

**SALEM TOWNSHIP DRAFTING REQUIREMENT CHECKLIST**  
**(TO BE COMPLETED AND SIGNED BY THE APPLICANT'S ENGINEER OR SURVEYOR)**  
**FOR THE \_\_\_\_\_ SUBDIVISION/LAND DEVELOPMENT**

The undersigned certifies that the plans submitted for the above subdivision/land development contains the following general information.

- |  | INITIAL / N/A |
|--|---------------|
| 1. The name of the development or title of the plan .....  | _____         |
| 2. A reference to the area of the Township in which the Plan is located .....  | _____         |
| 3. Municipalities in which the subdivision is located.....   | _____         |
| 4. The North point, scale and date .....   | _____         |
| 5. The names and addresses of the Owner and Developer of the property .....  | _____         |
| 6. Name of the person who prepared this plan or for whom it is prepared .....  | _____         |
| 7. The Deed Book Volume and Tax Map reference, including previous<br>Plan Book Volume and page number, of the parcel or tract being developed ....                           | _____         |
| 8. The certification of a Professional Engineer, Professional Land Surveyor or<br>Landscape Architect registered in the State of Pennsylvania who<br>prepared the plan ..... | _____         |
| 9. A statement describing the purpose of the proposed subdivision or land<br>development and what is sought to be accomplished by same .....                                 | _____         |
| 10. The plan submitted meets the scale and size requirements of Section 307.B<br>of the Subdivision and Land Development Ordinance .....                                     | _____         |
| 11. The Plan contains a location map in compliance with Section 307.C of the<br>Subdivision and Land Development Ordinance .....   | _____         |
| 12. The exterior tract boundary, with bearings and distances shown, as<br>prepared by a Professional Land Surveyor registered in the Commonwealth<br>of Pennsylvania.....    | _____         |
| 13. The building set back line for each street and/or the placement of each building...  | _____         |
| 14. Location and width of all private driveways.....   | _____         |
| 15. All Municipal boundaries, if any, that transverse or are within three-hundred<br>(300) feet of the area covered by the Plan.....   | _____         |
| 16. Any existing adjacent land along with the property owner's name, property lines,<br>existing structures, and land use are indicated on the Plan .....                    | _____         |

INITIAL-N/A

17. If the land is part of an existing subdivision, only the lots contiguous to the Subdivided Parcel, the name of the existing subdivision plan and the Plan Book Volume and page number are shown on the Plan ..... \_\_\_\_\_
18. Topographic contour lines with vertical intervals of two (2) feet, if the general slope of the site is less than ten (10) percent, and at vertical intervals of five (5) feet if the general slope is greater than ten (10) percent are submitted on a separate sheet of the plan ..... \_\_\_\_\_
19. All existing watercourses, flood ways, regulatory flood hazard areas and other significant natural features, or a statement that none exist, are shown on or contained in the Plan ..... \_\_\_\_\_
20. All existing buildings, sewers, water mains, manholes inlets, culverts, natural gas wells, methane gas wells, petroleum product lines, fire hydrants, water treatment facilities and other significant man-made feature which affect the subdivision or land development plan ..... \_\_\_\_\_
21. All existing streets and roads on and abutting the tract including, name, road identification number, right-of-way width and pavement width ..... \_\_\_\_\_
22. All existing property lines and easements, including the width and purpose of any existing easements and/or rights of way ..... \_\_\_\_\_
23. Any restrictions upon the use of the property, where applicable ..... \_\_\_\_\_
24. A statement of whether any improvement indicated on the plan is to be dedicated for public purposes or whether such improvements are private in nature..... \_\_\_\_\_
25. If public improvements are proposed, the applicant has included with the submission separate plans showing the layout, cross sections, profiles, and design of the proposed public improvements in accordance with the requirements of Section 307.E of the Subdivision & Land Development Ordinance ..... \_\_\_\_\_
26. Labeled circles 2 ½ inches in diameter with centers not more than two (2) inches from the edge of the paper, for locating the seals of:
  - (a) the engineer or surveyor..... \_\_\_\_\_
  - (b) the Westmoreland County Planning Department..... \_\_\_\_\_
  - (c) the Salem Township Board of Supervisors..... \_\_\_\_\_
  - (d) the Recorder of Deeds..... \_\_\_\_\_
  - (e) the Notary Public..... \_\_\_\_\_
27. The following signature nomenclature or their equivalent ..... \_\_\_\_\_

**Township Certification:**

“Having satisfied the requirements of the Salem Township Subdivision and Land Development Ordinance, final plan approval is granted by the Township of Salem, Westmoreland County, PA, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Approval of this plan by Salem Township Board of Supervisors is for recording purposes only and does not constitute acceptance of any dedicated roads in to the Township road system.”

Attest: \_\_\_\_\_  
Secretary Chairman

**Engineer’s and/or Surveyor’s Certification:**

I, \_\_\_\_\_, hereby certify that I am a Registered Engineer in compliance with the laws of the Commonwealth of Pennsylvania, that this plat correctly represents a plot completed by me on \_\_\_\_\_; that the monuments shown thereon exist; and that their location, size and type or material are accurately shown.

\_\_\_\_\_  
(Registered Engineer)

**Owner’s Certification:**

I, the undersigned, \_\_\_\_\_, owner of the real estate shown and described herein, do hereby certify that I have laid off, platted and subdivided, and hereby lay off, plat and subdivide said real estate in accordance with this plat. This subdivision shall be known as the \_\_\_\_\_ subdivision. All streets and alleys shown not heretofore dedicated to the public shall be deemed “private roads” and shall be the responsibility of the property owners into which such property is conveyed. The building setback lines are hereby established as shown on this plat, between which lines and the property lines of the street, there shall be erected or maintained no building of structure. Nothing in the approval of this subdivision shall be deemed or construed as an acceptance of any street, road or other facility or improvement for public purposes and the Township of Salem, Westmoreland County, Pennsylvania has no construction and/or maintenance responsibilities over same

\_\_\_\_\_  
Owner Name

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, a Notary Public in and for said state and county personally came \_\_\_\_\_ known to me to be the person whereof I have hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

**Westmoreland County Planning Certification:**

This subdivision was reviewed by the Westmoreland County Planning Department this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Attest: \_\_\_\_\_  
Director, Westmoreland Planning Department

**Recorder's Certification:**

Commonwealth of Pennsylvania)  
County of Westmoreland ) SS:

Recorded in the Office for the Recording of Deeds, Plans, etc., in said County in Plan Book, Volume \_\_\_\_\_, Page \_\_\_\_\_. Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Attest: \_\_\_\_\_  
Recorder

**ADDITIONAL REQUIREMENTS FOR MINOR SUBDIVISIONS**  
**(Where Applicable)**

**INITIAL/N/A**

1. The Plan of Subdivision contains the following notation on the Plan and will include same on each deed conveying a title interest in any subdivided parcel hereafter ..... \_\_\_\_\_

“All roads, access ways and any sanitary sewage or storm water disposal system servicing the parcels in this Plan of Subdivision are private and are not dedicated to the Township for public purposes. The maintenance and repair of such roads, access ways, sanitary sewage or storm water disposal systems shall be and remain the sole and exclusive responsibility of the owners of any and all lots in such subdivision. Nothing in the Township’s approval of the Plan of Subdivision from which any of the within lots are conveyed, shall be deemed or construed as an approval or acceptance of any road, access way, sanitary sewage or storm water disposal system for public purposes shall be made unless and until same are constructed in accordance with the requirements of the Township for public facilities in effect at the time the dedication is made. Any subsequent dedication of a private road, access way, sanitary sewage or storm water disposal system for public purposes may only be accepted by the Board of Supervisors at that time. Nothing in this paragraph shall be deemed or construed to require the Township to accept the dedication of any private road, access way, sanitary sewage or storm water disposal system for public purposes regardless of the manner in which it is constructed.”

2. The plan indicates that each lot conveyed or to be conveyed contains an easement for ingress and egress over and across any private road and/or access way for the benefit of such lot and for access by emergency service vehicles ..... \_\_\_\_\_

SUBMITTED BY:

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Engineer/Surveyor)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Municipality, State & Zip Code)

\_\_\_\_\_  
(Phone No.)

\_\_\_\_\_  
(FAX No.)

\_\_\_\_\_  
(Email Address)