

MUNICIPAL # \_\_\_\_\_

UPPER POTTS GROVE TOWNSHIP  
APPLICATION FOR REVIEW OF A SUBDIVISION PLAN

1. NAME OF SUBDIVISION \_\_\_\_\_
2. LOCATION \_\_\_\_\_
3. NAME OF PROPERTY OWNER (S) \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
EMAIL \_\_\_\_\_ TEL NO. \_\_\_\_\_
4. NAME OF AGENT (S) \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
EMAIL \_\_\_\_\_ TEL NO. \_\_\_\_\_
5. PLAN IDENTIFICATION:      Tentative \_\_\_\_\_      Minor \_\_\_\_\_  
   Preliminary \_\_\_\_\_      Final \_\_\_\_\_
6. TOTAL ACREAGE \_\_\_\_\_      NUMBER OF LOTS \_\_\_\_\_
7. LIST TYPE OF LOT USE PROPOSED \_\_\_\_\_  
   NUMBERS OF LOTS \_\_\_\_\_      NUMBER OF UNITS \_\_\_\_\_
8. TYPE OF WATER SUPPLY PROPOSED \_\_\_\_\_
9. TYPE OF SANITARY SEWAGE DISPOSAL PROPOSED \_\_\_\_\_
10. ARE ALL STREETS PROPOSED FOR DEDICATION? \_\_\_\_\_
11. ZONING CHANGES, IF ANY, TO BE REQUESTED? \_\_\_\_\_
12. HAVE THE APPROPRIATE PUBLIC UTILITIES BEEN CONSULTED? \_\_\_\_\_
13. BLOCK \_\_\_\_\_      UNIT \_\_\_\_\_      PARCEL \_\_\_\_\_

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

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
(Owner or Agent) \*

\* If the person submitting this plan is not the owner of the land, the attached authorization must be completed by the landowner and submitted with the subdivision plan at the time of application.

Accepted for review \_\_\_\_\_

UPPC Review \_\_\_\_\_

MCPC Review \_\_\_\_\_

BOC Decision \_\_\_\_\_

# APPLICATION FOR REVIEW OF A SUBDIVISION AND LAND DEVELOPMENT PLAN

## CHECKLIST

### SUMMARY OF GENERAL SUBMISSION REQUIREMENTS FOR AN INITIAL (PRELIMINARY) PLAN OF SUBDIVISION AND/OR LAND DEVELOPMENT

NAME OF PLAN: \_\_\_\_\_

In order for the Township to accept a Subdivision or Land Development Plan for comprehensive review by Upper Pottsgrove Township, all applicable information and drawings, as set forth in the Upper Pottsgrove Township Subdivision and Land Development Ordinance must be provided at the time of initial submission. This checklist should be used as a guide for the preparation of plans. The Checklist is only an outline. Applicants should refer to the requirements detailed under the Preliminary Plan Requirements set forth in Part 3 of Chapter 22, Subdivision and Land Development, of the Upper Pottsgrove Township Code of Ordinances. In order for the Township to accept a submission, each of the items listed below must be checked or a waiver must be requested. Incomplete submissions will not be accepted and if subsequent review by the Township and/or Township consultants determines that the checklist was not filled out correctly or accurately, the submissions will be returned as incomplete and not accepted.

Applicant must check items:

1. DRAFTING STANDARDS:

- \_\_\_\_\_ (a) The plan shall be clearly and legibly drawn to a scale not in excess of one inch equals 50 feet except if otherwise permitted by Section 302.1.A.
- \_\_\_\_\_ (b) Topography shall be based on an on-site survey prepared by a registered professional surveyor.
- \_\_\_\_\_ (c) Dimensions shall be in feet and decimals in bearings, degrees, minutes and seconds.
- \_\_\_\_\_ (d) The plan shall show the courses and distances of the boundary line survey of the entire land to be subdivided. The sheet or sheets are either 15" x 18", 18" x 30", or 24" x 36".
- \_\_\_\_\_ (e) Required number of copies of plan submitted with application.

2. LOCATION AND IDENTIFICATION

Each plan shall contain the following information:

- \_\_\_\_\_ (a) Name of subdivision or land development.
- \_\_\_\_\_ (b) A Key Map relating the subdivision or land development to at least three existing intersections in the Township.
- \_\_\_\_\_ (c) Name and address of owner and, if applicable, the name and address of the agent. Proof showing agent's relationship to the owner shall also be submitted with the plan.
- \_\_\_\_\_ (d) Name, address, professional seal and signature of registered engineer, surveyor, or other qualified person who developed the plan.

- \_\_\_\_\_ (e) Statement of total tract size.
- \_\_\_\_\_ (f) Plan preparation date; a graphic and written scale, with a north point.
- \_\_\_\_\_ (g) Layout and dimensions of all lots showing gross and net lot areas each in square feet and acres.
- \_\_\_\_\_ (h) A legend sufficient to clearly differentiate between existing and proposed conditions.
- \_\_\_\_\_ (i) Note setting forth present land use and zoning requirements, including applicable lot size and yard requirements.
- \_\_\_\_\_ (j) Tax parcel, block and unit numbers.
- \_\_\_\_\_ (k) Proof of ownership and/or equitable ownership (i.e. copy of existing Deed or Agreement of Sale).

3. EXISTING AND PROPOSED FEATURES (WITHIN 100 FEET OF THE TRACT BOUNDARIES)

The plan shall depict and contain the following:

- \_\_\_\_\_ (a) Property lines, present land use, zoning district and current owners.
- \_\_\_\_\_ (b) Location, name and width (both cartway and right-of-way) of existing and proposed roads.
- \_\_\_\_\_ (c) Location of private wells and on-site disposal systems.
- \_\_\_\_\_ (d) Location and size of existing and proposed sanitary sewers, manholes, storm sewers and inlets.
- \_\_\_\_\_ (e) Location and size of all water courses and the boundaries of flood plains as defined by the Flood Plain Conservation District of the Upper Pottsgrove Township Zoning Ordinance.
- \_\_\_\_\_ (f) Structures.
- \_\_\_\_\_ (g) Natural features, including topography. Steep slopes over fifteen percent (15%) shall be delineated.
- \_\_\_\_\_ (h) Areas subject to covenants, deeds or easements.

4. WITHIN THE TRACT TO BE SUBDIVIDED OR DEVELOPED, THE PLAN SHALL SHOW THE FOLLOWING INFORMATION:

- \_\_\_\_\_ (a) Location, nature and use of all structures.
- \_\_\_\_\_ (b) If applicable, location, names and dimensions of existing and proposed roads.
- \_\_\_\_\_ (c) Location of existing and proposed private wells and sanitary and storm sewer systems.
- \_\_\_\_\_ (d) Location and size of all water courses and boundaries of flood plains as defined by the Flood Plain Conservation District of the Upper Pottsgrove Township Zoning Ordinance, hydric soils and location and boundary of all soil types.
- \_\_\_\_\_ (e) Structures and natural features, including topography, steep slopes, etc.

- \_\_\_\_\_ (f) Areas subject to deed restrictions and easements.
- \_\_\_\_\_ (g) Building setback lines, side and rear yard lines of the proposed lots with distances from ultimate right-of-way or lot lines.
- \_\_\_\_\_ (h) Total building coverage and area of total tract devoted to each use or group of uses.
- \_\_\_\_\_ (i) Location of accessory structures and facilities.
- \_\_\_\_\_ (j) Location of all required percolation test holes and probes.
- \_\_\_\_\_ (k) Soil erosion and sediment control plan and narrative.
- \_\_\_\_\_ (l) All wetlands shall be identified and adequately shown on a the plan with bearings and distances surveyed in the field.
- \_\_\_\_\_ (m) If development is in an R-1 or R-2 Residential District, the plan shall contain the following additional information:
  - (1) Physical resources;
  - (2) Land cover;
  - (3) Visual resources;
  - (4) Cultural and historic resources;
  - (5) Context;
  - (6) Sketch plan;
  - (7) Ultimate development plan

The undersigned represents that all applicable items above have been considered and provided on the plans that are being submitted, and the plans or other documents have been prepared and completed to the best of his/her ability to conform to the submission requirements. The applicant understands and agrees that failure to accurately complete this checklist or fail to provide the information which applicant indicates is being provided is basis for rejecting the submission and returning the plan to the applicant as being incomplete.

\_\_\_\_\_  
Signature of Owner or Applicant

\_\_\_\_\_  
Contact Telephone Number

\_\_\_\_\_  
Name of Subdivision or Land Development Plan

\_\_\_\_\_  
Location of Subdivision or Land Development Plan

DATED: \_\_\_\_\_