

**APPENDIX B
PLAN CHECKLISTS**

MINOR SUBDIVISIONS AND / OR RE-SUBDIVISIONS CHECKLIST

GENERAL SUBMISSION: DOES THE SUBMISSION INCLUDE:

**ORDINANCE
SECTION**

YES

NO

SUBMISSION:

7.2.A.1	_____	_____	A Plan labeled a Preliminary / Final Minor Subdivision Plan for a proposed Minor Subdivision or Plan labeled a Preliminary/Final Re-Subdivision, containing information in accordance with provision of this Part shall be submitted by each applicant. See Review Procedures/Requirements for Lot Consolidation Plan.
7.2.A.2	_____	_____	Applicant to submit 25 days prior to regularly scheduled Planning Commission Meeting
7.2.B.1.	_____	_____	The required application fees as set forth in the Township Fee Schedule
7.2.B.2.	_____	_____	Two (2) copies of the Application Form
7.2.B.2.	_____	_____	Two (2) copies of the "Plan Checklist" (Appendix B)
7.2.B.3.	_____	_____	Fifteen (15) copies of the Plan (Appendix B)
7.2.b.4.	_____	_____	Two (2) copies of Supporting Documents (Appendix B)
	_____	_____	Two (2) copies of Traffic Impact Study

SPECIFIC PLAN REQUIREMENTS

DRAFTING STANDARDS: DOES THE PLAN HAVE:

7.3.A.1.	_____	_____	Plan drawings at a size of 18" x 24", 24" x 36" or 36" x 48"
7.3.A.2.	_____	_____	Information shall be legibly and accurately presente.
7.3.A.3.	_____	_____	A scale not less than 1" = 50'
7.3.A.4.	_____	_____	All Dimensions set in feet and decimal parts thereof, and bearings in degrees, minutes and seconds
7.3.A.5.	_____	_____	Sheets identified, numbered and showing their relationship to the total number of sheets
7.3.A.6.	_____	_____	An adequate legend indicating clearly which features are existing and which are proposed
7.3.A.7.	_____	_____	Revisions noted, if Plan is a revision of a previously approved plan
7.3.A.8.	_____	_____	A boundary line shown as a solid heavy line

GENERAL INFORMATION: DOES THE PLAN HAVE:

7.3.B.1.	_____	_____	Name and location of Subdivision
7.3.B.2.	_____	_____	NAMES AND ADDRESSES OF EVERY:
7.3.B.2(a)	_____	_____	Landowner, legal and equitable, if any
7.3.B.2(b)	_____	_____	Applicant
7.3.B.2(c)	_____	_____	Developer
7.3.B.2(d)	_____	_____	Adjoining property owners, including across adjacent roads
7.3.B.2(e)	_____	_____	Corporate officers
7.3.B.3.	_____	_____	Owners Statement of Intent (Appendix C)

ORDINANCE SECTION

YES

NO

7.3.B.3.(a)	_____	_____	Landowner shall acknowledge said Statement of Intent before an officer authorized to take acknowledgments
7.3.B.3.(b)	_____	_____	The seal of notary public or qualified officer shall be impressed to the plan acknowledging landowners Statement of Intent
7.3.B.4.	_____	_____	Name, address, signature, certification and seal of the Professional Land Surveyor and Professional Engineer as required in this Part (Appendix C)
7.3.B.5.	_____	_____	Approval/Review/Recording Signature Blocks for: Appendix C
7.3.B.5(a)	_____	_____	Township Planning Commission
7.3.B.5(b)	_____	_____	Township Engineer
7.3.B.5(c)	_____	_____	Joint Planning Commission Lehigh-Northampton Counties
7.3.B.5(d)	_____	_____	Lehigh County Recorder of Deeds
7.3.B.6.	_____	_____	Location Map at 1"=1000' or larger showing the relationship of the site to adjoining properties, streets, roads, municipal boundaries, zoning districts, watercourses and any areas subject to flooding within one thousand feet (1,000') of any part of the property
7.3.B.7.	_____	_____	North Arrow
7.3.B.8.	_____	_____	Graphic and written scale
7.3.B.9.	_____	_____	Date of Plan and all subsequent revision dates
7.3.B.10.	_____	_____	Boundaries of all adjoining properties with names of landowners
7.3.B.11.	_____	_____	The Deed Book Volume and Page Number, as entered by the County Recorder, referencing the latest source of title to the land being subdivided or re-subdivided
7.3.B.12.	_____	_____	Tax map, parcel, block and lot number for the tract being Sub-divided or re-subdivided

NATURAL FEATURES: DOES THE PLAN INCLUDE: The location of the following natural features on the site and within one hundred feet (100') of the site?

7.3.C.1.	_____	_____	Contour lines, based on a recent field survey or photogrammetric procedure, at vertical intervals of not more than two feet (2') for land with an average natural slope of five percent or less, and at intervals of not more than five feet (5') for land with an average natural slope exceeding five percent
7.3.C.2.	_____	_____	Shadings or markings differentiating slopes of:
7.3.C.2(a)	_____	_____	Eight percent or less
7.3.C.2(b)	_____	_____	Over eight percent and up to 12 percent
7.3.C.2(c)	_____	_____	Over 12 percent and up to 15 percent
7.3.C.2(d)	_____	_____	Over 15 percent and up to 25 percent
7.3.C.2(e)	_____	_____	Over 25 percent
7.3.C.3.	_____	_____	Permanent and seasonal high and low water table areas
7.3.C.4.	_____	_____	Rivers, streams, creeks, rivulets, watercourses, lakes, ponds, dammed waters, springs, wetlands and all other bodies or channels or conveyance of surface and underground water with names, if any
7.3.C.5.	_____	_____	100-year floodplain, flood prone and alluvial soil areas
7.3.C.6.	_____	_____	Location and extent of various soil types with U.S. Soil Conservation Service Definitions and the DEP classifications for each
7.3.C.7.	_____	_____	Rock outcrops and stone fields
7.3.C.8.	_____	_____	Wooded areas and tree masses

ORDINANCE SECTION YES NO

BOUNDARY LINES OF TRACT: DOES THE PLAN SHOW:

7.3.D.1.	_____	_____	Boundary lines of the areas being subdivided or resubdivided
7.3.D.1(a)	_____	_____	Boundaries of lots being newly created or resubdivided shall be determined by accurate field survey, closed with an error not to exceed on in 5,0000 and balanced
7.3.D.1(b)	_____	_____	Boundaries of any residual tract 10 acres or less shall be determined by accurate field survey, closed with an error not to exceed on in 5,000 and balanced
7.3.D.1(c)	_____	_____	Boundaries of any residual tract which is greater than 10 acres may be determined by deed
7.3.D.2.	_____	_____	Location and type of all existing monuments

MAN-MADE FEATURES: DOES THE PLAN INCLUDE: The location of the following man-made features on the site and within one hundred feet (100') of the site?

7.3.E.1.	_____	_____	Sufficient bearings, length of lines, radii, arc lengths, street right-of-way and cartway widths, rights-of-way, easements and community or public areas to accurately and completely reproduce each and every course on the ground
7.3.E.2.	_____	_____	Existing lot layout on the site
7.3.E.3.	_____	_____	State and federally registered historic sites or structures, including name and description
7.3.E.4.,5.	_____	_____	Sanitary sewer and water lines, stormwater lines, drains and culverts
7.3.E.6.	_____	_____	Utility easements and restrictive covenants and easements for purposes which might affect development

ZONING REQUIREMENTS: DOES THE PLAN INCLUDE: The following Zoning Information:

7.3.F.1.	_____	_____	Applicable zoning district
7.3.F.2.	_____	_____	Lot size and yard requirements
7.3.F.3.	_____	_____	Building setback lines

PROPOSED LAYOUT: DOES THE PLAN INCLUDE: The following Items and Information regarding the Proposed Layout?

7.3.G.1.	_____	_____	Total acreage of the site
7.3.G.2.	_____	_____	Proposed lot layout with identification number and total number of lots
7.3.G.3.	_____	_____	Lot width, depth and area
7.3.G.4.	_____	_____	Rights-of-way, restrictive covenants and easements for all drainage, utilities and other purposes which might affect development
7.3.G.5.	_____	_____	Open space and recreation areas

PLEASE SEE THIS SECTION FOR THE SYMBOLS REQUIRED TO BE SHOWN ON THE PLAN FOR THE FOLLOWING ITEMS:

7.3.G.6.	_____	_____	Dwelling and Structure
7.3.G.6.	_____	_____	Well location

ORDINANCE SECTION

YES

NO

7.3.G.6.	_____	_____	Septic tank location
7.3.G.6.	_____	_____	Primary leach field
7.3.G.6.	_____	_____	Secondary leach field
7.3.G.6.	_____	_____	Approved soil probe location
7.3.G.6.	_____	_____	Approved percolation test location
7.3.G.7.	_____	_____	Any storm drainage facilities or structures
7.3.G.8.	_____	_____	Street tree species and location
7.3.G.9.	_____	_____	Buffer area, if applicable
7.3.H.1.	_____	_____	Deed restrictions and a Note on the Plan Re-Deed restrictions
7.3.H.1.	_____	_____	The letter "R" (signifying a Restriction on the lot) placed in the lower left hand corner of each individual lot in the Plan encumbered by any Deed restriction or covenant

SUPPORTING DOCUMENTS & INFORMATION: Are the following Items included in the Submission?

7.4.A.	_____	_____	Names and addresses of surrounding property owners within one hundred fifty feet (150') of the subject site
7.4.B.	_____	_____	Planning Module copy shall be submitted by applicant and information forwarded to the PA DEP as required by the PA Sewage Facilities Act, Act 537, as amended, if applicable

RECREATION CONTRIBUTION: DOES THE PLAN INCLUDE:

7.5.C.	_____	_____	A Note on the Plan indicating that the Applicant shall be required to provide monetary compensation per dwelling unit to the Township for recreational purposes as described in this section
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ENVIRONMENTAL REQUIREMENTS: PERMITS AND APPROVALS:

_____	_____	DEP
_____	_____	EPA
_____	_____	U.S. Army Corps of Engineers
_____	_____	Soil Conservation Service Permit
_____	_____	Soil Conservation Service Review and Approval
_____	_____	PennDOT Highway Occupancy Permit
_____	_____	Other

APPLICANT:

Name (print): _____ Phone No.: _____

Address: _____

E-Mail: _____ Fax No.: _____

Signature: _____ Date: _____

NOTE: THE TOWNSHIP MAY REQUIRE THE SUBMISSION OF ADDITIONAL COPIES OF THE PLAN AND OTHER INFORMATION.



INSTRUCTIONS FOR RECORDING PLANS

1. Take the mylar and at least one paper print to the Lehigh Valley Planning Commission (LVPC) for their signature. As of April 20, 2005, the LVPC will retain one fully signed paper print for their files. They will no longer make their copy from the mylar. The LVPC is located south of the Lehigh Valley International Airport at 961 Marcon Boulevard, being the southwest corner of the Postal Road and Marcon Boulevard intersection. The LVPC office is on the 3rd floor, Suite 310, (610-264-4544).
2. According to the Lehigh County Recorder of Deeds Office, all Subdivision, Development and Condo Maps will be scanned and will no longer accept "courthouse mounts". A paper copy of the original map will be required, and the width shall be no more than 40 inches (40"). Please call the Recorder of Deeds Office should you have any questions on plan recording at 610-782-3167.
3. After the plan is recorded, submit the following to the Salisbury Township Planning Office:
 - a. Recorder's Receipt from the Lehigh County Recorder of Deeds Office
 - b. Three (3) prints of the executed final approved plan
 - c. The executed Mylar