



UPPER FREDERICK TOWNSHIP

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SUBDIVISION AND LAND DEVELOPMENT CHECK LIST

This form must be completed by the applicant's registered engineer or land surveyor and submitted as part of a subdivision or land development application with a Tentative Sketch Plan, Minor Subdivision Plan, Land Development Plan, Preliminary Plan, Final Plan (Record Plan and Improvement Construction Plan, where applicable), Land Development Plan or Condominium Declaration. Each blank should be marked with a check or Not Applicable (NA). This check list is intended as a guide only, and in no way supercedes or replaces the requirements set forth in the Upper Frederick Subdivision and Land Development Ordinance.

ALL PLANS

A. Drafting Standards

- _____ 1. Scale not in excess of 1" = 100'.
- _____ 2. Contour lines at vertical intervals of 5', except floodplains at intervals of 2'.
- _____ 3. Dimensions in feet and decimals; bearing in degrees, minutes, seconds.
- _____ 4. Courses and distances of entire tract boundary.
- _____ 5. Sheet size to 15" x 18", 18" x 30" or 24" x 36".
- _____ 6. Numbered sheets with key map if more than one.

B. Location and Identification

- _____ 1. Name of subdivision or land development.
- _____ 2. Name of municipality.
- _____ 3. Key map relating the tract to at least three (3) existing intersections.
- _____ 4. Name and address of the owner(s) and/or agent(s).
- _____ 5. Name, address, professional seal and signature of the registered engineer, surveyor and/or other qualified person who developed the plan.
- _____ 6. A statement of total tract size.
- _____ 7. Date of preparation (or revision) of the plan.
- _____ 8. Scale in equation form and graphic form.

- _____ 9. *North point.*
- _____ 10. *Layout and dimension of all lots showing gross and net lot area of each in square feet and/or acres, as applicable.*
- _____ 11. *Legend to clearly differentiate between existing and proposed conditions.*
- _____ 12. *Note setting forth basic zoning requirements.*

C. *Existing and Proposed Features*

- 1. *For a distance of one hundred (100) feet outside the tract:*
 - _____ a. *Property lines, present land use, zoning district and current owners.*
 - _____ b. *Location, names and width of existing and proposed roads.*
 - _____ c. *Location of private wells and on-site sewage disposal systems.*
 - _____ d. *Location and size of existing and proposed sanitary sewer systems, manholes, storm sewers, and inlets.*
 - _____ e. *Location and size of all watercourses and floodplain boundaries.*
 - _____ f. *Manmade structures.*
 - _____ g. *Natural features and steep slopes over 15%.*
 - _____ h. *Areas subject to covenants, deed restrictions or easements.*
 - _____ i. *Other information requested by the Township.*
- 2. *Within the tract to be subdivided or developed:*
(All requirements of C.1 above plus :)
 - _____ a. *Location, nature and use of existing structures, including those to be demolished.*
 - _____ b. *Existing and proposed roads.*
 - _____ 1) *Location*
 - _____ 2) *Names*
 - _____ 3) *Widths of ultimate and legal rights-of-way*
 - _____ 4) *Paving widths*
 - _____ 5) *Curb lines and curb line radii*
 - _____ 6) *Road location tie-ins by courses and distances to the nearest road intersection*

- _____ c. *Location of existing and proposed private wells and on-site sewerage disposal systems and documentation of approval by the Township sewage enforcement officer.*
- _____ d. *Location and boundary of all soil types.*
- _____ e. *Building setback lines on all lots, with the distance from the ultimate right-of-way line.*
- _____ f. *Total building coverage and the area of the total tract devoted to each use or group of uses.*
- _____ g. *Location of accessory structures and facilities.*
- _____ h. *Tentative sketch of future road and lot layout for remaining land not proposed for subdivision or development.*
- _____ i. *Other information requested by the Township.*

TENTATIVE SKETCH PLAN

- _____ A. *Name of subdivision or land development.*
- _____ B. *Name of municipality.*
- _____ C. *Site location map.*
- _____ D. *Name and address of owner, agent, engineer, surveyor, and architect, as applicable.*
- _____ E. *Tract boundary and location by deed plotting.*
- _____ F. *North point and scale.*
- _____ G. *Location plan showing the subject plan and the surrounding road network.*
- _____ H. *Existing and proposed road and lot (or structure) layout.*
- _____ I. *Significant topographical and physical features.*
- _____ J. *Proposals for control of drainage runoff.*
- _____ K. *Proposals for community facilities.*

MINOR SUBDIVISION PLAN

- _____ A. *All the required information as listed under "All Plans" plus:*
- _____ B. *Within floodplains: complete "Flood Prone Areas" Section under "Preliminary Plan" of this form.*

_____ C. *Certificates:*

- _____ 1. *Signature and seal of the registered surveyor attesting to accuracy of monument location and all dimensional and geodetic details.*
- _____ 2. *Signature of the owner or agent certifying his adoption of the plan and changes thereto.*
- _____ 3. *Signature of the Township Planning Commission certifying approval of the plan and any changes thereto.*
- _____ 4. *Certification by the Zoning Hearing Board that any re-required special exceptions and variances have been granted.*
- _____ 5. *Signature of the Township Board of Supervisors certifying approval.*

PRELIMINARY PLAN

- A. *All the required information as listed under "ALL PLANS", plus:*
- B. *Within the subject tract and up to a distance of 100 feet outside the subject tract:*
 - _____ 1. *Location and size of existing and proposed utilities above and below ground (e.g. electric facilities, fire hydrants, gas mains, water lines, etc.)*
 - _____ 2. *Tentative grading of proposed roads to an existing road 100 feet beyond the boundaries of the tract.*
 - _____ 3. *Tentative grading plan around all proposed structures and improvements.*
 - _____ 4. *Location and size of open space recreation areas.*
 - _____ 5. *Land to be dedication or reserved for future road widening or other public or common use.*
 - _____ 6. *Location of test holes.*
- C. *Proposed Improvements.*
 - _____ 1. *Tentative cross sections and center line profiles for each proposed or widened cart way, including:*
 - _____ a. *Profile of proposed sanitary sewers and storm sewers.*
 - _____ b. *Location of manholes, inlets and catch basins.*
 - _____ 2. *Preliminary design of any bridges, culverts or other structures and appurtenances required.*

D. Flood Prone Areas:

For subdivision or land development applications for land partly or wholly within flood-prone areas, or bordering on flood-prone areas, the application shall include the following information in addition to the previously required information:

- _____ 1. *Elevation of existing and proposed roads.*
- _____ 2. *Elevation of water supply and sanitary facilities.*
- _____ 3. *Elevation of building sites and structures.*
- _____ 4. *Soil types.*
- _____ 5. *Proposed flood proofing measures.*
- _____ 6. *Base flood elevation.*

E. Certificates.

- _____ 1. *Signature of the owner or agent certifying his adoption of the plan and any changes thereto.*
- _____ 2. *Signature of the Township Planning Commission certifying to the Board of Supervisors approval of the plan and any changes thereto.*

FINAL PLAN

A. Record Plan

Same standards as Preliminary Plan plus:

- _____ 1. *Lettering and lines that are legible at half-size reduction.*
- _____ 2. *Courses and distances sufficient for the legal description of all lines shown on the plan with an error of closure not greater than one part in 10,000.*
- _____ 3. *Location, material and size of all monuments.*
- _____ 4. *Descriptive data of ultimate right-of-way lines, so that a single deed may be drawn to the appropriate authority for the dedication of roads.*
- _____ 5. *Evidence that the plans are in conformance with the Township Zoning Ordinance and other applicable Township ordinances and regulations, plus evidence identifying special exceptions or variances that have been authorized.*
- _____ 6. *Evidence that the remainder of the tract may be subdivided or developed in conformance with the existing zoning classification of land use in logical and satisfactory manner.*

- _____ 7. *Certificates are required for Preliminary Plan plus:*
- _____ a. *Signature and seal of the registered surveyor attesting to accuracy of monument location and all dimensional and geodetic details.*
 - _____ b. *Certification by the Zoning Hearing Board that any required special exceptions and variances have been granted.*
 - _____ c. *Signature of the Township Board of Supervisors certifying approval.*
- A. *Improvement Construction Plan.*
- 1. *Drafting Standards*
 - Horizontal*
 - _____ a. *Scale not in excess of 1" = 50'.*
 - _____ b. *Vertical scale of profile 1" = 2', 5' or 10'.*
 - 2. *Horizontal Plan*
 - Same standards as Preliminary Plan plus:*
 - _____ a. *Beginning and end of each stage of construction.*
 - _____ b. *Stations corresponding to those on profile.*
 - _____ c. *Curb elevation at tangent points or horizontal curves at road intersections and at the projected intersections of curb lines.*
 - _____ d. *Location and size of sanitary sewers and lateral connections with distances between manholes, water, gas, electric, and other utility pipes or conduits, storm drains and inlets.*
 - _____ e. *Location, type and size of curbs and all paving widths.*
 - _____ f. *Location and species of all proposed shade trees and the location and type of fire hydrants and street lights.*
 - 3. *Profiles*
 - _____ a. *Profiles and elevations of the ground along the centerlines of proposed roads.*
 - _____ b. *Profiles of sanitary sewers with a profile over the sewer and finished ground surface showing manhole locations beginning at the lowest manhole.*

- _____ c. *Profiles of storm drains showing manhole and inlet locations.*
- 4. *Cross Section*
- _____ a. *Road, location and width of paving within the ultimate right-of-way.*
- _____ b. *Type, depth and crown of paving.*
- _____ c. *Type and size of curb.*
- _____ d. *Location, width, type and thickness of side- walks.*
- _____ e. *Typical location, size and depth of sewer and utilities.*

LAND DEVELOPMENT PLANS

In addition to the information required for Minor Subdivision Plans and Preliminary Plans:

- _____ 1. *Zoning classifications and applicable requirements with which compliance is necessary for granting final approval.*
- _____ 2. *All covenants related to use.*
- _____ 3. *Manmade features for the use of two or more prospective occupants.*
- _____ 4. *Lot size, floor area and/or gross leasable area as applicable.*
- _____ 5. *Density, including the bedroom mix, if applicable.*
- _____ 6. *All roads, parking facilities (including total number of parking spaces), and pedestrian ways.*
- _____ 7. *Areas of common open space or facilities.*
- _____ 8. *A conceptual site utilization layout defining the general location of proposed uses and activities.*
- _____ 9. *Specifications for required improvements and changes to be effected upon the existing terrain or existing structures thereon.*
- _____ 10. *Other information deemed necessary by the Township.*

CONDOMINIUMS

A. Does the Declaration include:

- _____ 1. *A reference to the Pennsylvania Uniform Condominium Act and an expression of the intention to submit the property to the provisions of the Pennsylvania Uniform Condominium Act.*
- _____ 2. *A description of the land and building.*
- _____ 3. *The name of which the property will be known.*
- _____ 4. *A statement that the property is to consist of units and common elements as shown in the Declaration Plan.*
- _____ 5. *A description of the common elements and the proportional undivided interest, expressed as a percentage, assigned to each unit.*
- _____ 6. *A statement that the proportionate undivided interest in the common elements may be altered by recording an amendment executed by all unit owners affected.*
- _____ 7. *A statement of the purposes or uses for which each unit is intended a restrictions, if any, as to use.*

B. Does the Declaration Plan include:

- _____ 1. *One copy (24" x 36") on linen or mylar drafting film and four (4) paper prints. **(Can now be all paper – plan submitted to county cannot be folded)***
- _____ 2. *A map showing the property and the location of the building(s).*
- _____ 3. *A map of the building and the layout of the floors, including the units and the common elements.*
- _____ 4. *The name of the property.*
- _____ 5. *The unit designation of each unit.*
- _____ 6. *A certified statement of a registered architect or licensed professional engineer certifying that the plan fully and accurately sets forth the above.*