

DATE: \_\_\_\_\_ FEE: \_\_\_\_\_ APPLICATION# \_\_\_\_\_

**ATHENS TOWNSHIP PLANNING COMMISSION**

**Application For Review or Approval of a:**

\_\_\_\_ Sketch \_\_\_\_ Preliminary \_\_\_\_ Final

\_\_\_\_ Subdivision Plan \_\_\_\_ Land Development Plan

(Check all applicable spaces)

1. Name of Subdivision or Land Development:

\_\_\_\_\_

2. Date of Plan: \_\_\_\_\_

3. Location of Subdivision or Land Development:

\_\_\_\_\_

4. Property Owner:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

5. Applicant (if other than land owner):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

6. PA Registered Professional Land Surveyor/Engineer preparing the Plan:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

7. Total Acreage: \_\_\_\_\_ No. of Lots/Units: \_\_\_\_\_

8. Proposed Land Use:

\_\_\_\_ Single-family Residential      \_\_\_\_ Multi-family Residential

\_\_\_\_ Commercial      \_\_\_\_ Industrial      \_\_\_\_ Other

9. Method of Proposed Sewage Disposal:

\_\_\_\_\_

## **SUBDIVISION/LAND DEVELOPMENT PROPOSAL REVIEW CHECKLIST**

### **I. Plan Requirements** (See also Section 203A)

- \_\_\_ 1. Ten (10) copies of the plan. 8 copies-18"X24", 24" X 36", or 30" X 42" and 2 copies-half-size. Final (recording) plan must be 18" X 24".
- \_\_\_ 2. Scale not exceeding 100'/inch
- \_\_\_ 3. Title block containing the name and address of the owner of the tract, name of the development, municipality, date, graphic scale, and name and address of the surveyor/engineer preparing the plan.
- \_\_\_ 4. North arrow and match line data and index sheet, where applicable.
- \_\_\_ 5. Perimeter site boundary lines by bearings and distances, providing a survey of the area to be developed, closing with an error of not more than one foot in 5, 000 feet.
- \_\_\_ 6. Proposed lot lines by bearings and distances; acreage and dimensions of areas to be dedicated for public use; building setback lines; total number of lots/dwelling units with corresponding numbering system; acreage of each lot and total acreage; zoning classification with district dimensional requirements; tax parcel number.
- \_\_\_ 7. Tract boundary sketch showing the relation of proposal to remaining tract, and names of all adjoining property owners and abutting subdivisions.
- \_\_\_ 8. Location map showing relation of tract to adjoining properties, road and highway systems, and municipal boundaries for an area extending at least ½ mile from the subdivision or development site.
- \_\_\_ 9. Locations and width of all existing or proposed streets, right-of-ways, parking areas, and driveways (as determined appropriate) on or adjacent to the tract, including bearing and distances of right-of-ways and easements or their centerlines; right-of-way and pavement widths; street names.
- \_\_\_ 10. Location and width of all existing or proposed utility easements or right-of-ways (including electricity, gas, fiber optics, etc.) on or adjacent to the development site

## Subdivision/Land Development Plan Review Checklist

- \_\_\_ 11. Location and size of all existing or proposed sewers, water mains, drainage and/or stormwater management facilities and/or culverts, building, transmission lines, fire hydrants, street lights, and other significant man-made features on or adjacent to the tract.
- \_\_\_ 12. Soil percolation and/or deep test pit locations and soils mapping or soil type information, except where public sewers are provided.
- \_\_\_ 13. Existing watercourses, floodplains, wetlands, wooded areas, and other significant natural features.
- \_\_\_ 14. Topographic contours at ten (10) foot intervals, or at such other interval as approved by the Planning Commission, and datum to which elevations refer.
- \_\_\_ 15. An indication of those areas ***not*** intended to be dedicated for public use.
- \_\_\_ 16. Location and material of all permanent monuments and markers.
- \_\_\_ 17. Acknowledgment statement with the signature of surveyor, certifying that monuments and markers shown on final plan have been set, and indicating the date such markings were set.
- \_\_\_ 18. Plan review/approval signature blocks for Athens Township Planning Commission, Board of Supervisors, and Municipal Authority, where applicable.
- \_\_\_ 19. Acknowledgment statement with applicable deed book and page number reference, signature of developer and/or property owner certifying record ownership of the tract, and indicating that the proposal accurately reflects the owner's intentions for the site.
- \_\_\_ 20. Certification, with fresh ink and/or raised seal and original in signature, of PA Registered Professional Land Surveyor/Engineer preparing the plan.

## **Subdivision/Land Development Plan Review Checklist**

### **II. Other Required Data (See also Section 203B)**

- \_\_\_ 1. Completed Subdivision and Land Development Application Form.
- \_\_\_ 2. Plan processing, improvement design review, and inspection fees, as applicable.
- \_\_\_ 3. Proposed deed restrictions, R/W Use and Maintenance Agreements, and deeds of dedication, where applicable.
- \_\_\_ 4. Road cross-sections and centerline profile, and bridge and culvert designs. (Section 402)
- \_\_\_ 5. Sewage facilities planning information, including soils testing results, executed sewage facilities planning modules with DEP approval, or designs for new or extended sanitary sewer systems, as appropriate. (Section 404)
- \_\_\_ 6. Water supply provision information, including approval letter from privately owned suppliers or permit from DEP for new distribution system, and system designs, as appropriate. (Section 405)
- \_\_\_ 7. Letters from utility companies indicating their ability and willingness to serve the proposed development, where applicable. (Section 406)
- \_\_\_ 8. Site grading plan and erosion and sedimentation control plan, as appropriate or when applicable. (Section 407)
- \_\_\_ 9. Stormwater management plans and facility designs, where applicable. (Section 408)
- \_\_\_ 10. Wetland determinations and/or delineations, as applicable. (Section 409)
- \_\_\_ 11. Floodplain management/floodproofing details, where applicable. (Section 410)
- \_\_\_ 12. PADOT Highway Occupancy or Township Driveway Permits, where required.
- \_\_\_ 13. Use and Maintenance Agreements for undedicated recreation and open space areas, streets, parking lots, and stormwater management facilities, if applicable.

**Subdivision/Land Development Plan Review Checklist**

\_\_\_ 14. Improvement Guarantee, including executed Agreement with the Athens Township Supervisors and financial security, where applicable.

\_\_\_ 15. Fee (see Appendix C) \$ \_\_\_\_\_

**Subdivision/Land Development Plan Review Checklist**

**III. Plan Review Process**

A. Date Plans are reviewed by Zoning Officer: \_\_\_\_\_

Signature of Zoning Officer: \_\_\_\_\_

B. Date Plans are sent to others for review, when applicable:

- 1. Bradford County PC: \_\_\_\_\_
- 2. Township Engineer: \_\_\_\_\_
- 3. PA DOT: \_\_\_\_\_
- 4. Neighboring Municipalities: \_\_\_\_\_
- 5. County Conservation District: \_\_\_\_\_
- 6. Other: \_\_\_\_\_

C. Date of Planning Commission site visits (when necessary):

\_\_\_\_\_

D. Date of Planning Commission Meeting(s) when plans are considered:

\_\_\_\_\_

E. Action Taken: \_\_\_\_Approval      \_\_\_\_Disapproval      \_\_\_\_Table

F. Date of Action: \_\_\_\_\_

**G. ZONING AND/OR LEGAL ISSUES THAT MAY HAVE OCCURRED PRIOR TO APPLICATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. Stipulations or Conditions of Approval:

\_\_\_\_\_  
\_\_\_\_\_

I. Reasons for Disapproval (cite specific Ordinance provisions not met):

\_\_\_\_\_  
\_\_\_\_\_

J. Date of Notification of Action letter: \_\_\_\_\_

K. Date of Plan Recording by Applicant: \_\_\_\_\_

