LAND USE AND DEVELOPMENT

GUIDANCE MANUAL

BOROUGH COUNCIL
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Yaniv Aronson

Stephanie Cecco, BOROUGH MANAGER
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<tr>
<th>Pre-submission meeting dates</th>
<th>Application Deadline**</th>
<th>Planning Commission Meeting</th>
<th>Council Meeting Work Session</th>
<th>Council Meeting Voting Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Wednesday of the month*</td>
<td>By 4:00pm</td>
<td>2nd Thursday of the month</td>
<td>1st Wednesday of the month</td>
<td>3rd Wednesday of the month</td>
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<tr>
<td>January 8, 2020</td>
<td>January 31, 2020</td>
<td>March 12, 2020</td>
<td>April 1, 2020</td>
<td>April 15, 2020</td>
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<td>May 1, 2020</td>
<td>June 11, 2020</td>
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<td>August 12, 2020</td>
<td>August 28, 2020</td>
<td>October 8, 2020</td>
<td>November 4, 2020</td>
<td>November 18, 2020</td>
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<td>December 4, 2020</td>
<td>January 14, 2021</td>
<td>February 3, 2021</td>
<td>February 17, 2021</td>
</tr>
</tbody>
</table>

*Pre-submission meetings occur at 10:00am and 11:00am, and will be given one (1) hour. Later appointments may be available upon request.

*Pre-submission meetings can, and should, occur well before the application deadline date. The dates above do not directly correlate to the submission deadline schedule.

**If the date falls on a holiday and the Borough offices are closed, the deadline is the preceding business day.
Pre-submission

- Prior to submitting an application, an applicant is encouraged to contact the Office of the Borough Manager to inquire about the submission process, development requirements, restrictions, etc.
- Applicant gathers all required materials from the appropriate application checklist in order to submit a COMPLETE application. Applications will be reviewed for completeness within 5 days of submission. Incomplete applications will be returned to the applicant, indicating deficiencies.
- A Professional Services Agreement (PSA) is completed for review fees and pre-submission meeting fees, if applicable.
- Applicants submitting a major subdivision or land development application to the Office of the Borough Manager require a pre-submission meeting that may include Planning, Zoning, Legal and Engineering representatives. Refer to Pre-submission meeting handout for submittal requirements.
- Minor subdivision and land development applications do not require a pre-submission meeting, but one may be requested by the applicant and is strongly encouraged. If a pre-submission meeting is requested, a PSA will be required.
- It may be determined during the pre-submission phase or review phase that the applicant is required to attend a Zoning Hearing Board meeting to request variances from the Zoning Ordinance or apply for a Conditional Use in order for the proposed plan to comply with all Ordinances.
- The 90-day approval period does not begin until the Borough deems the application complete.

Review

- Once a complete application is submitted to the Borough for review, it is placed on the next scheduled Planning Commission agenda; Borough Council must act upon the application within 90 days.
- Digital format submissions are required. One (1) digital copy plus seven (7) paper copies of each required plan are to be submitted in the initial submission with the application to the Borough to be distributed for review.
- During this review period, Borough staff reviews the application for adherence to Borough Ordinances and Codes and prepare written reviews. It is expected that the plans conform to the criteria listed in Section 22, Part 3 of the SALDO in order for a thorough review of the project to be completed. Plans that do not conform may be returned to the applicant for completion.
- One week (7 days) prior to the Planning Commission meeting reviews are submitted to the applicant, Planning Commission members, Council members, and appropriate Borough staff.

Public Hearings & Meetings

- The applicant may be required to appear before the Design Review Board, which may meet to review the proposal simultaneous to or subsequent to Planning Commission review, but must occur prior to consideration by Borough Council.
- It may be determined during the review phase or at the Planning Commission meeting that the applicant should revise the proposed plans in order to comply with the Ordinance before a recommendation of approval is granted.
- If the applicant is requested to return to the Planning Commission, the resubmission process is the same as the original. However, the 90 day timeframe continues (is not reset), and a pre-submission meeting is not required unless agreed is necessary (for larger projects).
- The Planning Commission makes a recommendation to the Council of approval, approval with conditions, or denial.

Borough Council

- The application will be duly placed on a Borough Council agenda for consideration.
- Council reviews projects at a scheduled public work session meeting. Council will be provided with all relevant materials prior to the work session. Council, typically, will not vote on plans at work session meetings. Voting occurs at the regular meeting held the 3rd Wednesday of the month. The applicant (or representative) is expected to be present and prepared to answer any questions when the proposal is before Council.
Pre-Submission Meeting

Applications for Major Subdivision or Land Development require a pre-submission meeting with Borough staff and consultants to review the proposal prior to filing a complete application with the Borough. Applications for Minor Subdivision or Land Development do not require a pre-submission meeting; however, it is highly encouraged.

A Professional Services Agreement (PSA) is required prior to any pre-submission meeting. In order to complete a PSA with the Borough and schedule a pre-submission meeting, contact the Office of the Borough Manager by phone: 610.828.1092 or email:

All submitted documentation provided should show enough detail for Borough staff to review and give informed comments and advice on the proposal. The goal is to provide the applicant with enough feedback to complete his/her application to the satisfaction of the Borough and subsequently have as streamlined a process as possible. Therefore, the more detailed information provided upfront, the easier it is to identify any issues ahead of time.

In order for a successful meeting to occur between the applicant and Borough Staff, a digital (PDF) file (maximum 10mb) of all drawings must be submitted to the Borough one (1) week, but no later than three (3) days, prior to the scheduled meeting. Email all materials to landuse@conshohockenpa.gov. The applicant must bring one (1) scaleable, full-size (24"x36") set and eight (8) 11"x17" sets of all drawings and eight (8) 8-1/2"x11" sheets of all written material to the scheduled meeting. The following items are required/recommended:

Required submission materials include:

- Project Narrative/Description of the project and identification of any issues the applicant has identified that may need to be resolved prior to land development approval.
- Existing Conditions Plan of the property and its relevant surroundings showing a minimum:
  - Existing property lines and dimensions, and any easements
  - Existing Buildings
  - Street and railroad rights-of-way and location of major utilities
  - Topography, natural features, and waterways (if present)
- Existing Conditions Plan overlaid on current aerial, including surrounding properties
- Preliminary Site Plan
- Preliminary Landscape Plan
- Existing and proposed stormwater drainage plans
- Zoning Conformance Table

Recommended additional submission materials include:

- Identify site features that could influence the development and the design, including:
  - Views
  - Public connections [pedestrian, bicycle and vehicle connections] and adjacent open spaces
  - Character of adjacent residential neighborhoods
  - Identify potential traffic impacts, road and alley improvements, etc.
  - Identify common site amenities to discuss the provision and maintenance of each.
  - Building plans and elevations
  - Colored perspective/rendered elevations of the proposed building
  - Rendered site plan
  - Materials board, or description and/or photographs of proposed materials
  - Perspective showing community views to the site (from public trails, adjacent residential areas, intersections, entrances into the site).

Sample Zoning Conformance Table: Zoned ____

<table>
<thead>
<tr>
<th>Dimensional Regulations</th>
<th>Required</th>
<th>Lot 1</th>
<th>Lot 2</th>
<th>Lot 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot size</td>
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</tr>
<tr>
<td>Lot width</td>
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</tr>
<tr>
<td>Front yard setback</td>
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<tr>
<td>Side yard setback</td>
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<tr>
<td>Rear yard setback</td>
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<tr>
<td>Building coverage</td>
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<tr>
<td>Impervious surface coverage</td>
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<tr>
<td>Maximum building height</td>
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<tr>
<td>Minimum building width</td>
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</tbody>
</table>

| Open Space               |          |       |       |       |
| Percent open space       |          |       |       |       |
| Percent park and recreation space | |       |       |       |

| Parking Lots             |          |       |       |       |
| Setback from rear property line |     |       |       |       |
| Setback from side property line |   |       |       |       |
| Setback from building    |          |       |       |       |

| Parking Structures       |          |       |       |       |
| From any property line  |          |       |       |       |
| From curbline of public street | |       |       |       |
| From principal building |          |       |       |       |

| Parking Requirements     |          |       |       |       |
| Use                      |          |       |       |       |
| Use                      |          |       |       |       |
BOROUGH OF CONSHOHOCKEN
MONTGOMERY COUNTY, PENNSYLVANIA

ESCROW AGREEMENT
FOR PROFESSIONAL REVIEW FEES

PRE-SUBMISSION MEETING

The undersigned hereby agrees to post an escrow to cover the costs of the review of subdivision and land development applications by the Borough Planner, Engineer, and Solicitor. The amount of said escrow shall be according to the attached “Schedule of Fees” and shall be posted at the time of initial submission of an application to the Borough. Said fees shall be placed in an escrow account and any balance remaining shall be returned to the applicant subsequent to the receipt of final approval.

The applicant is advised that the “Schedule of Fees” represents only an estimate of the costs associated with plan review. The completeness and quality of the submission, the complexity of the project, the number of revisions and other factors may cause costs to exceed the established escrow amounts. If during the course of a subdivision/land development review an escrow amount falls to 10% of the original escrow amount or $250, whichever is greater, the Borough may require the posting of additional escrow.

NOTE: NO FINAL APPROVALS, CONSTRUCTION, BUILDING OR OCCUPANCY PERMITS SHALL BE ISSUED UNTIL ALL OUTSTANDING PROFESSIONAL REVIEW FEES HAVE BEEN SATISFIED.

Signed ___________________________ Date: ______________
Applicant
To be completed by the Borough:

<table>
<thead>
<tr>
<th>Submission Information:</th>
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<tbody>
<tr>
<td>File Number:</td>
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<tr>
<td>Date:</td>
</tr>
<tr>
<td>Project Title:</td>
</tr>
<tr>
<td>Date Complete:</td>
</tr>
<tr>
<td>Received By:</td>
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<tr>
<td>90 Day Date:</td>
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</tbody>
</table>

**REQUIRED MATERIALS FOR ALL LAND DEVELOPMENT/SUBDIVISION APPLICATIONS**

1. This form MUST be completed and submitted with the Borough’s Land Development/Subdivision application.

2. A Land Development/Subdivision Application MUST include all of the items listed in the application checklist to be considered complete.

   Incomplete applications will NOT be placed on a Planning Commission agenda. Incomplete applications will be returned to the applicant.

3. Complete applications must be received at least 38 DAYS (see schedule) prior to the Planning Commission meeting at which it will be heard.

   **It is highly encouraged to submit applications in a digital format.**

4. One (1) digital copy plus seven (7) paper copies of the complete application are required if submitting digitally, or fifteen (15) paper copies of the complete application are required.

**Applicant Information:**

- **Name:**
- **Address:**
- **Phone:**
- **Fax:**
- **E-Mail:**

**Property Owner Information (if different):**

- **Name:**
- **Address:**
- **Phone:**
- **Fax:**
- **E-Mail:**

**Architect/Planner:**

- **Address:**
- **E-Mail:**
- **Phone/Fax:**

**Engineer/Surveyor:**

- **Address:**
- **E-Mail:**
- **Phone/Fax:**

**Landscape Architect:**

- **Address:**
- **E-Mail:**
- **Phone/Fax:**

**Attorney:**

- **Address:**
- **E-Mail:**
- **Phone/Fax:**

*All correspondence regarding this application from the Planning Commission and staff will be made via e-mail. All persons involved with this application should provide their e-mail addresses so that information including, but not limited to, meeting dates and plan reviews replaces revisions here, is distributed appropriately.*
Application For: (See Section 22-305.A or the bottom of page 10 of the application packet for clarification)

___ Minor Land Development
___ Preliminary Major Land Development
___ Final Major Land Development
___ Minor Subdivision
___ Preliminary Major Subdivision
___ Final Major Subdivision

Project Information:

Location (Street Address):_______________________________

Tax Assessment Parcel No.___________________________ County Deed Book No.________________ Page No._______

Description of Proposed Work: ________________________

Total Tract Acreage:____________________ Project Acreage __________________

Zoning District_______ Existing Number of Lots:_______ Proposed Number of Lots:_______

Proposed Land Use: ___Single-Family Detached ___Single-Family Semi-Detached ___Multi-Family
___Single-Family Attached ___Commercial ___Office ___Industrial

Other (Describe):______________________________

Existing Sewer Flows:________________________ Proposed Sewer Flows:________________

Check List - Plans:
The applicant must provide all of the following plans for an application to be considered complete. Section 22, Part 3 of the SALDO outlines plan submission requirements and the criteria that must be met in order for submissions to be deemed complete. These requirements are listed on information sheets provided at the end of this application package. If the required plans listed below do not have sufficient information to allow for staff reviews, the application may be considered incomplete and returned, requesting additional information.

___ Record Plan
___ Existing Features Site Plan
___ Grading Plan
___ Erosion and Sediment Control Plan
___ Lighting Plan_Major
___ Circulation Plan_Major
___ Stormwater Calculations
___ Landscape Plan (sealed by a Landscape Architect)
___ Demolition Plan
___ Detail Sheets
___ Traffic Study (if applicable)
___ Post Construction Stormwater Management Plan
___ Utility Plan

Check List - Proof of ownership and zoning relief:
___ Proof of equitable ownership or interest in the property - copy of the deed to the subject property
___ Copy of adjudication of Zoning Hearing Board related to the application

Check List - Color Photographs of Site and Existing Conditions:
___ Streetscape in all directions, showing subject property in each
___ Façade and secondary elevations of existing building(s) on site
___ Sidewalk and curb conditions
___ Street trees
___ Alley conditions, if present

Check List - Building Elevations:
___ Architectural drawings and renderings of proposed building(s)

Check List - Setback of Proposed Building(s):
___ Established building line for the block on which the property is located (e.g. scale off an aerial) (In plan, show setbacks of all existing buildings on same side of the street as project for entire block.)
List of Requested Waivers:

<table>
<thead>
<tr>
<th>Section/Requirement</th>
<th>Relief Requested</th>
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</table>

Have you met with the Zoning Officer regarding this plan?  ____ Yes  ____ No
Are there known variances/any zoning relief necessary for this project?*  ____ Yes  ____ No
If YES, have you submitted an application for the Zoning Hearing Board?  ____ Yes  ____ No
Has this plan been reviewed by the Zoning Hearing Board?  ____ Yes  ____ No

*Please be advised that if any variances are found to be necessary during the course of the review of this plan, you will be required to go to the Zoning Hearing Board prior to proceeding to the Planning Commission. In addition, you will be requested to grant the Borough a waiver to the 90-day action period or an immediate denial of this application will be made, and you will be required to resubmit the application.

The undersigned represents that to the best of his/her knowledge and belief, all the above statements are true, correct and complete.

Signature of Applicant

Signature of Property Owner (if not the same as applicant)

Date

Date

ALL MAJOR subdivision/land use applications require a pre-submission meeting to discuss the project prior to full application submittal.

MINOR subdivision/land use applications may request a pre-submission meeting; if one is desired.

Meetings are held the second and fourth Tuesday of each month beginning at 1:30pm at the Borough Administrative Offices.

Applicants assume responsibility of any fees associated with this meeting.

________________________________________  date

 Applicant signature

To schedule a pre-submission meeting, please contact the office of the Borough Manager
ph: 610.828.1092
e: landuse@conshohockenpa.gov

Borough Use Only:

- Filing Fee  Amount $  Check No.
- Planning, Engineering and Legal Review Escrow  Amount $  Check No.

Decision Information:

Approval  Denial  Decision Date:

Comments/Conditions:

________________________________________

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Planning Process Extension Agreement

The Pennsylvania Municipality Planning Code (MPC) and the Conshohocken Borough Subdivision and Land Development Ordinance state that action must be taken by the Borough within ninety (90) days after a complete application is filed with the Borough. In the Borough, larger and complicated projects have historically required additional time in order to complete a thorough review before being considered for approval. As such, an applicant may voluntarily waive the timing requirement at any time, but is encouraged to submit this waiver with the completed application.

I, the applicant, hereby voluntarily waive the timing requirement as set forth in the MPC (Section 509) and the Conshohocken Borough Subdivision and Land Development Ordinance (Section 22-308).

Applicant signature

Date

Received by (Borough)

Date
BOROUGH OF CONSHOHOCKEN
MONTGOMERY COUNTY, PENNSYLVANIA

ESCROW AGREEMENT
FOR PROFESSIONAL REVIEW FEES

SUBDIVISION/LAND DEVELOPMENT APPLICATIONS

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NOTE: NO FINAL APPROVALS, CONSTRUCTION, BUILDING OR OCCUPANCY PERMITS SHALL BE ISSUED UNTIL ALL OUTSTANDING PROFESSIONAL REVIEW FEES HAVE BEEN SATISFIED.

Signed ___________________________ Date: ______________
Applicant
Municipal Request for Review

This request must be submitted by the municipality to our office with the appropriate plans/information and fee.

To Be Completed By Municipality

Date: ___________________________
Municipality: ______________________
Official’s Name: ____________________
Municipal Official’s Signature: ____________________
(Only applications with original signature will be accepted)
Position: _______________________
MCPC File Number (If Known): _________________
Review Fee: Fee Attached $ _________________ □ Fee Not Applicable

Meeting Dates:
Municipal Planning Commission Date: _________________
Governing Body Date: _________________ □ No Meeting Scheduled

To Be Completed By Applicant

Development Name: _________________
Applicant Name: ______________________
Applicant Address: ______________________
Applicant’s Representative: _________________
Business Phone: ______________________
Business Email: ______________________

Type of Review Requested: (Check All Appropriate Boxes)
□ Unofficial Sketch Plan (No Fee)
□ Subdivision Plan
□ Land Development Plan
Zoning Ordinance or Map Amendment
□ Municipal (No Fee) □ Private Petitions (Fee)
□ Subdivision Ordinance Amendment (No Fee)
Curative Amendment
□ Municipal (No Fee) □ Private Petitions (Fee)
□ Conditional Use (Fee)
□ Other: ______________________

Zoning:
□ Existing District
□ Proposed District
Special Exception Granted □ Yes □ No
Variance Granted □ Yes □ No □ For _________________

Plan Information:
Tax Parcel Number ______________________

Plan Submission (Subdivision/Land Development Plans):
Plans submitted as (Check Appropriate Box):
□ Paper Copies □ Digital PDF Format on CD □ Digital PDF Format e-mailed to MCPC

Proposed Utilities:

<table>
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<th>Type</th>
<th>Capacity</th>
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</thead>
<tbody>
<tr>
<td>Water</td>
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</tr>
<tr>
<td>sewer</td>
<td>Public</td>
</tr>
<tr>
<td>Public</td>
<td>Public</td>
</tr>
<tr>
<td>Individual Well</td>
<td>Individual</td>
</tr>
<tr>
<td>On-Lot</td>
<td>Centralized</td>
</tr>
<tr>
<td>Community System</td>
<td>Unknown</td>
</tr>
</tbody>
</table>

Additional Information:______________________________

Revised 12/2013
ALL PLANS SHOULD CONFORM TO THE FOLLOWING:

[Section 22-304.A]
1. Plan is clearly and legibly drawn.
2. Plan scale does not exceed one (1) inch equals fifty (50) feet (sites >5 Acres may be drawn 1:100).
3. Dimensions are in feet and decimals and bearings in degrees, minutes and seconds.
4. Sheet size shall be 15” x 18", 18” x 30", 24” X 36" or 30”x42”.
5. A key map has been provided when there are two or more sheets.

[Section 22-304.B]
6. Name and address of the subdivider or developer and the registered engineer or surveyor.
7. Subdivision/development name, location in terms of significant bounding roads, and name of municipality.
8. The date of preparation (or revision) of the plan, scale and north point.
9. Entire tract boundary with bearings and distances and a statement of the tract size.
10. Layout and dimensions of all lots and the net lot area of each parcel.
11. Floor Area and/or gross leasable area of each existing/proposed building, as applicable.
12. A key map relating the subdivision to at least three (3) intersecting streets.
13. A legend sufficient to indicate clearly between existing and proposed conditions.
14. A schedule of all zoning requirements and classifications.
15. A list of all requested/obtained variances, waivers or special exceptions.

[Section 22-410.5]
16. Narrative/description of the project
17. All bodies of water
18. All physical features
19. All underground utilities
20. Proposed change to land surface and vegetative cover
21. Areas to be cut and filled
22. Stormwater management controls and maintenance program during construction
23. Stormwater management controls and maintenance program after construction
24. Easements
25. Expected project schedule

Address the following to determine which application to submit:

[Section 22-305.A]  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. There are less than three (3) lots.</td>
<td></td>
</tr>
<tr>
<td>2. There is only one residential building with less than five (5) dwelling units.</td>
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<tr>
<td>3. The property has not been part of a subdivision or land development submitted within the past three (3) years.</td>
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<tr>
<td>4. The property fronts on a physically improved street that is legally open to the public.</td>
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</tr>
<tr>
<td>5. The project will not involve the construction of any new street or road, the extension of municipal facilities or the creation of any other public improvements.</td>
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</tr>
<tr>
<td>6. The project will not require a variance(s) from the Borough Zoning Ordinance for no more than one of the proposed lots on which new construction will occur or may occur in the future.</td>
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<tr>
<td>7. The project is in general conformance with the Borough Master Plan and other plans.</td>
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</tbody>
</table>

If ALL responses were YES, please file a MINOR subdivision and/or land development application.
If ANY response was NO, please file a MAJOR subdivision and/or land development application.
MINOR SUBDIVISION/LAND DEVELOPMENT

Within properties adjoining the land being subdivided or developed, the plan shall show:

[Section 22-305.8(1)]
1. Property lines, existing buildings, present use and current owners.
2. The location, names and width (both cartway and right-of-way) of existing and proposed streets and alleys.
3. The location and size of all watercourses and boundaries of flood-prone areas.
4. Manmade structures and natural features, such as steep slopes.
5. Areas subject to deed restriction or easements.
6. Other information deemed necessary by Borough Council.

Within the land to be subdivided or developed, the plan should show the following:

[Section 22-305.8(2)]
1. Location and character of buildings located on the land to be demolished or retained.
2. Location, names and widths of proposed streets and alleys, including distance to nearest intersection.
3. Paving widths, curblines, rights-of-way and curb-line radii at intersections, and street location tie-ins by courses and distances to the nearest intersection.
4. Location and size of all watercourses and boundaries of all flood-prone areas.
5. Manmade structures and natural features which limit the potential layout of lots and buildings, including marshland, slopes >15%, and other topographical features.
6. Areas subject to deed restriction or easements.
7. Lands reserved for future road widening or other public or common use.
8. Location and size of all soil types, if requested.
9. Location and size of on-site sewage facilities, if applicable.
10. Documentation of approval of proposed facilities by local sewage enforcement officer.
11. Sketch of future street and/or lot layout for remaining land not proposed for subdivision.
12. Other information deemed necessary by Borough Council.

[Section 22-305.C]

After Council approves the minor subdivision plan, the plan shall become a final plan when the following certificates are obtained:

[Section 22-305.E]
1. Signature of the registered engineer or surveyor certifying the plan represents a survey made by that person, the monuments shown theron exist as located, and the dimensional and geodetic details are correct.
2. Signature of the subdivider certifying his or her adoption of the plan and any changes thereto.
3. Signature of the Borough Secretary certifying that Borough Council has approved the minor subdivision plan and any changes thereto on the date shown.

Following final approval, the plan must be recorded in accordance with Section 22-309
PRELIMINARY MAJOR SUBDIVISION/LAND DEVELOPMENT

Within 100’ of any part of the land to be developed, the plan shall show:

[Section 22-306-A(1)]
1. Property lines, existing buildings, present use and current owners.
2. Location of any lots or areas which shall contain a use or uses other than residential.
3. The location, names width (both cartway and right-of-way), radii and surface conditions of existing and proposed alleys and streets.
4. All roads, parking facilities and pedestrian ways (including the total number of parking spaces).
5. The location and size of all watercourses and boundaries of flood-prone areas.
6. The location of existing and proposed flood or erosion protective facilities.
7. The location and size of existing and proposed sanitary sewers, manholes, storm sewers and inlets.
8. The location and size of existing and proposed above and below ground utilities.
9. Man-made structures and natural features which may affect the potential layout of lots and buildings, including steep slopes >15%, marshland and other topographical features.
10. Cross-section and center line profile for each proposed or widened cartway shown on the preliminary plan, including the profile for proposed sanitary sewers and storm drains, showing manholes, inlets, and catch basins.
11. Preliminary design of any bridges, culverts or other structures and appurtenances that may be required.
12. Areas subject to deed restriction and easement.
13. Other Information deemed necessary by Borough Council.

Within the land to be developed:
[Section 22-306-A(2)]
1. The location and character of existing and proposed buildings to be demolished and/or retained.
2. Net lot area of the parcel.
3. The locations, names, widths and other dimensions of existing and proposed streets, including center-line courses, distances and curve data, paving widths, curblines, rights-of-way and curbline radii at intersections and street location tie-ins by courses and distances to the nearest intersection of existing and proposed streets and alleys.
4. For proposed streets, the plan shall show tentative grades to an existing street at a point 400 feet beyond the boundaries of the site.
5. Measured distance from the centerline of existing and proposed streets to existing and proposed buildings, trees and plantings, and control points and monuments.
6. All building setback lines with distances from the right-of-way line.
7. The location and size of existing and proposed sanitary sewers, manholes, storm sewers and inlets.
8. The location and size of all watercourses and boundaries of flood-prone areas.
9. Contour lines at vertical intervals of five (5) feet, except for flood-prone areas shown at intervals of two (2) feet.
10. The location and size of above and below ground utilities.
11. Man-made structures or natural features which limit the potential layout of buildings and lots, including tree masses, marshland, steep slopes >5%, and other topographical features.
12. The location and size of all soil types if requested by the Borough Engineer or Planning Commission.
13. The location and size of any area to be used for common open space, recreation purposes or common facilities.
14. All covenants, deed restrictions or easements, including land to be dedicated or reserved for future road widening or other public use.
15. When a preliminary plan covers only a part of the owner’s entire holding, a sketch shall be submitted of the prospective street and lot layout for the remaining area of the tract.
16. Documentation of approval by Borough Sewage Enforcement Officer of proposed on-site sewage facilities.
17. The depth of the water table noted on the plan or separate report, along with the location of test borings.
18. The lot size, floor area and/or gross leasable area as applicable.
19. The density and/or intensity of use including bedroom mix, if applicable.
20. The location and placement of accessory structures and buildings.
21. Conceptual site utilization layout defining the general location of all proposed uses and activities, and the area of the total tract devoted to each use or group of uses.
22. Other information deemed necessary by Borough Council.

[Section 22-306-B]

After Council approves the minor subdivision plan, the plan shall become a final plan when the following certificates are obtained:

[Section 22-306-C]
1. Signatures of the subdivider, developer and builder certifying to their adoption of the plan.
2. Signatures of the Borough Secretary certifying that Borough Council has approved the plan.
1. Courses and distances sufficient for the legal description of all the lines shown on the plan; the error of closure not exceeding one part in 10,000.
2. The names of abutting owners.
3. Location, material and size of all monuments.
4. Provide evidence that the plans are in conformance with the Borough Zoning Ordinance (Chapter 27) and other applicable Borough ordinances and regulations, as well as special exceptions and/or variances that have been authorized, if applicable.
5. Demonstrate how the remainder of the tract or parcel may be subdivided or developed in conformance with the existing zoning classification of land use in a logical and satisfactory manner where future subdivision or development is imminent.
6. Specifications for required improvements and changes to be effected upon existing terrain or existing structures thereon.

An Improvement Plan must be provided indicating the following:

1. Horizontal Plan indicating the following:

   a. Beginning and end of construction.
   b. Stations corresponding to profiles
   c. Curb elevations at tangent points or horizontal curves, at road or alley intersections, and at the projected intersection of the curblines.
   d. Location and size of sanitary sewers and lateral connections with distances between manholes, water, gas, electric and other utility pipes or conduits and of storm drains, inlets and manholes.
   e. Location, type and size of curbs and all paving widths.
   f. Location and species of all shade trees, fire hydrants and streetlights.
   g. Location and type of fire hydrants.
   h. Location and type of streetlights.

2. Profiles indicating the following:

   a. Profiles and elevations of the ground along the center lines of the proposed roads.
   b. Profiles of sanitary sewers with a profile over the sewer of the present and finished ground surface showing manhole locations, beginning at the lowest manhole.
   c. Profiles of storm drains showing manhole and inlet locations.

3. Cross-Sections indicating the following:

   a. The location of the road and width of paving in the road.
   b. The type, depth and crown of paving.
   c. The type and size of curb.
   d. Grading of the sidewalk area should be carried to the full width of the road and slopes of cut or fill extended beyond the road.
   e. The location, width, type, depth of sidewalks.
   f. The typical location, size and depth of sewers and utilities.

After Council approves the minor subdivision plan, the plan shall become a final plan when the following certificates are obtained:

   1. Signature of registered engineer or surveyor certifying they made the plan and that the monuments shown thereon exist as located; and that the dimensional and geodetic details are correct.
   2. Signature of the subdivider, developer or builder certifying the adoption of the plan.
   3. Signature of the Borough Secretary, certifying that the Borough Council approved the plan on the date shown.
   4. Provide an empty block/space, at least 3-1/2 inches wide by 2 inches tall for the MCPC stamp and seal, including the MPCP file number.