

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. (5 copies-18" X 24", 24" X 36", or 30" X 42" and 5 copies-11" X 17") Final (recording) Plan must be 18" X 24".
- ____ 2. Scale not exceeding 100 feet per 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 bearings 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.

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- ___ 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. Acknowledgement 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. Acknowledgement 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 raised seal and original ink signature, of PA Registered Professional Land Surveyor/Engineer preparing the plan.

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.

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- ___ 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, were 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.
- ___ 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 Referrals

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 Planning Commission: _____

2. Township Engineer: _____

3. PA DOT: _____

4. County Conservation District: _____

5. Neighboring Municipalities: _____

6. Other: _____

IV. Plan Review Process

Date of Planning Commission site visits (when necessary):

V. Plan Approval Process

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

B. Action Taken: ____Approval ____Disapproval ____Table

C. Date of Action: _____

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

E. Stipulations or Conditions of Approval:

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

G. Date of Notification of Action letter: _____

VI. Plan Recording

A. Date of Plan Recording by Applicant: _____