

# CLIFTON TOWNSHIP

LACKAWANNA COUNTY, PENNSYLVANIA

## FINAL MAJOR SUBDIVISION - LAND DEVELOPMENT STATUS LOG AND CHECKLIST

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

Number of lots: \_\_\_\_\_ Location: \_\_\_\_\_

Applicant/Owner: \_\_\_\_\_

Address/Telephone: \_\_\_\_\_

Township application fee: \$ \_\_\_\_\_ Date fee paid: \_\_\_\_\_

County application fee: \$ \_\_\_\_\_ Date fee paid: \_\_\_\_\_

Supplemental fee due: \$ \_\_\_\_\_ Date fee paid: \_\_\_\_\_

### PLAN FILING INFORMATION

\_\_\_\_\_ 3 copies of application form or letter.

\_\_\_\_\_ 8 copies of final plan.

\_\_\_\_\_ 4 copies of the following:

\_\_\_\_\_ sewage planning approval from PA DER.

\_\_\_\_\_ as-built road cross sections.

\_\_\_\_\_ final road profiles.

\_\_\_\_\_ final deed covenants and restrictions.

\_\_\_\_\_ existing & proposed dedications/reservations.

\_\_\_\_\_ deed and certification of title for any streets, improvements  
or other areas proposed for dedication.

\_\_\_\_\_ latest deed of record or other proof of legal interest.

\_\_\_\_\_ final water supply and sewage disposal information.

\_\_\_\_\_ environmental permits.

\_\_\_\_\_ highway occupancy permit(s).

\_\_\_\_\_ final stormwater management plan.

\_\_\_\_\_ final bridge or stream crossing designs/permits.

\_\_\_\_\_ zoning variance or subdivision waivers obtained.

\_\_\_\_\_ utility right-of-way restrictions.

\_\_\_\_\_ evidence that all taxes and special assessments have been  
paid.

\_\_\_\_\_ improvements construction documentation - Township Engineer's  
report verifying completion of improvements OR improvements'  
construction financial guarantee.

### FILING 10 DAYS PRIOR TO PLANNING COMMISSION MEETING

\_\_\_\_\_  
Date of filing

\_\_\_\_\_  
Township Secretary

\_\_\_\_\_  
Date filing returned

\_\_\_\_\_  
Township secretary

(SEE ATTACHED REASONS FOR RETURN: INFORMATION MISSING, INCORRECT # OF COPIES, ETC.)



\_\_\_\_\_ Date of notification to applicant.  
 (UNLESS AN EXTENSION IS GRANTED, APPLICANT MUST BE NOTIFIED WITHIN 15 DAYS OF DECISION,  
 WITHIN THE OVERALL 90 DAY PERIOD.)

- \_\_\_\_\_ verbal notification of approval at meeting.  
 \_\_\_\_\_ written approval with conditions stated.  
 \_\_\_\_\_ written denial with reasons stated, certified mail.

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**CHECKLIST**

\_\_\_\_\_ Drafting Standards 1" = 50' or 1" = 100'.

**FINAL PLAN INFORMATION**

- \_\_\_\_\_ A. Name of project.  
 \_\_\_\_\_ B. Name and address of the owner of record and deed book and page.  
 \_\_\_\_\_ C. Name and address of developer if different from land owner.  
 \_\_\_\_\_ D. Name, address, license number, seal and signature of the  
 Registered Professional Engineer or the Registered Professional  
 Land Surveyor.  
 \_\_\_\_\_ E. Date the Final Plan was completed and for each Plan revision  
 along with a description of the revision.  
 \_\_\_\_\_ F. A key map.  
 \_\_\_\_\_ G. North arrow (true or magnetic).  
 \_\_\_\_\_ H. Graphic scale and written scale.  
 \_\_\_\_\_ I. Adjoining property owners and tax map numbers.  
 \_\_\_\_\_ J. Proposed and existing street and lot layout on immediately  
 adjacent tracts including names and right-of-way and pavement  
 widths of all streets and/or roads.  
 \_\_\_\_\_ K. Existing man-made or natural features.  
 \_\_\_\_\_ Water courses, ponds and lakes, with name of each.  
 \_\_\_\_\_ Rock outcrops and stone fields.  
 \_\_\_\_\_ Buildings and other structures.  
 \_\_\_\_\_ Approximate location of tree masses.  
 \_\_\_\_\_ Utility lines, wells and sewage systems.  
 \_\_\_\_\_ Location and description of any certified historic site or  
 structure.  
 \_\_\_\_\_ Location and size of culverts with the direction of water flow.  
 \_\_\_\_\_ Wetlands.  
 \_\_\_\_\_ All other significant man-made or natural features  
 \_\_\_\_\_ L. Permanent and seasonal high water table areas and flood zones.  
 \_\_\_\_\_ M. Location and extent of various soil types, SCS classification  
 for each and location of soil test pits and percolation test  
 locations  
 \_\_\_\_\_ N. Location, width and purpose of any existing rights-of-way or  
 other easements.  
 \_\_\_\_\_ O. Location, width and purpose of any proposed rights-of-way or  
 other easements.  
 \_\_\_\_\_ P. Location of wells and subsurface sewage disposal fields and  
 other utilities.  
 \_\_\_\_\_ Q. Contour lines.  
 \_\_\_\_\_ R. The total tract boundary lines of the project. The location of  
 all perimeter monuments shall be shown and described.  
 \_\_\_\_\_ S. The name and/or number and pavement width and right-of-way  
 lines of all existing public streets and/or roads and the  
 name and location of all other streets and/or roads within the  
 property.  
 \_\_\_\_\_ T. The full plan of the project including:  
 \_\_\_\_\_ Sufficient bearings, etc. to reproduce each and every  
 course on the ground.  
 \_\_\_\_\_ All dimensions and bearings.  
 \_\_\_\_\_ Primary survey control points, established street corners and  
 survey monuments.  
 \_\_\_\_\_ Street names.  
 \_\_\_\_\_ Street widths and right-of-way and easement widths.

- A clear sight triangle shall be shown for all street intersections.  
 Block and lot numbers.  
 Total tract area and area of each lot in square feet or acres.  
 Location and type of permanent monuments and markers.  
 Building setback lines.  
 Excepted parcels or sections.  
 A statement of intended use of all non-residential lots.  
 The deed book volume and page number.  
 County tax map number.
- U. Zoning data, including all of the following, when applicable:
  - Zoning district designations.
  - Zoning district boundary lines crossing the proposed subdivision and/or development.
  - Zoning district boundary lines within one thousand (1000) feet of the proposed subdivision and/or development.
  - Bulk and density standards.
- V. The following items and notes shall be on all Final Plans when applicable, in the form of protective and/or restrictive covenants:
  - Building setbacks.
  - Corner lot sight easements.
  - Corner lot driveway locations.
  - Utility and drainage easements including ownership and maintenance responsibility.
  - Zoning requirements.
  - Wells and sewage disposal systems permits and construction responsibility.
- W. A title block.
- X. Approval/Signature blocks.
- Y. In the case of land developments, the location and configuration of project buildings, parking compounds, streets, access drives, driveways and all other planned facilities.
- Z. A statement regarding all streets and other areas of dedication or reservation and a survey of each.

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**COMMENTS / CONDITIONS** - Please check appropriate box

- Submission Deficiencies (Note specific Ordinance sections).  
 Conditions of Approval.  
 Reasons for Denial (Note specific Ordinance sections).