

LAND USE AND DEVELOPMENT

GUIDANCE MANUAL



BOROUGH COUNCIL

Tina Sokolowski, President

Kathleen Kingsley, Vice-President

Anita Barton, Senior Member

Alan Chmielewski, Member

Stacy Ellam, Member

Ralph Frey, Member

Adrian Serna, Member

MAYOR

Yaniv Aronson

Stephanie Cecco, Borough Manager

BOROUGH OF CONSHOHOCKEN
MONTGOMERY COUNTY, PENNSYLVANIA

Table of Contents

General Information

Page 1	Application Submission and Meeting Schedule
Page 2	Process for Subdivision and Land Development Applications
Page 3	Pre-submission Meeting Guidelines

Forms to be Completed and Signed

Page 4	Escrow Agreement for Professional Reviews – Pre-submission Meetings
Pages 5-7	Application for Subdivision/Land Development
Page 8	Planning Process Extension Agreement
Page 9	Escrow Agreement for Professional Reviews – Subdivision and Land Development Applications

Plan Requirements

Page 10	Plan Checklist: All Plans
Page 11	Plan Checklist: Minor Subdivision and Land Development Applications
Page 12	Plan Checklist: Preliminary Major Subdivision and Land Development Applications
Page 13	Plan Checklist: Final Major Subdivision and Land Development Applications

Application Submission Deadlines and 2025 Meeting Schedule

Pre-submission meeting dates	Application Deadline**	Planning Commission Meeting	Council Meeting Work Session	Council Meeting Voting Meeting
2 nd Wednesday of the month*	By 4:00pm	2nd Thursday of the month	1st Wednesday of the month	3rd Wednesday of the month
November 13, 2024	November 29, 2024	January 9, 2025	February 5, 2025	February 19, 2025
December 11, 2024	January 3, 2025	February 13, 2025	March 5, 2025	March 19, 2025
January 8, 2025	January 31, 2025	March 13, 2025	April 2, 2025	April 16, 2025
February 12, 2025	February 28, 2025	April 10, 2025	May 7, 2025	May 21, 2025
March 12, 2025	March 28, 2025	May 8, 2025	June 4, 2025	June 18, 2025
April 9, 2025	May 2, 2025	June 12, 2025	TBD	July 16, 2025
May 14, 2025	May 30, 2025	July 10, 2025	August 6, 2025	August 20, 2025
June 11, 2025	July 4, 2025**	August 14, 2025	September 3, 2025	September 17, 2025
July 9, 2025	August 1, 2025	September 11, 2025	October 1, 2025	October 15, 2025
August 13, 2025	August 29, 2025	October 9, 2025	November 5, 2025	November 19, 2025
September 10, 2025	October 3, 2025	November 13, 2025	December 3, 2025	December 17, 2025
October 8, 2025	October 31, 2025	December 11, 2025	January 7, 2026	January 21, 2026
November 12, 2025	November 28, 2025**	January 8, 2026	February 4, 2026	February 18, 2026

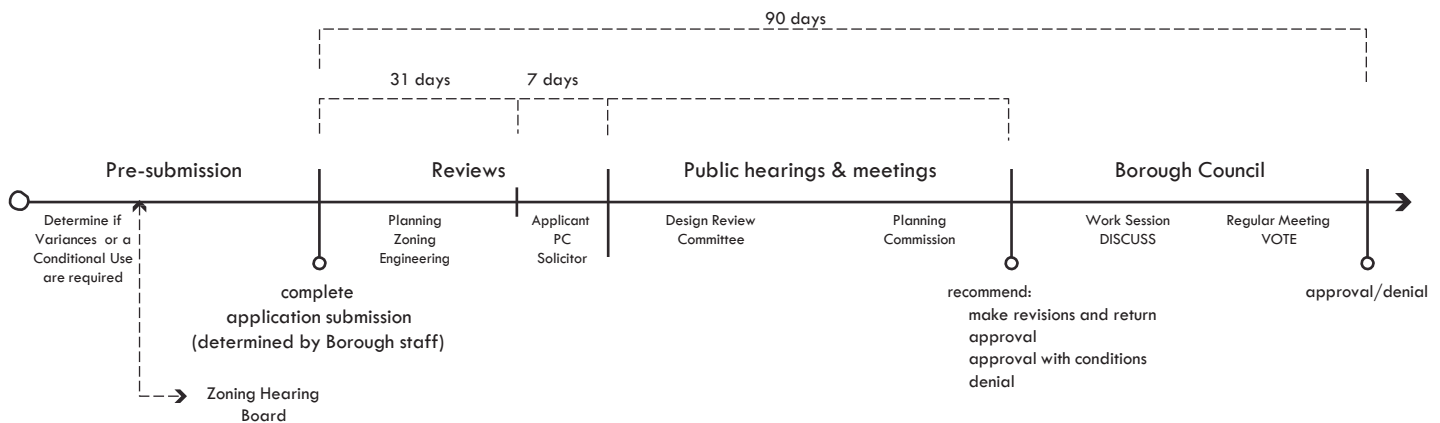
*Pre-submission meetings occur at 10:00am and 11:00am, and will be given one (1) hour. Later appointments may be available upon request.

*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.

BOROUGH OF CONSHOHOCKEN
MONTGOMERY COUNTY, PENNSYLVANIA

Process for Subdivision and Land Development Applications



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 is 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.

BOROUGH OF CONSHOHOCKEN
MONTGOMERY COUNTY, PENNSYLVANIA

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
- } May be combined or on individual sheets

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** _____

	Required	Lot 1	Lot 2	Lot 3
Dimensional Regulations				
Lot size				
Lot width				
Front yard setback				
Side yard setback				
Rear yard setback				
Building coverage				
Impervious surface coverage				
Maximum building height				
Minimum building width				
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

BOROUGH OF CONSHOHOCKEN
MONTGOMERY COUNTY, PENNSYLVANIA

APPLICATION FOR SUBDIVISION/ LAND DEVELOPMENT

To be completed by the Borough:

Submission Information:	
File Number : _____	File Date: _____
Project Title: _____	Date Complete: _____
Received By: _____	90 Day Date: _____

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.

- | | |
|--|--|
| <input type="checkbox"/> Record Plan | <input type="checkbox"/> Landscape Plan |
| <input type="checkbox"/> Existing Features Site Plan | <input type="checkbox"/> (sealed by a Landscape Architect) |
| <input type="checkbox"/> Grading Plan | <input type="checkbox"/> Demolition Plan |
| <input type="checkbox"/> Erosion and Sediment Control Plan | <input type="checkbox"/> Detail Sheets |
| <input type="checkbox"/> Lighting Plan_Major | <input type="checkbox"/> Traffic Study (if applicable) |
| <input type="checkbox"/> Circulation Plan_Major | <input type="checkbox"/> Post Construction Stormwater |
| <input type="checkbox"/> Stormwater Calculations | <input type="checkbox"/> Management Plan |
| | <input type="checkbox"/> 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 (eg: 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:

Section/Requirement:

Relief Requested:

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.

Applicant signature date

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. _____
____ Pre-Construction Professional Services Escrow	Amount \$ _____	Check No. _____

Decision Information:

Approval _____

Denial _____

Decision Date: _____

Comments/Conditions:

BOROUGH OF CONSHOHOCKEN
MONTGOMERY COUNTY, PENNSYLVANIA

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

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

Applicant Request for County Review

This request should be filled out by the applicant and submitted to the municipality where the application is being filed along with digital copies of all plan sets/information. Municipal staff will electronically file the application with the county, and a notice for the prompt payment of any fees will be emailed to the Applicant's Representative.



Date:
Municipality:
Proposal Name:

Applicant's
Representative:
Address:

Applicant Name:
Address:
City/State/Zip:
Phone:
Email:

City/State/Zip:
Business Phone (required):
Business Email (required):

Type of Review Requested:

(Check All Appropriate Boxes)

- ☐ Land Development Plan
☐ Subdivision Plan
☐ Residential Lot Line Change
☐ Nonresidential Lot Line Change
☐ Zoning Ordinance Amendment
☐ Zoning Map Amendment
☐ Subdivision Ordinance Amendment
☐ Curative Amendment
☐ Comprehensive / Other Plan
Conditional Use
☐ Special Review*

**(Not included in any other category - includes parking lot or structures that are not associated with new building square footage)*

Type of Plan:

Tentative (Sketch)
Preliminary / Final

Type of Submission:

- ☐ New Proposal
☐ Resubmission*

** A proposal is NOT a resubmission if A) The proposed land use changes, or B) The amount of residential units or square footage proposed changes more than 40%, or C) The previous submission was over 5 years ago.*

Zoning:

Existing District:
Special Exception Granted Yes No
Variance Granted Yes No For

Plan Information:

Tax Parcel Number(s)

Location

Nearest Cross Street

Total Tract Area

Total Tract Area Impacted By Development

(If the development is a building expansion, or additional building on existing development, or only impacts a portion of the tract, please provide a rough estimate of the land impacted, including associated yards, drives, and facilities.)

Land Use(s)	Number of New		Senior Housing		Open Space Acres*	Nonresidential New Square Feet
	Lots	Units	Yes	No		
Single-Family						
Townhouses/Twins						
Apartments						
Commercial						
Industrial						
Office						
Institutional						
Other						

**Only indicate Open Space if it will be on a separate lot or deed restricted with an easement shown on the plan.*

Additional Information:

RESET

Effective 5/1/18

BOROUGH OF CONSHOHOCKEN
MONTGOMERY COUNTY, PENNSYLVANIA

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]

	Yes	No
1. There are less than three (3) lots.	___	___
2. There is only one residential building with less than five (5) dwelling units.	___	___
3. The property has not been part of a subdivision or land development submitted within the past three (3) years.	___	___
4. The property fronts on a physically improved street that is legally open to the public.	___	___
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.	___	___
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.	___	___
7. The project is in general conformance with the Borough Master Plan and other plans.	___	___

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.B(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.B(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]

13. Statement of conformity with flood plain ordinance [Section 22-304 & Section 22-415] requirements.

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 thereon 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.
13. The location and size of all soil types if requested by the Borough Engineer or Planning Commission.
14. The location and size of any area to be used for common open space, recreation purposes or common facilities.
15. All covenants, deed restrictions or easements, including land to be dedicated or reserved for future road widening or other public use.
16. 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.
17. Documentation of approval by Borough Sewage Enforcement Officer of proposed on-site sewage facilities.
18. The depth of the water table noted on the plan or separate report, along with the location of test borings.
19. The lot size, floor area and/or gross leasable area as applicable.
20. The density and/or intensity of use including bedroom mix, if applicable.
21. The location and placement of accessory structures and buildings.
22. 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.
23. Other information deemed necessary by Borough Council.

[Section 22-306-B]

24. Statement of conformity with the Borough Flood Plain Ordinance [Sections 22-304 & 22-415] for flood-prone areas.

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.

FINAL MAJOR SUBDIVISION/LAND DEVELOPMENT - RECORD PLAN

[Section 22-307.B]

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:

[Section 22-307.C(1)]

- 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:

[Section 22-307.C(2)]

- 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:

[Section 22-307.C(3)]

- 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:

[Section 22-307.D]

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 MCPD stamp and seal, including the MCPD file number.