**CHAPTER 22**

**SUBDIVISION AND LAND DEVELOPMENT**

**Part 3**

**Plan Requirements**

**§301. General Requirements.** All subdivision plans shall meet the requirements outlined in the following sections.

**§302. Sketch Plan.**

(1) A sketch plan should show the following data and be legibly drawn to scale:

(a) Outline of tract boundary, showing the location of the proposed development in relation to the parent tract and adjacent property owners;

(b) Title block, including the name of the owner, municipality, date, and the scale of the drawing;

(c) North arrow;

(d) Significant topographic and physical features;

(e) Proposed general street and lot layout, including the acreage of the area to be developed and any data available regarding sewers, septic systems, soil test sites, other utilities, and rights-of-way and easements.

(f) Location sketch of the road and highway network of the area as related to the subject tract.

(2) **Minor Land Development.** In addition to the requirements of §302(1), a plan for a minor land development (see §602(1)) shall meet the following:

(a) The plan shall be drawn at a scale of not more than 100 feet to the inch, and shall be on sheets 18” x 24” or 24” x 36”;

(b) Twelve (12) copies of the plan and twelve (12) copies of proposed deed restrictions, if any, shall be submitted;

(Ordinance No. 03-01, adopted January 28, 2003)

(c) The land development plan shall include detailed specifications for streets, sidewalks, parking areas, sewage disposal and water supply, other utilities, storm water facilities, and any other necessary site improvements;

(d) A copy of the required DER Planning Module, if any, or other required certificates or approvals shall be provided;

**§303. Preliminary Plan.** The Preliminary plan shall be drawn at a scale of not more than 100 feet to the inch and shall be on sheets either 18” x 24” or 24” x 36”. All plans shall appear on black-on-white or blue-on-white prints. If the plan is drawn in two or more sections, a key map of the sections, shall be shown on each sheet with the match lines showing. All sheets shall be labeled, “sheet 1 of \_\_\_\_, etc.” Twelve copies of the preliminary plan plus 2 copies for each sewer module submitted shall be submitted.

(Ordinance No. 03-01, adopted January 28, 2003)

(1) The preliminary plan shall show:

(a) Title block containing the name of the subdivision, municipality, tact owner, date, scale, and the name and profession of the individual preparing the plan;

(b) North indicator;

(c) Location map showing relations of tract to adjoining properties, related road and highway system, and municipal boundaries;

(d) Tract map showing the relationship of the proposed development to the entire tract;

(e) Names of the owners on all adjoining property and the names of all abutting subdivisions;

(f) Existing and proposed contours at vertical intervals of five (5) feet or less and benchmark to which contour elevations refer. Contours at a two (2) foot interval may be required on level terrain or for intensive development projects. The Township may waive the contour requirement in low density developments involving no roads or utilities and where a site inspection provides adequate information for action on the plan;

(g) Floodplains, existing water courses, wetlands, woodlots, and other significant natural features. The 100 year flood elevation shall be shown where available from the Township’s Flood Insurance Study. If unavailable, the best available source shall be utilized such as the Flood Hazard Boundary Map, Corps of Engineers Maps, other floodplain mapping, or known flood elevations in the field;

(h) Soil types and soil boundaries (for more information contact the Union County Conservation District);

(i) Existing and proposed buildings, sewers, water lines, and culverts, transmission lines, fire hydrants, and other significant man-made features;

(j) Deep probe and soil percolation test sites, if on-lot sewage facilities are proposed;

(k) The location, name, and width of all existing and proposed streets, rights-of-way, parking and loading areas, and easements adjacent to or on the tract, including both street pavement and right-of-way widths;

(l) Certification and seal of a professional land surveyor to the effect that the survey and map are correct;

(m) Bearings and dimensions for existing boundaries, proposed lot lines, and areas to be dedicated to the public use, building setback lines, total acreage of the entire tract, total number of lots or dwellings units, a consecutive lot numbering system, zoning classification, and the approximate area of each lot in square feet.

(n) Lots shall be identified by tax parcel number and street address, which shall be obtained from the appropriate Union County agency.

(Ordinance No. 02-06, adopted May 28, 2002)

(2) The following information, data, and documents shall be submitted as appropriate with the preliminary plan:

(a) Completed application form and review fee;

(b) Copies of proposed deed restriction, if any;

(c) Cross-sections and center-line profiles for each proposed street;

(d) Preliminary designs for proposed bridges and culverts;

(e) A storm water management plan in accord with §415 of this Chapter;

(f) A sewage facilities plan and required documentation as specified in §413 of this Chapter;

(g) A water facilities plan and required documentation as specified in §414 of this Chapter;

(h) Sketch of proposed street layout for the remainder of the tract where the preliminary plan covers only part of the subdivider’s holdings;

(i) Written certification from the appropriate Union County agency approving and confirming the availability of street names, reserving the street names for uses in the subdivision, confirming tax parcel identification numbers and street address for each lot shall be provided with the plan;

(Ordinance No. 02-06, adopted May 28, 2002)

(j) Estimated cost of required improvements;

(k) An erosion and sedimentation control plan (and permit, if required) in accord with Title 25, Chapter 102 of the rules and regulations of the Department of Environmental Resources, as amended. For more information contact the Union County Conservation District;

(l) If any portion of a development project is in a floodplain area, then documentation shall be submitted indicating compliance with pertinent laws and regulations of the Township and the Pennsylvania DER;

(m) If any alteration, excavation, or relocation of a watercourse is proposed, a copy of the DER permit shall be submitted. For more information contact the Union County Conservation District.

(n) If a subdivision of 25 or more lots or a land development generating more than 200 vehicles per day, a natural features analysis shall be required including:

(1) Hydrology – An analysis of natural drainage patters and water resources including streams, natural drainage swales, ponds or lakes, wetlands, floodplain areas, permanent and seasonal high water tables throughout the site.

(2) Geology – An analysis of the characteristics or rock formations underlying the site including defining aquifers (particularly those locally subject to pollution), shallow bedrock areas, and areas, in which rock formations are unstable.

(3) Soils – An analysis of the types of soils present in the site area including delineation of prime agricultural soil areas, aquifer recharge soil areas, unstable soils, soils most susceptible to erosion, and soil suitable for residential, commercial, or industrial development. This analysis shall be based upon the Union County Soil Survey of the U.S. Soil Conservation Service.

(4) Topography – An analysis of the terrain in the site area including mapping of elevation and delineation of slope areas in excess of twenty percent, between ten and twenty percent, and under ten percent.

(5) Vegetation – An analysis of tree and plant cover on the site, emphasizing the location of woodland and meadowland areas. Dominate tree and plant species shall be identified and certification shall be made that no vegetation on the site is classified as “Rare or Threatened” on the Pennsylvania Natural Diversity Index.

(o) If a subdivision of 25 or more lots or a land development generating more than 200 vehicles per day a Community impact Analysis shall be provided including:

(1) Fiscal – A comparison of costs for services to the municipality verses revenues estimated to be produced shall be submitted. The most recent municipal and authority budgets shall be the basis for this analysis.

(2) Traffic – An analysis of expected traffic patterns and volumes shall be submitted.

(3) Utilities – The applicant shall demonstrate that the appropriate providers of utility services (electrical power, water, sewer, refuse disposal) have certified that services can and will be provided to the site.

(4) Market Analysis – The applicant shall demonstrate that a sufficient market exists for the specific type of development proposed.

**§304. Final Plan.** The final plan shall be drawn at a scale of not more than 100 feet to the inch and shall be on sheets either 18” x 24” or 24” x 36”. All plans shall appear on black-on-white or blue-on-white prints. If the plan is drawn in two or more sections, a key map of the sections shall be shown on each sheet with the match lines showing. All sheets shall be labeled, “sheet 1 of \_\_\_\_\_\_, etc.” Twelve copies of the final plan plus 2 copies for each sewer module submitted shall be submitted.

(Ordinance No. 03-01, adopted January 28, 2003)

(1) The final plan shall show:

(a) Title block containing the name of the subdivision, municipality, tract owner, date, scale, and the name and profession of the individual preparing the plan;

(b) North indicator;

(c) Location map showing relations of tract to adjoining properties, related road and highway system, and municipal boundaries;

(d) Tract map showing the relationship of the proposed development to the entire tract;

(e) Names of the owners on all adjoining property and the names of all abutting subdivisions;

(f) Existing and proposed contours at vertical intervals of five (5) feet or less and benchmark to which contour elevations refer. Contours at a two (2) foot interval may be required on level terrain or for intensive development projects. The Township may waive the contour requirement in low density developments involving no roads or utilities and where a site inspection provides adequate information for action on the plan;

(g) Floodplains, existing water courses, wetlands, woodlots, and other significant natural features. The 100 year flood elevation shall be shown where available from the Township’s Flood Insurance Study. If unavailable, the best available source shall be utilized such as the Flood Hazard Boundary Map, Corps of Engineers Maps, other floodplain mapping, or known flood elevations in the field;

(h) Existing and proposed buildings, sewers, water lines, and culverts, transmission lines, fire hydrants, and other significant man-made features;

(i) Deep probe and soil percolation test sites, if on-lot sewage facilities are proposed;

(j) The location, name, and width of all existing and proposed streets, rights-of-way, parking areas, and easements adjacent to or on the tract, including both street pavement and right-of-way widths and bearings and dimensions of rights-of-way and easements;

(k) Certification and seal of a professional land surveyor to the effect that the survey and map are correct;

(l) Bearings to the nearest second and dimensions to the nearest 100th of a foot for existing boundaries, proposed lot lines, and areas to be dedicated to the public use, building setback lines, total acreage of the entire tract, total number of lots or dwelling units, a consecutive lot numbering system, zoning classification, and the area of each lot in square feet. All surveyed areas shall close with an error not exceeding one (1) foot in ten thousand (10,000) feet. Lots shall be identified by tax parcel number and street address, which shall be obtained from the appropriate Union County agency;

(Ordinance No. 02-06, adopted May 28, 2002)

(m) A notation that states that a PennDOT Highway Occupancy Permit is required prior to the construction of a driveway access to a state highway.

(n) Written certification from the appropriate Union County agency, approving and confirming the availability of street names, reserving the street names for uses in the subdivision, confirming tax parcel identification numbers and street address for each lot shall be provided with the plan.

(Ordinance No. 02-06, adopted May 28, 2002)

(o) Affidavit or certificate of ownership with all appropriate signatures and dated upon submission;

(p) Space for approval certification by Township Supervisors and review certifications by the Township and County Planning Commission.

(2) The following information, data, and documents shall be submitted as appropriate with the final plan:

(a) Completed application form, plan review fee, and inspection fee (if required);

(b) Copies of proposed deed restrictions, if any;

(c) Final cross-sections and center-line profiles for each proposed street;

(d) Final designs for proposed bridges and culverts;

(e) A storm water management plan in accord with this Chapter;

(f) A sewage facilities plan and required documentation as specified in this Chapter;

(g) A water facilities plan and required documentation as specified in this Chapter;

(h) All revised and corrected material from the preliminary plan;

(i) Copies of deeds of dedication of improvements to the Township;

(j) An erosion and sedimentation control plan (and permit, if required) in accord with Title 25, Chapter 102 of the rules and regulations of the Department of Environmental Resources, as amended. If the improvements have been installed, then a written verification shall be required from the Union County Conservation District that the erosion and sedimentation control measures have been implemented;

(k) If any portion of a development project is in a floodplain area, then documentation shall be submitted indicating compliance with pertinent laws and regulations of the Township and Pennsylvania Department of Environmental Resources;

(l) If any alteration or relocation of a watercourse is proposed, a copy of the DER permit shall be submitted;

(m) If improvements are required in the development, then one of the following requirements shall be met:

(1) A written acknowledgement shall be obtained from the Township Engineer that the improvements have been inspected and installed in accord with the approved preliminary plan; or

(2) An improvements guarantee agreement shall be executed between the Township Supervisors, the developer, and a financial guarantee agent. The improvements guarantee agreement shall be in a form acceptable to the Township. Bonds, a bank letter of credit, or an escrow account are generally acceptable types of improvements guarantees.

(n) A copy of signed utility easements and a letter from the utility stating that the easement is in conformity to its regulations and requirements for all utilities serving the subdivision.

(Ordinance No. 73, adopted November 29, 2023)

(Ordinance No. 90-2, adopted October 23, 1990)