

**CONCORD TOWNSHIP**

**MINOR SUBDIVISION CHECKLIST**

**For Subdivision and/or Land Development Plans - Processing and Review**

\_\_\_\_\_  
Name of Subdivision and/or Land Development

Application No. \_\_\_\_\_

\_\_\_\_\_  
Name of Applicant

Date of Filing \_\_\_\_\_

Minor Subdivision Requirements

Concurrence

Comments

Yes

No

NA

**SECTION 160-35 - PLAN REQUIREMENTS**

The procedures of Section 160-13 and the following shall apply to preliminary and final plans:

**A. Drafting Standards:**

1. The plan shall be drawn at a scale of 1" = 50'.
2. Plans shall be legible.
3. Metes and bounds shall be in degrees, minutes and seconds and in feet and decimal parts thereof.
4. The boundary line of the subdivision shall be shown as a heavy line.
5. Plans shall be on sheets 24" x 34", unless otherwise permitted by the Township.

**B. The plan shall depict, note, or be accompanied by the following information:**

1. Name of subdivision or land development.
2. Name and address of the owner of record and applicant.
3. Name, address and seal of the Surveyor who prepared the plan.
4. Zoning requirements, including:
  - (a) Applicable district, including overlay districts, pertaining to the Flood Plain Conservation District.

Completed by \_\_\_\_\_ Date: \_\_\_\_\_ Sheet 1 of 4

| Minor Subdivision Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Concurrence |    |    | Comments |
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| <p><b>SECTION 160-35</b>, continued</p> <p>(b) Lot area and yard requirements (area and bulk requirements).</p> <p>(c) The percentage of the lot(s) allowed to be covered by impervious surfaces and buildings.</p> <p>5. Location map showing relation of site to adjoining properties and streets within one thousand (1,000) feet at a scale no less than 1" = 800'. In addition, a plan depicting the proposed lot lines must be included at a scale of 1" = 800'.</p> <p>6. North arrow and date of the plan or drawing, including revision dates.</p> <p>7. Written and graphic scales.</p> <p>8. Gross and net acreage of lots.</p> <p>9. Tract boundaries.</p> <p>10. Contiguous boundaries of all adjoining properties, and names of owners and tax parcel numbers of such properties.</p> <p>11. Existing streets on or adjacent to the site with existing and future rights-of-way, names and cartway widths.</p> <p>12. Buildings (and their uses), driveways, wells, sewer lines, water mains, fire hydrants, utility poles, septic tanks, storm drains, culverts, bridges, utility easements, and other significant man-made features within the lot which is being subdivided. Any structure which is contained within the Delaware County Historic Resources Study of 1983 for Concord Township shall be so identified on the plan.</p> <p>13. Existing contours at two (2) foot intervals including the date and source of the contours. The USGS topography may be used to fulfill this requirement.</p> |             |    |    |          |
| Completed by: _____ Date: _____ Sheet <u> 2 </u> of <u> 4 </u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |    |    |          |

| Minor Subdivision Requirements | Concurrence | Comments |
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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|--|
| <p><b>SECTION 160-35, continued</b></p> <p>14. Existing natural features including:<br/>           (a) Streams, ponds, springs, and wetlands.<br/>           (b) Soil types and description.<br/>           (c) Tree masses and notable trees, indicating which are to be removed and which are to remain.</p> <p>15. Proposed lot boundaries, lot layout and building setback lines.</p> <p>16. Proposed driveway location(s).</p> <p>17. Any areas within the Flood Plain Conservation District.</p> <p>18. A grading plan indicating proposed contour and final grades at two (2) foot intervals and all proposed improvements.</p> <p>19. A Stormwater Management Plan as required by Section 148- 16 of Chapter 148, Stormwater Management (See Appendix F).</p> <p>20. Tract and lot boundaries with dimensions, metes and bounds, closing with an error of not more than one (1) foot in ten thousand (10,000) feet.</p> <p>21. Location of permanent reference monuments and corner markers.</p> <p>22. Location of percolation test pits and proposed on-lot sewage disposal system.</p> <p>23. A Planning Module for Land Development shall be submitted as required by Chapter 71 of the Pennsylvania Sewage Facilities Act.</p> <p>24. Locations of proposed wells for on-site water supply.</p> <p>25. A graphic depiction and a list of all easements shall be shown on the plan and, if appearing on record, the book and page numbers.</p> |     |    |    |  |
| <p>Completed by: _____ Date: _____ Sheet <u>3</u> of <u>4</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |     |    |    |  |

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| <p>Minor Subdivision Requirements</p> | <p>Concurrence</p> |           |           | <p>Comments</p> |
|                                       | <p>Yes</p>         | <p>No</p> | <p>NA</p> |                 |

**SECTION 160-35, continued**

26. Such private deed restrictions, including building setback lines, as may be imposed upon the property as a condition to sale, together with a statement of any restrictions previously imposed which may affect the title to the land being subdivided. The plans must clearly differentiate between existing and proposed deed restrictions. If there are no deed restrictions a note to that effect must be placed on the plan.
27. A written agreement pursuant to Section 160-14.
28. Copies of the proposed legal description for each lot, based on net acreage.
29. If the proposed lot(s) abuts on a street under the jurisdiction of the State, a note shall be added to the final plan to indicate that a Highway Occupancy permit is required before a driveway or street can access a State highway.
30. A list of all permits, agreements, approvals, clearances and the like required to be obtained in connection with the proposed subdivision and/or land development and the Federal, State, County or other agencies, authorities and companies from which same are to be obtained.
31. Certification as to the accuracy of the plan and details of such plans shall be prepared in accordance with Act 367 of 1945, known as the "Engineer, Land Surveyor and Geologist Registration Law, P.L. 913, No. 367, 63 P.S. 148 et seq., as amended."