimentation control measures, temporary as well as permanent, and a letter from the Venango County Conservation District stating that the proposed measures meet all state requirements.			
403.D.17	If any portion of the project is in a floodplain area, then documentation shall be submitted indicating compliance with all applicable laws and regulations of the municipality in which the project is located and of the Pennsylvania Department of Environmental Protection (PA DEP).			
403.D.18	Copies of required permits from the PA DEP and/or other appropriate regulatory agencies for any proposed alteration, excavation, relocation, encroachment or obstruction of a watercourse.			
403.D.19	A Community Impact Analysis and Natural Features shall be submitted in accordance with this Ordinance for all subdivision or land development plans. In accordance with PennDOT Publication 170, a Traffic Impact Study (TIS) shall be submitted when the project meets the warrant requirements of the latest PennDOT TIS Guidelines when a project involves state OR local roads. When required, the TIS shall be prepared in accordance with the PennDOT TIS Guidelines.			

403.D.20	When the tract contains a natural gas pipeline, petroleum or petroleum products pipeline, an electric transmission line, telecommunications line, or other utility, a letter shall accompany the application from the owner or lessee of such utility stating the minimum setback distance and other requirements pertaining to such features. A valid occupancy permit from such utility provider would also be acceptable.			
403.D.21	A letter of zoning compliance from the municipal zoning officer.			
403.D.22	A letter from the Venango County Emergency Communications Center verifying approval of proposed subdivision and road names.			
403.D.23	When the land included in the subject tract has agricultural, woodland, or other natural resource protection easement(s) located within the tract, the application shall be accompanied by a letter from the party holding the easement(s) stating any conditions on the use of the land.			
403.D.24	For lots requiring access onto a state route or highway, a PennDOT Highway Occupancy Permit (HOP) or a letter from PennDOT indicating a HOP can be obtained shall be submitted. For lots requiring access onto a Township or Borough street the appropriate municipal Driveway Permit shall be submitted if applicable.			
403.D.25	When the applicant intends to construct the improvements required by this Ordinance after unconditional preliminary plan approval, the applicant shall submit the appropriate executed Improvements Guarantee Agreement.			
403.D.26	When the proposed subdivision or land development site contains or formerly contained hazardous substances or groundwater contamination a geotechnical report and a remedial investigation/feasibility study shall be provided. For sites that formerly contained hazardous substances or groundwater contamination, a letter from applicable state and federal agencies verifying that the site meets the remediation standards for the proposed use will suffice in lieu of a remedial investigation/feasibility report.			
403.D.27	All applicable plan processing applications and review fees in accordance with this Ordinance			
403.E.1	Certificate, signature and seal, of the professional land surveyor certifying the accuracy of the survey.			

403.E.2	Certificate, signature, and seal of the landscape architect, surveyor, or professional engineer that all other details on and accompanying the plan is correct.			
403.E.3	Certification of Ownership in the form of a notarized statement by the owner(s) certifying ownership of the property.			
403.E.4	Preliminary Plan Certification of Notification for Municipal Governing Body. This is required when improvements are being offered for dedication.			
403.E.5	Preliminary Plan Approval Certification block for Venango County Regional Planning Commission.			
403.E.6	Notation on the plan of any modifications granted by the Commission pursuant to this Ordinance.			
403.E.7	Notation on the plan of any variances granted in accordance with the applicable zoning ordinance.			