

## **ARTICLE IV**

### **INFORMATION TO BE SHOWN ON OR SUBMITTED WITH SUBDIVISION AND LAND DEVELOPMENT PLANS**

#### **SECTION 401 SKETCH PLAN**

The scale and sheet size of sketch plans shall be as required for Preliminary Plans. The sketch plan shall show or be accompanied by the following data, legible in every detail and drawn to scale, but not necessarily containing precise dimensions:

- A. Tract boundaries;
- B. Location of tract;
- C. North arrow;
- D. Streets on and adjacent to the tract, properly named and identified;
- E. Topographical and physical features. U.S. Geologic Survey and Soil Conservation Service information may be used, but should be plotted to an appropriate scale;
- F. Proposed general street and lot layout;
- G. Location of the Borough Boundary if it falls within the vicinity of the tract;
- H. In the case of land development plans, proposed general layout including building locations, parking lots, and open spaces;
- I. Name of current owner of record;
- J. Name of applicant, if different from owner;
- K. Name of the individual and/or the firm that prepared the Plan;
- L. Written and graphic scales.
- M. Location of existing structures, tree masses, utility easements, hydric soils, known wetlands, or geologic features (sink holes, etc.) that may affect development of the site.

#### **SECTION 402 PRELIMINARY PLANS**

Preliminary plans shall be prepared by an engineer, a surveyor, or a landscape architect. The Preliminary Plan shall, be accompanied by, or be prepared in accordance with the following:

##### **A. Drafting Standards:**

1. The Plan shall be clearly and legibly drawn at a scale of 10 feet, 20 feet, 30 feet, 40 feet, 50 feet, 60 feet, 80 feet, or 100 feet to the inch.
2. Dimensions shall be in feet and decimals; bearings shall be in degrees, minutes and seconds. Lot line descriptions shall read in a clockwise direction.
3. The survey shall not have an error of closure greater than one (1) foot in ten thousand (10,000)

feet.

4. The sheet size shall be no smaller than eighteen by twenty-two (18 x 22) inches and no larger than thirty-four by forty-four (34 x 44) inches. If the Plan is prepared in two (2) or more sections, a key map showing the location of the sections shall be placed on each sheet. If more than one (1) sheet is necessary, each sheet shall be the same size and numbered to show the relationship to the total number of sheets in the Plan (e.g., Sheet 1 of 5).

5. Plans shall be legible in every detail.

**B. Location and Identification:**

1. The proposed project name or identifying title.

2. The municipality in which the project is to be located. (If the tract of land is located in the vicinity of a municipal boundary line, the location of the boundary shall be shown.)

3. The name and address of the owner of the tract (or an authorized, agent), the developer/subdivider, and the firm that prepared the plans.

4. The file or project number assigned by the firm that prepared the plan, the plan date, and the date(s) and description(s) of all plan revisions.

5. A north arrow, a graphic scale, and a written scale.

6. The entire existing tract boundary with bearings and distances. (If a landowner is to retain a single lot with a lot area in excess often (10) acres, the boundary of that lot may be drawn at any legible scale;

7. The total acreage of the entire existing tract.

8. The district and lot size and/or density requirements of the Borough Zoning Ordinance, and the adjacent municipal zoning ordinance if the project is located in two or more municipalities.

9. The location of existing lot line markers along the perimeter of the entire existing tract.

10. A location map, drawn to a scale of a minimum of one inch equal to two thousand feet (1" = 2,000') relating the subdivision to at least two (2) intersections of road center lines. The approximate distance to the intersection of the centerline of the nearest improved street intersection shall be identified.

11. A note indicating the types of sewer or water facilities to be provided.

**C. Existing Features:**

1. Existing contours at a minimum vertical interval of two (2) feet for land with average natural slope of four (4) percent or less and at a minimum vertical interval of five (5) feet for more steeply sloping land. Contours shall be accompanied by the location of the bench mark and notation indicating the datum used. Contours plotted from the United States Geodetic Survey (Quadrangle Maps) will not be accepted.

2. The names of all immediately adjacent landowners and the names and record numbers of all previously recorded plans for adjacent projects.

3. The following items when located within two hundred (200) feet of the subject tract (If access to said items is denied, the Borough Council may grant a waiver of these requirements)

(a) The location and name of existing rights-of-way and cartways for streets, access drives, driveways, and service streets.

(b) The location of the following features and any related rights-of-way: sanitary sewer mains, water supply mains, fire hydrants, buildings, and storm water management facilities.

(c) The location of existing rights-of-way for electric, gas, oil transmission lines, and railroads.

(d) The size, capacity, and condition of the existing storm water management system and any other facility that may be used to convey storm flows from the subject tract

4. The following items when located within the subject tract

(a) The location, name, and dimensions of existing rights-of-way and cartways for streets, access drives, driveways, and service streets.

(b) The location and size of the following features and related rights-of-way: sanitary sewer mains, water supply mains, fire hydrants, buildings, and storm water management facilities.

(c) The location of existing rights-of-way for electric, gas, oil transmission lines, and railroads.

(d) The size, capacity, and condition of the existing storm water management system and any other facility that may be used to convey storm flows.

5. The following items when located within two hundred (200) feet of the subject tract or upon the site proposed for development: Significant environmental or topographic features including but not limited to flood plains, wetlands, quarry sites, solid waste disposal areas, known historic features, known cemetery or burial sites, known archaeological sites, highly erosive soils, or wooded areas. Additionally, the preliminary plan shall indicate any proposed disturbance, encroachment, or alteration to such features when located upon the site proposed for development.

#### D. Plan Information:

1. The layout of streets, alleys and sidewalks, including cartway and right-of-way widths.

2. The layout of lots, with approximate dimensions.

3. Block and lot numbers in consecutive order (e.g., Block "A", Lots 1 through 10; Block "B", Lots 11 through 22).

4. In the case of land developments, the location and configuration of proposed buildings, parking compounds, streets, access drives, driveways, and all other significant planned facilities.

5. Total number of lots, units of occupancy, density, and proposed land use; (if a multiple land use is proposed, an indication of the location of each land use).

6. Easements.

7. Building setback lines, with distances from the street right-of-way line.

8. Identification of buildings and historic features proposed to be demolished.

9. Typical street cross section for each proposed street and typical cross section for any existing street which will be improved as part of the application. Each cross section shall include the entire

right-of-way width.

10. Street centerline profile for each proposed street shown on the Preliminary Plan.

11. The preliminary design of the proposed sanitary sewer mains and water supply mains. The information shall include the approximate size, material, and vertical and horizontal location, when applicable.

12. The following storm water management data designed in accordance with the Atglen Borough Storm Water Management Ordinance. The information may be provided on a sheet with other data or on separate sheets. In the case of any dispute in the methodology used in the design of any storm water management plan and/or in the presentation of such information, the Borough Council shall make the final determination.

(a) All calculations, assumptions, criteria and references used in the design of the storm water management facilities, the establishment of existing facilities capacities, and the pre- and post-development discharges.

(b) All plans and profiles of the proposed storm water management facilities, including the horizontal and vertical location, size and type of material.

(c) For all basins, a plotting or tabulation of the storage volumes and discharge curves with corresponding water surface elevations, inflow hydrography, and outflow hydrography.

(d) The guidelines for lot grading within the subdivisions. This information shall identify the direction of storm water runoff flow within each lot and the areas where storm water runoff flows will be concentrated. This information shall be shown by flow arrows or topographical data.

13. A statement on the Plan indicating that all zoning approvals and all zoning variances have been obtained, if applicable.

14. A statement on the Plan indicating any waivers granted by the Borough.

15. Proposed street names.

16. The current tax map parcel numbers for the tract to be developed.

#### E. Certificates, Notifications, and Reports:

1. Where the Preliminary Plan covers only a part of the entire landholding, ~ sketch of the future street system of the unsubmitted part shall be furnished. The street system of the submitted part will be considered in light of adjustments and connections with future streets in the part not submitted.

2. Where the land included in the subject application has an electric transmission line, telecommunications line, a gas pipeline, or a petroleum or petroleum products transmission line located within the tract, the application shall be accompanied by a letter from the owner or lease of such right-of-way stating any conditions on the use of the land and the minimum building setback and/or right-of-way lines. This requirement may also be satisfied by submitting a copy of the recorded agreement

3. Certificate, signature, and seal of the surveyor to the effect that the survey is correct, and certificate, signature and seal of the surveyor, engineer, or landscape architect that prepared the Plan that all other information shown on the plan is accurate. (See Appendix 1.)

4. Certificate for approval by the Borough Council. (See Appendix 4.)

5. Certificate for review by the Atglen Planning Commission. (See Appendix 8.)
  6. Certificate for review by the Chester County Planning Commission. (See Appendix 9.)
  7. In the case of a Preliminary Plan calling for the phased installation of improvements, a schedule shall be filed delineating all proposed sections as well as deadlines within which applications for Final Plan approval of each section are intended to be filed. Each section in any residential subdivision or land development, except for the last section, shall contain a minimum of twenty-five percent (25%) of the total number of dwelling units as depicted on the Preliminary Plan unless the Borough Council specifically approves a lesser percentage for one or more of the sections.
  8. Where the subdivision or land development proposal will meet the requirements of Article VIII a traffic impact study shall be submitted with the Preliminary Plan.
  9. Copies of any decisions rendered by the Borough Zoning Hearing Board or Borough Council, as applicable, when the use proposed is a use that is permitted by special exception or conditional use. if any amendments to the Zoning Ordinance are proposed, or if any variances from the requirements of the Zoning Ordinance are required, a description of such amendments or variances and the suggested locations of buildings in connection therewith shall be provided.
- F. Filing Fee. The Preliminary Plan shall be accompanied by a filing fee in the form of a check or money order drawn to Atglen Borough. (See fee schedule available at the Borough office). Note: A separate filing fee must be submitted for each application. If one check is issued for multiple plans, a detailed breakdown of the individual fee assessments must accompany the payment.

## **SECTION 403 FINAL PLANS**

Final Plans shall be prepared by an engineer, a surveyor, or a landscape architect The Final Plan shall show, be accompanied by, or be prepared in accordance with the following:

- A. Drafting Standards. The same standards shall be required for a Final Plan as specified for a Preliminary Plan in Section 402.A of this Ordinance.
- B. Location and Identification. The same information shall be required for a Final Plan as specified for a Preliminary Plan in Section 402.B of this Ordinance.
- C. Existing Features.
  1. Contour lines representing the topography of the site, if a Preliminary Plan was not required or the contours identified with the Preliminary Plan were altered. Such contours shall show elevations at a minimum vertical interval of two (2) feet for land with average natural slope of four percent (4%) or less and at a minimum vertical interval of five (5) feet for more steeply sloping land. Contour information shall be accompanied by the location of the bench mark and a notation indicating the datum used. Contours plotted from the United States Geodetic Survey (Quadrangle Maps) will not be accepted. This information may be provided on separate sheets and is not subject to recording with the Final Plan.
  2. The names of all immediately adjacent landowners and the names and record numbers of all previously recorded plans for adjacent projects.
  3. The following items when located within two hundred (200) feet of the subject tract (If access to said items is denied, a waiver may be granted by the Council):

- (a) The approximate location and name of existing rights-of-way and service streets.
- (b) The approximate location of the following features and any related rights-of-way: sanitary sewer mains, water supply mains, fire hydrants, and storm water management facilities which affect the storm water runoff on the subject tract.
- (c) The size, capacity, and condition of the existing storm water management system and any other facility that may be used to convey storm flows from the subject tract.

4. The following items when located within the subject tract:

- (a) The location and size of the following features and related rights-of-way: on-lot sewage disposal systems, on-lot water supplies, sanitary sewer mains, water supply mains, fire hydrants, buildings, and storm water management facilities. This information may be provided on separate sheets and need not be recorded with the Final Plan.
- (b) The location of existing rights-of-way for electric, telecommunications, gas, and oil transmission lines and railroads.
- (c) The size, capacity, and condition of the existing storm water management system and any other facility that may be used to convey storm flows.

5. The following items when located within two hundred(200) feet or upon the site proposed for Development: Significant environmental and topographic features including but not limited to flood plains, wetlands, quarry sites, solid waste disposal areas, known historic features, known cemetery or burial sites, known archeological sites, areas with highly erosive soils, and woodlands. Additionally, the final plan shall indicate any proposed disturbance, encroachment, or alteration to such features when located upon the site proposed for development. If access to said items is denied, a waiver of those items may be granted by the Council.

D. Plan Information:

- 1. Complete description of the centerline and the right-of-way line for all new streets. This description shall include distances and bearings with curve segments comprised of radius, tangent, arc, and chord.
- 2. Lot lines, with accurate bearings and distances, and lot areas for all parcels. Curve segments shall be comprised of arc, chord, bearing and distance. Along existing street rights-of-way, the description may utilize the existing deed lines or road centerline; along all proposed street rights-of-way, the description shall be prepared to the right-of-way lines.
- 3. Block and lot numbers in consecutive order (e.g., Block "A", lots 1 through 10; Block "B", Lots 11 through 22).
- 4. The location and configuration of proposed buildings, parking compounds, streets, access drives, driveways, landscaping, and all other significant facilities.
- 5. Total number of lots, units of occupancy, density, and proposed land use; (if a multiple land use is proposed, an indication of the location of each land use).
- 6. Easements.
- 7. Building setback lines, with distances from the street centerline or street right-of-way line, whichever requirement is applicable under the Atglen Borough Zoning Ordinance.
- 8. Identification of buildings and historic features proposed to be demolished.

9. Typical street cross section for each proposed street and a typical cross section for any existing street which will be improved as part of the application. Each cross section shall include the entire right-of-way width.

10. Final vertical and horizontal alignment for each proposed street, sanitary sewer, and water distribution system. All street profiles shall show at least the existing (natural) profile along the centerline, proposed grade at the centerline, and the length of all proposed vertical curves for streets. All water distribution and sanitary sewer systems shall provide manhole locations and size and type of material. This information may be provided on separate sheets and is not subject to recording with the Final Plan.

11. Source of title to the land included within the subject application, as shown by the books of the Chester County Recorder of Deeds.

12. Final street names.

13. Location and material of all permanent monuments and lot line markers, including a note that all monuments and lot line markers are set or indicating when they will be set

14. A grading plan. The grading plan shall include finished land contours and grades, directions of water movement, type of soils, location of water bars or silt fences and ground floor elevations. This information may be provided on separate sheets and is not subject to recording with the Final Plan (see Appendix 23).

15. Identification of any waivers granted by the Borough.

16. Identification of any lands to be dedicated or reserved for public, semi-public, or community use.

17. The following storm water management data for all plans designed in accordance with the Atglen Borough Storm Water Management Ordinance. This information may be provided on a sheet with other data or on separate sheets and need not necessarily be recorded with the Final Plan. In the case of any dispute in the methodology used in the design of any storm water management plan and/or in the presentation of such information, the Borough Council shall make the final determination on design criteria, methodology, and form of presentation.

(a) All calculations, assumptions, criteria, and references used in the design of the storm water management facilities, the establishment of existing facilities capacities, and the pre-and post-development peak discharges.

(b) All plans and profiles of the proposed storm water management facilities, including the horizontal and vertical location, size and type of material. This information shall be to a detail required for the construction of the facilities.

(c) For all basins, a plotting or tabulation of the storage volumes and discharge curves with corresponding water surface elevations, inflow hydrography, and outflow hydrography.

(d) For all basins which hold two (2) acre feet or more of water and have an embankment that is six (6) feet or more in height, soil structure and characteristics shall be provided. Plans and data shall be prepared by a registered professional engineer. These submissions shall provide design solutions for frost-heave potential, spring-swell potential, soil bearing strength, water infiltration, soil settling characteristics, fill and back-filling procedures, and soil treatment techniques as required to protect the improvements for adjacent structures.

(e) All erosion and sedimentation control measures, temporary as well as permanent, including the staging of the earth moving activities, in sufficient detail to clearly indicate their function.

(f) The guidelines for lot grading within subdivisions. This information shall identify the direction of storm water runoff flow within each lot and the areas where storm water runoff flows will be concentrated. This information shall be provided by flow arrows or topographic data (see Appendix 23 for examples). In areas where the Borough Council feels additional lot grading information is needed to assure proper function of the storm water management facilities, specific grading information will be required as part of the Final Plan submittal.

#### E. Certificates, Notifications, and Reports:

1. When applicable, notification from the Department of Environmental Resources that either approval of the Sewer Facility Plan Revision (Plan Revision Module for Land Development) or Supplement has been granted or that such approval is not required. If the Final Plan is conditionally approved pursuant to Section 610, the plan shall contain a notation that the plan is subject to a pending Sewage Facilities Planning Module.
2. Where the land included in the subject application has an electric transmission line, a gas pipeline, a telecommunication line, or a petroleum or petroleum product transmission line located within the tract, the application shall be accompanied by a letter from the owner or lease of such right-of-way stating any conditions on the use of the land and the minimum building setback and/or right-of-way lines. This requirement may also be satisfied by submitting a copy of the recorded agreement.
3. Notice from the postmaster of the postal district in which the tract is located stating that the proposed street names are acceptable.
4. Certificate, signature, and seal of the surveyor, to the effect that the survey is correct and certificate, signature and seal of the surveyor, engineer, or landscape architect that prepared the Plan that all other information shown on the plan is accurate. (See Appendix 1.)
5. Certificate for approval by the Borough Council (See Appendix 6).
6. Certificate for review for the Atglen Borough Planning Commission (see Appendix 8).
7. Certificate for review for the Chester County Planning Commission (see Appendix 9).
8. A statement, duly acknowledged before an officer authorized to take acknowledgement of deeds and signed by the landowner, to the effect that the subdivision or land development shown on the Plan is the act and the deed of the owner that all those signing are all the owners of the property shown on the survey and Plan, and that they desire the same to be recorded as such. (See Appendix 3.) This statement must be dated following the last change or revision to said plan.
9. A certificate of dedication of streets and other public property. (See Appendix 3.)
10. A certificate to accommodate the Chester County Recorder of Deeds information. (See Appendix 10.)
11. A note to be placed on the Plan indicating any area that is not to be offered for dedication, if applicable.
12. Such written notices of approval as required by the Ordinance, including written notices approving the water supply systems, sanitary sewage systems, and storm water runoff to adjacent properties. (See Section 610 for specific requirements.)

13. The submission of a controlling agreement in accordance with Section 602 B2 when an application proposes to establish a street which is not offered for dedication to public use.

14. In the case of a plan which requires access to a highway under the jurisdiction of the Pennsylvania Department of Transportation, the inclusion of the following plan note:

"A Highway Occupancy Permit is required pursuant to Section 420 of the Act of June 1, 1945 (P.L. 1242, No. 428), known as the "State Highway Law" before driveway access to a State Highway is permitted. Access to the State highway shall only be as authorized by a Highway Occupancy Permit, and the Borough Council's approval of this plan in no way implies that such permit can be acquired."

15. For all storm water management facilities that affect an existing watercourse or have an upland drainage area greater than one-half (1/2) square miles, notification from the Department of Environmental Resources of approval or that no approval is required.

F. Filing Fee. The Final Plan shall be accompanied by a filing fee in the form of a check or money order drawn to Atglen Borough. (See fee schedule available at the Borough's office). Note: A separate filing fee must be submitted for each application. If one check is issued for multiple plans, a detailed breakdown of the individual fee assessments must accompany the payment.

#### **SECTION 404 LOT ADD-ON PLAN REQUIREMENTS.**

Lot Add-On Plans shall be prepared by a registered surveyor and shall be subject to the following requirements:

##### A. Drafting Standards:

1. The plan shall be clearly and legibly drawn on 18 x 22 or 34 x 44 inch sheets.
2. Dimensions shall be in degrees, minutes, and seconds with an error of closure no greater than one (1) foot in ten thousand (10,000) feet.

##### B. Plan Information. The following information shall be provided on the sheet to be recorded:

1. Project name.
2. Name of the municipality in which the project is located.
3. Name and address of the owner of the tract and all adjacent landowners affected by the proposed conveyance.
4. Name and address of the firm that prepared the plan and the file or project number assigned by the firm.
5. A north arrow, graphic scale, written scale, plan date, and the date(s) and description(s) of all plan revisions.
6. A location map, at a scale not less than one inch equal to two thousand feet (1" = 2,000'), with sufficient information to locate the specific property involved. All existing roads in the vicinity of the site shall be identified.
7. The total number of lots, total acreage, density of development, present zoning classification, and minimum lot area requirements.

8. The location, size, and dimensions of existing right-of-way easements and utilities on or adjacent to both the conveying and receiving tracts.
9. The names of all immediately adjacent landowners and the names and record numbers of all previously recorded plans for projects adjacent to either the conveying or receiving tract.
10. Source of title to the tract being subdivided.
11. An accurate description of the parcel to be conveyed. If the remainder of the conveying tract has a lot area of ten (10) acres or less, it must also be described to the accuracy requirements of this Ordinance. If the remaining acreage is in excess of ten (10) acres, its boundary of the receiving tract shall be described by deed plottings drawn at a legible scale.
12. Location and material of all permanent monuments and lot line markers, including a note indicating when they will be set.
13. Lot numbers.
14. Identification of any waivers granted by the Borough.

C. Certificates:

1. Certificate signature and seal of the surveyor to the effect that the survey is correct. (See Appendix 1)
2. Certificate for approval by Borough Council (See Appendix 7).
3. Certificate for review by the Atglen Planning Commission (See Appendix 8).
4. A statement; duly acknowledged before an officer authorized to take acknowledgement of deeds and signed by the landowner to the effect that the subdivision as shown on the plan is the act and deed of the owner, that all those signing are all the owners of the property shown on the survey and plan, and that they desire the same to be recorded as such (See Appendix 3).
5. A statement; duly acknowledged before an officer authorized to take acknowledgement of deeds and signed by the owner of the receiving tract, to the effect that the conveyance as shown on the plan is in accordance with the intent of the landowner, that all those signing are all of the owners of the property shown on the plan, and that they desire the same to be recorded as such. (See Appendix 3).
6. A certificate for review for the Chester County Planning Commission. (See Appendix 9).
7. A certificate to accommodate the Chester County Recorder of Deeds information. (See Appendix 10).

D. Filing Fee. The Final Lot Add-On Plan shall be accompanied by a filing fee in the form of a check or money order drawn to Atglen Borough. (See fee schedule available at the Borough's office). Note: A separate filing fee must be submitted for each application. If one check is issued for multiple plans, a detailed breakdown of the individual fee assessments must accompany the payment.