

SUBDIVISION AND LAND DEVELOPMENT

213 Attachment 3

Borough of Stockertown

**Appendix C
Preliminary Plan Checklist
[Amended 8-2-2004 by Ord. No. 247]**

PRELIMINARY PLAN REQUIREMENTS: All of the following information and materials listed in this section are required parts of preliminary plans for any land development and any subdivision.

The Applicant shall submit completed copies of this section as part of the application.

Applicant's Name: _____

Applicant's Address: _____

Applicant's Daytime Phone Number: _____ Fax: _____

Applicant's Cellular Phone Number: _____ E-mail address: _____

Applicant's Signature: _____ Date: _____

Preparer of Application: _____

- Place checkmarks in the appropriate columns below, except: 1) insert "NA" in the "Not Submitted" column if not applicable; and 2) insert "W" in the "Not Submitted" column if a waiver is requested from the requirement.

A. GENERAL SUBMISSION ITEMS: (Note: the Borough may require the submission of additional numbers of copies)

Submitted	Not Submitted	
_____	_____	1. Borough application fee
_____	_____	2. Borough escrow fee
_____	_____	3. Four copies of the completed application
_____	_____	4. Four copies of the Preliminary Plan Checklist (using the copies of the pages in this section)
_____	_____	5. 17 print copies of the complete Preliminary Plans
_____	_____	6. Four sets of supporting documents if applicable
_____	_____	7. Copy of the Lehigh Valley Planning Commission (LVPC) Application Form showing that the Applicant provided a copy of the plan to the LVPC
_____	_____	8. Two reduced-scale copies of the proposed layout plan at a size of 8½ inches by 14 inches

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B. DRAFTING REQUIREMENTS: All information shall be legibly and accurately presented.

Submitted	Not Submitted	
_____	_____	1. Plans prepared on a standard size sheet (18" x 24", 24" x 36", 30" x 42"). All copies of plans should be folded in such a manner that the title of the sheet faces out, except exceptionally large and thick sets of plans may be rolled.
_____	_____	2. Plans drawn to scale of 1 inch = 50 feet or other scale preapproved by the Borough Engineer or designated municipal official.
_____	_____	3. All dimensions set in feet and hundredths thereof, and bearings in degrees, minutes and seconds.
_____	_____	4. Differentiation between existing and proposed features with a corresponding plan legend.
_____	_____	5. Boundary line of the tract, shown as a heavy boundary line with metes and bounds shown.
_____	_____	6. If layout plans involve two or more sheets, a map of the layout of the entire project at an appropriate scale on one sheet, and a key map showing how the streets connect.
_____	_____	7. If the tract(s) crosses a municipal boundary, a map showing both the portions in Stockertown Borough and the other municipality, in sufficient detail for the Borough to determine how the parts will interrelate, including the boundary line or lines between such municipalities.
_____	_____	8. Required profiles shown at a scale of 1 inch = 50 feet horizontal and 1 inch = 5 feet vertical, or other scale preapproved by the Borough Engineer.
_____	_____	9. All sheets numbered and listed on one page.
_____	_____	10. Words "Preliminary Plan" and sheet title (such as "Layout Plan") on each sheet.
_____	_____	11. Indicate type of plan (i.e., "Minor Subdivision," "Major Subdivision," "Land Development," etc.).
_____	_____	12. All required signature blocks (see Appendix B).

C. GENERAL INFORMATION:

Submitted	Not Submitted	
_____	_____	1. Name of project on each sheet.
_____	_____	2. Name of landowner and/or developer (with address and telephone number).
_____	_____	3. Names and Deed Book references and tax parcel information of abutting property owners, with abutting lot lines.
_____	_____	4. Lot lines of adjacent lots, and approximate locations of any buildings, common open spaces, detention basins or drainage facilities existing or approved within 200 feet of the boundaries of the proposed project.
_____	_____	5. Existing and proposed wells, existing primary and alternate septic systems on adjacent and proposed lots.
_____	_____	6. Notarized Owner's Statement (see Appendix B).
_____	_____	7. Professional Surveyor's statement: (see Appendix B).
_____	_____	8. Professional Engineer's statement, if applicable (see Appendix B).
_____	_____	9. Location map showing relation of site to adjoining properties,

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Submitted	Not Submitted	
_____	_____	subdivisions and streets within 1,000 feet, including designated names, Borough or state route numbers for all streets, villages and subdivisions within such area of the site. The scale shall be 1 inch = 1,000 feet.
_____	_____	10. A north arrow shall be located on all plan sheets. The location map shall have its own north arrow, with the orientation of the north arrow for the location map and each sheet submitted for review the same.
_____	_____	11. Written and graphic scales (including scale of location map).
_____	_____	12. Site boundaries with names of landowners of all contiguous properties and/or developments with Deed Book reference or Plan Book volume reference of recorded subdivision. For the purpose of this item, "contiguous" shall also include properties separated from the site boundary by a street, road or other right-of-way.
_____	_____	13. Total acreage of the site.
_____	_____	14. Name, address, seal and license number of the engineer or land surveyor responsible for the plan.
_____	_____	15. Date of plan and revision block.
_____	_____	16. Deed Book volume and page number from County records.
_____	_____	17. Tax Map, block and lot numbers for the tract being subdivided.
_____	_____	18. A statement on the plan of proposed principal uses that are intended for each lot (if nonresidential).
_____	_____	19. A development scheme for residual land, if any.
_____	_____	20. Drainage covenants.

D. NATURAL FEATURES:

Submitted	Not Submitted	
_____	_____	1. Existing contour lines shown at the same scale as the layout plan, as follows:
_____	_____	a. Shall be based on a field survey or photogrammetric procedure that was completed at a scale of 1 inch = 100 feet or larger. Contours shall be based upon U.S.G.S. datum, with an established bench mark.
_____	_____	b. The contour interval shall be sufficient to determine compliance with Borough ordinances. An interval of 2 feet for slopes of 3% or greater and one foot for slopes less than 3%.
_____	_____	2. Identification of any slopes of 15% to 25%, and greater than 25% by shading respective areas on the plan.
_____	_____	3. Watercourses (with name if known), natural springs, lakes, wetlands and ponds.
_____	_____	a. Detailed delineation by a professional qualified in wetlands delineation is required with a metes and bounds description and shall be dimensioned from lot lines. All wetland mitigation areas shall be shown.
_____	_____	4. Rock outcrops, soil piles, closed depressions, and observed sinkholes.
_____	_____	5. Location of any areas within the one-hundred-year floodplain (with differentiation between floodway and flood fringe if available from official federal floodplain maps).
_____	_____	6. Approximate locations and abbreviated names of soil types, according to the Northampton County Soil Survey (or more detailed professional

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Submitted **Not Submitted**

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| _____ | _____ | study) with identification of those that are alluvial or hydric and have a depth to bedrock of less than 3 feet. If such soils do not exist, that shall be stated on the Plan. |
| _____ | _____ | 7. Wooded areas and notable trees. |
| _____ | _____ | 8. Carbonate Ordinance Assessment Report. |

NOTE: Show natural and man-made features in D and E that are present within 200 feet of the site boundaries.

E. MAN-MADE FEATURES: (with existing features graphically differentiated from proposed features)

Submitted **Not Submitted**

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|-------|-------|--|
| _____ | _____ | 1. Existing and proposed lot lines |
| _____ | _____ | a. The boundaries of lots (other than a residual lot of greater than 10 acres) shall be determined by accurate field survey, closed with an error not to exceed 1 in 10,000 and balanced. |
| _____ | _____ | b. The boundaries of any residual tract which is 10 acres or more may be determined by deed. |
| _____ | _____ | 2. Location of existing and proposed property monuments and markers. |
| _____ | _____ | 3. Sufficient measurements of all lots, streets, rights-of-way, easements and community or public areas to accurately and completely reproduce each and every course on the ground. |
| _____ | _____ | 4. Buildings estimated to be 50 years or older that could be impacted by the project, with name and description. |
| _____ | _____ | 5. Existing and proposed utilities or utility easements and restrictive covenants and easements which might affect development (stating which easements and/or rights-of-way are proposed for dedication to the municipality). |
| _____ | _____ | 6. Existing and proposed building locations. |
| _____ | _____ | 7. Streetlights, sidewalks, and curbing. |
| _____ | _____ | 8. Existing and proposed drainage structures, pipes, culverts and bridges. |

F. ZONING REQUIREMENTS: (Refer to the most recent Zoning Ordinance for additional requirements)

Submitted **Not Submitted**

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|-------|-------|--|
| _____ | _____ | 1. Applicable zoning district and required minimum lot area. |
| _____ | _____ | 2. Minimum setback requirements shown for each lot. |
| _____ | _____ | 3. Area and location of any proposed common open space. |
| _____ | _____ | 4. If any common open space proposed: method of ownership and entity proposed to be responsible for maintenance. |
| _____ | _____ | 5. If any common open space proposed: description of intended purpose, proposed improvements (such as rough grading) and any proposed recreation facilities. |
| _____ | _____ | 6. Statement of type of water and sewer service proposed (such as “public water and public sewer”). |

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Submitted	Not Submitted	
_____	_____	7. Required and proposed building coverage and impervious coverage.
_____	_____	8. Compliance with the site plan requirements of the Zoning Ordinance.
_____	_____	7. Streetlights, sidewalks, and curbing.
_____	_____	8. Existing and proposed drainage structures, pipes, culverts and bridges.

G. PROPOSED LAYOUT:

Submitted	Not Submitted	
_____	_____	1. Total acreage of site and total proposed number of lots and dwelling units.
_____	_____	2. Lot numbers for each parcel (and for each building if more than 1 building per lot).
_____	_____	3. Proposed density (in units per acre) for residential developments.
_____	_____	4. Dimensions of each lot in feet and hundredths.
_____	_____	5. Proposed and existing rights-of-way and cartway widths and locations of existing and proposed streets, including streets within 200 feet of tract boundaries.
_____	_____	6. Street centerline information bearings and distances.
_____	_____	7. Horizontal curve data including radius, tangent distance, arc length, delta angle, chord bearing and distance. Such information may be listed in a table, using reference numbers on a plan, provided that sufficient information is provided along each course (such as radius and arc length) such that each course can be reproduced in the field.
_____	_____	8. Typical street cross-sections. Typical cross-section of widening of existing roads or streets.
_____	_____	9. Right-of-way and curb lines with horizontal curve radii at intersections.
_____	_____	10. Beginning and end of proposed street construction.
_____	_____	11. Street improvements proposed by the Applicant, including any acceleration/deceleration lanes, traffic signal(s), street realignment or widening of abutting streets.
_____	_____	12. Any proposed curbing.
_____	_____	13. Any proposed sidewalks with proposed handicapped ramps at intersections.
_____	_____	14. Any proposed bicycle paths.
_____	_____	15. Names of existing streets and proposed names of new streets.
_____	_____	16. Designation which streets are proposed to dedicated to the Borough or to remain private.
_____	_____	17. Evidence that a PennDOT Highway Occupancy Permit has been applied for or approved for any upgrade or new street or driveway entrance on to a State road.
_____	_____	18. Sight distance triangles meeting applicable requirements.
_____	_____	19. Any off-site improvements.

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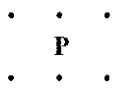
H. UTILITY PLAN:

Submitted	Not Submitted
_____	_____

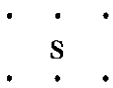
1. Symbols. As applicable, the following existing and proposed items for each lot, using the following symbols (or other symbols preapproved by the Borough staff).



Well (if not connected to central water system) with required separation distance shown from septic drain fields, and with dimensions from lot lines.



Primary drain field (with dimensions from lot lines, and with depth of limiting zone and average percolation rate stated on plan).



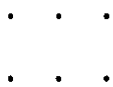
Secondary drain field – shall be perc tested, and dimensioned from lot lines.



Suitable soil probe location, with depth to limiting zone.



Unsuitable soil probe location, with depth to limiting zone.



Suitable percolation test locations (two sites required meeting DEP requirements), with average percolation rate. Unsuitable percolation test location(s), if any.



Unsuitable percolation test location(s), if any.

<u>SS</u>	<u>ESM</u>	<u>OS</u>
STANDARD	SAND	OTHER
SYSTEM	MOUND	SYSTEM

Type of approved septic systems.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Submitted	Not

2. If on-lot sewage disposal service is proposed: (see also “Q. Supporting Documents and Additional Information”).

- a. Existing and proposed contour lines on same sheet as utility layout.
- b. Location of existing and proposed wells within 100 feet of boundaries of the project.
- c. Proposed or typical location of dwelling/building and driveway or earth moving activities.
- d. Soils mapping (see County Soil Survey).
- e. Exact slope across primary and secondary sewage system sites.

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Submitted	Submitted	
_____	_____	f. Type of approved septic system (in-ground, sand mound, etc.).
_____	_____	3. If public or central sewage service is proposed:
_____	_____	a. Name of provider permitted under Sewage Facilities Plan and adopted by Borough.
_____	_____	b. Existing and proposed contour lines on same sheet as utility layout.
_____	_____	c. Location, size, type and grade of mains and laterals, with locations corresponding to stationing on the profile.
_____	_____	d. Locations of manholes, with invert elevation of flow line and grade at top of each manhole.
_____	_____	e. Detailed construction plan drawings of proposed facilities and appurtenances.
_____	_____	f. Proposed lot lines and any proposed easements or rights-of-way needed for the utilities.
_____	_____	g. Location of all other existing facilities and public utilities in the vicinity of sanitary sewer lines.
_____	_____	4. If public or central water service is proposed:
_____	_____	a. Location and size of existing and proposed waterlines.
_____	_____	b. Existing and proposed fire hydrant locations.
_____	_____	c. Detailed construction plan drawings of proposed facilities and appurtenances.
_____	_____	d. Distance that water lines will have to be extended.
_____	_____	e. Any other appurtenances.
_____	_____	5. Any existing and proposed underground natural gas, electrical, telephone, cable TV or other utility lines, with any easements shown that will affect development.

I. GRADING AND STORMWATER MANAGEMENT PLAN:

Submitted	Not Submitted	
_____	_____	1. Existing and proposed storm drainage facilities or structures, including but not limited to detention basins, swales, pipes, culverts, inlets, etc.
_____	_____	2. Capacity, depth, dimensions and locations of detention basins.
_____	_____	3. Detailed construction plan drawings of proposed facilities and appurtenances.
_____	_____	4. Predevelopment and postdevelopment watershed areas shown on the Plan.
_____	_____	5. Locations of any proposed or existing stormwater easements.
_____	_____	6. Intended design year standards for culverts, bridge structures and/or other stormwater facilities.
_____	_____	7. Schematic location of all underground utilities.
_____	_____	8. Entity responsible to maintain/own any detention basins or other appurtenances.
_____	_____	9. Stormwater Management Report.
_____	_____	10. Contour Grading Plan.
_____	_____	11. All stormwater management covenants.

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J. FOR USES OTHER THAN RESIDENTIAL SINGLE-FAMILY DETACHED OR TWIN DWELLINGS:

Submitted	Not Submitted	
_____	_____	1. For multifamily dwellings, evidence that the project meets the density requirements of the Zoning Ordinance.
_____	_____	2. Evidence that the project will meet the off-street parking requirements of the Zoning Ordinance.
_____	_____	3. Arrangement of off-street parking spaces, parking aisles, off-street loading areas and extent of areas to be covered by gravel or asphalt.
_____	_____	4. For townhouses, any proposed methods to ensure privacy between outdoor semi-private area (such as fences or walls or plantings between rear yards).
_____	_____	5. Illustrative sketches of exteriors or proposed buildings (encouraged but not required).
_____	_____	6. Number, area, height, illumination (if any) and location of proposed signs.
_____	_____	7. Major types, heights and locations of outdoor lighting.
_____	_____	8. Location of any proposed outdoor storage areas.
_____	_____	9. Note stating total square feet of paved area, including gravel areas.

K. LANDSCAPE PLAN:

Submitted	Not Submitted	
_____	_____	1. Locations of treelines and existing forested areas.
_____	_____	2. Locations of individual trees of greater than six-inch caliper, other than trees within forested areas and treelines (not required for areas that will not be affected by the proposed plan, if so noted on the plan).
_____	_____	3. Any proposed evergreen screening, buffer yards or earthen berming (if required by Zoning Ordinance).
_____	_____	4. Areas of existing mature woods that are proposed to be protected and preserved or removed. (See Zoning Ordinance for tree preservation.)
_____	_____	5. General types, sizes and locations of any required street trees, parking lot landscaping and any other major proposed landscaping.
_____	_____	6. Any proposed fencing (including height and type) and/or landscaping around stormwater basins.

L. EROSION AND SEDIMENTATION PLAN:

Submitted	Not Submitted	
_____	_____	1. Drawing showing location and types or proposed erosion and sedimentation control measures, complying with the regulations and standards of the County Conservation District and DEP. (Also applies to off-site earthmoving operations.)
_____	_____	2. Narrative describing proposed soil erosion and sedimentation control methods.
_____	_____	3. Proposed construction sequence.
_____	_____	4. Erosion and Sedimentation Control Plan must match grading and

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Submitted **Not Submitted**

stormwater plans for proposed earthwork.

M. ROAD PLAN-PROFILES:

Submitted **Not Submitted**

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Profile of existing and proposed ground surface along centerline of street. Plan view of street with stationing and horizontal curve data shall be included on profile drawings. |
| _____ | _____ | 2. Proposed centerline grade on tangents and elevations at 50-foot intervals. |
| _____ | _____ | 3. All vertical curve data including length, elevations and minimum sight distance. |
| _____ | _____ | 4. Street cross-section(s) if required by the Borough Engineer/Consultant. |
| _____ | _____ | 5. Curb grade information (if applicable). |

N. SANITARY SEWER AND STORM DRAIN PLAN-PROFILES: (with profile drawings on same sheet as plan drawings)

Submitted **Not Submitted**

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|-------|-------|---|
| _____ | _____ | 1. Profile of proposed ground surface and with elevations at top of manholes or inlets. |
| _____ | _____ | 2. Profiles of storm sewer and sanitary sewer lines, with corresponding stationing. |
| _____ | _____ | 3. All line crossings of other utilities. |
| _____ | _____ | 4. Slope, size, type and length of pipes. |
| _____ | _____ | 5. Invert elevation and top of grate or manhole elevation. (Plan view) |
| _____ | _____ | 6. Number or letter designation for inlets, manholes and junction boxes. |
| _____ | _____ | 7. Headwalls, endwalls, energy dissipators and/or any other appurtenances. |

O. CONSTRUCTION DETAILS:

Submitted **Not Submitted**

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Detailed construction plan and cross-sectional drawings of proposed facilities and appurtenances. |
|-------|-------|--|

P. LIGHTING PLAN: See Zoning Ordinance requirements (§ 250-70, latest edition).

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Q. SUPPORTING DOCUMENTS AND ADDITIONAL INFORMATION:

Submitted	Not Submitted	
_____	_____	1. Residual Lands Sketch. If the submitted plans do not include all undeveloped or partially developed adjacent or abutting lands owned by the same landowner or under control of the same developer (or closely related entities), then a sketch shall be submitted showing a potential development scheme for such land holdings consistent with applicable Borough ordinances. Such sketch shall demonstrate that the proposed subdivision provides for the orderly development of any residual lands and/or does not adversely affect the potential development of residual lands.
_____	_____	2. Sewage Module. If applicable, five copies of the DEP Sewage Planning Module application and supporting information as completed by the Applicant, together with the evidence that the application has been forwarded to the proper review agencies.
_____	_____	3. Public or Central Water. If public or central water service is proposed by an existing water company or authority, the Applicant shall provide a letter from such water company or authority which states that the company or authority expects to be able to adequately serve the development, that the proposed water system is generally acceptable and that references standard conditions or specifications required by the company or authority for the provision of services.
_____	_____	4. On-Lot Wells. When water service to the proposed subdivision is to be provided by an on-lot well, the developer shall submit two copies of a letter from the applicable Water Authority that service to the site is not feasible.
_____	_____	5. Public Sewage. If service is proposed by a sewage authority, the developer shall submit a copy of a letter from the authority which states that the authority can adequately serve the subdivision, that the proposed sanitary sewage system conditions or specifications required by the authority for connection to the system.
_____	_____	6. Non-public Sewage. If service is proposed by a central sewage system that is not publicly owned, the developer shall provide sufficient information to show that the proposed system would be feasible, within DEP regulations and maintained and operated by an acceptable entity.
_____	_____	7. Traffic Impact Analysis and Report (if applicable).
_____	_____	8. State Highway Occupancy Permits. Access to state highway shall be authorized by a highway occupancy permit required pursuant to State Highway Law (36 P.S. § 670-420, as amended) before driveway access to a state highway is permitted.
_____	_____	9. Floodplain. If the project would include any area within the one-hundred-year floodplain or any watercourse, a statement from the Zoning Officer indicating that the proposed subdivision or land development would be in compliance with the Floodplain regulations of the Borough.
_____	_____	10. A statement describing the nature of the landowner's and the developer's involvement in the proposed development, and the name of the primary partners or chief officers of any corporate developer.
_____	_____	11. Date and reference of any decisions of the Zoning Hearing Board or Council that are relevant to the proposal.
_____	_____	12. For industrial operations or industrial storage: A written description of

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Submitted **Not Submitted**

the proposed use in sufficient detail to indicate: a) any noise, glare, smoke and fumes nuisances; b) to allow a general determination of possible fire, explosive, toxic, genetic, public health or other hazards; and c) to estimate the amount, direction and times of any shipment/delivery traffic that is expected.

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|-------|-------|---|
| _____ | _____ | 13. If to be served by on-lot septic service, a copy of septic percolation test and soil probe results. |
| _____ | _____ | 14. Deed Book Volume and Page reference of the existing deed of the property(ies). |