

## ARTICLE III

### GENERAL PROCEDURES AND PLAN REQUIREMENTS

#### Section 301 - Prior to Submission

- A. Copies of this Ordinance shall be available on request, at cost for the use of any person who desires information concerning subdivision standards and procedures in effect with the Township. Any prospective developer is encouraged to meet with the Township Planning Commission to discuss and review tentative plans and/or the provisions of this Ordinance.
- B. No plans except sketch plans will be considered by the Penn Township Planning Commission unless the applicant submits said plan to the Township Secretary not less than fifteen (15) regular business days prior to a regularly scheduled meeting of the said Planning Commission.

[Ordinance No. 111, 1/31/1996]

#### Section 302 - Processing Procedure

- A. Whenever a subdivision of land or land development is desired to be effected in Penn Township, Perry County, Pennsylvania, a plat of the layout of each subdivision or land development shall be proposed, filed and processed with the Penn Township Planning Commission, Perry County Planning Commission and the Penn Township Board of Supervisors in accordance with the requirements of this Subdivision and Land Development Ordinance, as revised to date.
- B. The subdivider or land developer shall submit copies of the preliminary plans to Penn Township and the Township Secretary shall distribute the required number of copies to the agencies concerned as provided for in Article V. If the subdivider or land developer makes substantial revisions in his plans after they have been approved in preliminary form, such revised plans shall be treated as preliminary plans when resubmitted. Upon approval of the preliminary plans, the subdivider shall submit final plans to the Township and the Township Secretary shall distribute the required number of copies to the Township agencies concerned as provided for in this Article. Mobilehome park plans shall be reviewed in the same manner as subdivision and land development plans.

#### Section 303 - Status of Approved Plans, Hearings

From the time an application for approval of a plat, whether preliminary or final, is duly filed as provided in the subdivision and land development ordinance, and while such application is pending approval or disapproval, no change or amendment of the zoning, subdivision or other governing ordinance or plan shall affect the decision on such application adversely to the applicant and the applicant shall be entitled to a decision in accordance with the provisions of the governing ordinances or plans as they stood at the time the application was duly filed. In addition, when a preliminary application has been duly approved, the applicant shall be entitled to final approval in accordance with the terms of the approved preliminary application as herein after provided. However, if an application is properly and finally denied, any subsequent

application shall be subject to the intervening change in governing regulations. When an application for approval of a plat, whether preliminary or final, has been approved or approved subject to conditions acceptable to the applicant, no subsequent change or amendment in the subdivision or other governing ordinance or plan shall be applied to affect adversely the right of the applicant to commence and to complete any aspect of the development in accordance with the terms of such approval within five (5) years from such approval. Where final approval is preceded by preliminary approval, the five-year period shall be counted from the date of the preliminary approval. In the case of any doubt as to the terms of a preliminary approval, the terms shall be construed in the light of the provisions of the governing ordinances or plans as they stood at the time when the application for such approval was duly filed. Where the landowner has substantially completed the required improvements as depicted upon the Final Plat within the aforesaid five-year limit, or any extension thereof as may be granted by the governing body, no change of municipal ordinance or plan enacted subsequent to the date of filing of the Preliminary Plat shall modify or revoke any aspect of the approved Final Plat pertaining to density, lot, building, street or utility location. In the case of a Preliminary Plat calling for the installation of improvements beyond the five-year period, a schedule shall be filed by the landowner with the Preliminary Plat delineating all proposed sections as well as deadlines within which applications for Final Plat approval of each section are intended to be filed. Such schedule shall be updated annually by the applicant on or before the anniversary of the Preliminary Plat approval, until Final Plat approval of the final section has been granted and any modification in the aforesaid schedule shall be subject to approval of the governing body in its discretion. Each section in any residential subdivision or land development, except for the last section, shall contain a minimum of twenty-five percent of the total number of dwelling units as depicted on the Preliminary Plan, unless a lesser percentage is approved by the governing body in its discretion. Provided the landowner has not defaulted with regard to or violated any of the conditions of the Preliminary Plat approval, including compliance with landowner's aforesaid schedule of submission of Final Plats for the various sections then the aforesaid protections afforded by substantially completing the improvements depicted upon the Final Plat within five (5) years shall apply and for any section or sections, beyond the initial section, in which the required improvements have not been substantially completed within said five-year period the aforesaid protections shall apply for an additional term or terms of three years from the date of Final Plat approval for each section. Failure of landowner to adhere to the aforesaid schedule of submission of Final Plats for the various sections shall subject any such section to any and all changes in zoning, subdivision and other governing ordinances enacted by the municipality subsequent to the date of the initial Preliminary Plan Submission. Before acting on an application, the Board of Supervisors may hold a public hearing thereon after public notice.

#### Section 304 - Minor Subdivision Plans

Submission of a Minor Plan shall follow the procedures as required under Section 308 Final Plat Procedure. Any residential subdivision or land development which contains no more than ten (10) lots, dwellings, or dwelling units may be reviewed and acted upon as a Final Plan without the necessity of prior Preliminary

Plan approval. Such determination shall be made by the Penn Township Planning Commission based upon the following consideration:

1. The proposed subdivision or land development does not involve site and related improvements to the extent that a detailed review by the Township necessitates processing initially as a preliminary plan.
2. The proposed subdivision or land development does not require the review and approval of agencies and/or jurisdictions other than the Township: where in the opinion of the Township such review may not be completed within the time period set forth in this Ordinance.
3. The proposed subdivision or land development complies with the applicable provisions of this Ordinance.

[Ordinance No. 111, 1/31/1996]

Section 305 - Overall Sketch Plan (Option to Developer)

- A. Prior to the submission of Preliminary Plans, developers may, at their option, submit a sketch plan to the Penn Township Planning Commission. This will enable the Commission to review the proposal and to make any suggestions or discuss with the developer any proposed plans or factors that may affect their subdivision or development. Submission and review of a sketch plan shall not constitute official submission of a plan to the Township or official action on the part of the Township.
- B. The Sketch Plan shall consist of the following:
  1. An approximate key map showing the generalized location of the tract and adjacent streets.
  2. North point.
  3. The property lines of the host parcel and of all lots previously subdivided or space occupied.
  4. Generalized lot layout with intended considerations for sewage systems, water facilities, roadway, and storm drainage control.
  5. Generalized location of major topographic features such as swales, watercourses, rock outcroppings, and related characteristics.
  6. Generalized indication of the use or uses of the property in terms of the uses permitted by the Penn Township Planning Commission
  7. The Overall Sketch Plan should be submitted at a scale not smaller than 1" = 200'.
- C. The Penn Township Planning commission discussion and review of the Sketch Plan would normally include the following items:
  1. Lot layout.
  2. Proposed street layout to consider compatibility with existing

and future township road system and if the grades are in compliance with the subdivision ordinance.

3. Erosion and Sediment Control needs and requirements.
  4. Sewage Disposal needs and requirements.
  5. Land subject to flooding.
  6. Consideration of the various permits and requirements of different governmental units and sources of information for each.
- D. The Overall Sketch Plan will be used by the Township and Developer to assist in evaluating further subdivision or land development submittals of the applicant. When on the recommendation of the Planning Commission and action of the Board of Supervisors it is deemed that further subdivisions or land developments depart substantially from the concepts presented in the Overall Sketch Plan, a revised Sketch Plan should be prepared prior to submittal of any future plans by the applicant.

Section 306 - Preliminary Plat Procedure

- A. Not less than fifteen (15) regular business days prior to a regularly scheduled meeting of the Penn Township Planning Commission, the Subdivider shall submit two (2) copies of the Application for review of Preliminary Subdivision Plan, one (1) reproducible and ten (10) copies of the Preliminary Plat to the Penn Township Secretary. The Preliminary Plat shall be by a Registered Professional Land Surveyor. The Secretary shall date and initial each copy of the Preliminary Plat on the date it is received from the Subdivider. It shall be the responsibility of the Subdivider to ensure that the Preliminary Plat meets all of the requirements of this Ordinance and that any coordination with public or private utilities or service agencies is accomplished.

[Ordinance No. 111, 1/31/1996]

- B. Copies of the Preliminary Plat shall be distributed as follows:
1. One (1) copy of the Application and two (2) copies of the Preliminary Plat to the Perry County Planning Commission for its review and comments. (Comments from Perry County must be received before action on the Preliminary Plat).
  2. Where a proposed subdivision abuts or will be traversed by an existing or proposed PENNDOT highway, one (1) copy shall be forwarded to the District Office of PENNDOT.
  3. Five (5) copies to Penn Township Planning Commission to be retained for files.
  4. One (1) copy to the Perry County Conservation District for erosion and sediment control and storm water review. Plans are to be submitted to the district when:
    - a. A new street is proposed.
    - b. Any land development is proposed involving paved area or commercial or industrial development.

5. One (1) copy to the Penn Township Engineer for review and comment.
  6. One (1) copy to the Penn Township Zoning Officer for review and comment.
  7. One (1) copy to the Penn Township Municipal Authority for review and comment, as determined by the Penn Township Planning Commission or Board of Supervisors.
- C. The Perry County Planning Commission and the Perry County Conservation District shall review the Preliminary Plat and assist the Penn Township Planning Commission in its formal action.
- D. At a regular or special Penn Township Planning Commission meeting following receipt of reports from agencies listed above, the Planning Commission shall:
1. Review the applicant's submission.
  2. Discuss submission with applicant or applicant's agents if required.
  3. Evaluate the Plat, reports and discussion.
  4. Determine whether the Preliminary Plat meets the objectives and requirements of this Ordinance and other Ordinances of Penn Township.
  5. Either recommend approval, conditional approval or disapproval of the Preliminary Plat to the Penn Township Board of Supervisors. Should the Preliminary Plat be conditionally approved, said conditional approval shall be acceptable to the Applicant.
  6. Submit the report to the Board of Supervisors. When the Penn Township Planning Commission recommends disapproval in terms as filed, the decision shall specify the defects found in the application and describe the requirements which have not been met and shall, in each case, cite the provisions of the ordinance relied upon.
- E. In accordance with Section 508 of the PA Municipalities Planning Code, as amended, within ninety (90) days, beginning from the first regularly scheduled meeting by the Planning Commission after submission of the Preliminary Plan Application, unless said ninety (90) days is extended in writing by agreement of the Applicant, the Penn Township Board of Supervisors shall: [Ordinance No. 111, 1/31/1996]
1. Evaluate the applicant's submission, presentation and report from the Township Planning Commission.
  2. Determine whether the Preliminary Plat meets the objectives and requirements of this Ordinance and other ordinances of the Township.
  3. Either approve, conditionally approve or disapprove the Preliminary Plat. Should the Preliminary Plat be conditionally approved, said conditional approval shall be acceptable to the Applicant. The Applicant shall, within fifteen (15) days from the

date of the receipt of the notice of the conditional approval, accept or reject the conditions imposed on the Preliminary Plat. Should the Applicant not communicate acceptance of the conditions imposed within fifteen (15) days of the receipt of the conditional approval, the plan shall be deemed to be rejected. All correspondence must be by registered or certified mail within the said time limits of the action taken at the regularly scheduled Penn Township Board of Supervisors meeting.

4. Inform the applicant of the supervisors action on the Preliminary Plan in writing at the last address appearing on the application not later than fifteen (15) days following the decision: When the application is not approved in terms as filed, the decision shall specify the defects found in the application and describe the requirements which have not been met and shall, in each case, cite the provisions of the ordinance relied upon.
- F. Approval of the Preliminary Plat shall constitute conditional approval of the subdivision or land development as to its character and intensity, but shall not constitute approval of the final Plat or authorize the sale of lots or construction of buildings.
- G. Before acting on any Preliminary Plat, the Penn Township Board of Supervisors may hold a public hearing thereon after public notice, if such meeting is deemed in the best interest of the Township by the Supervisors.

#### Section 307 - Preliminary Plat Specifications

- A. The Preliminary Plat shall be drawn to a scale as to facilitate a comprehensive overall picture of the proposed subdivision on one (1) sheet of a size not larger than 48" x 48" on a reproducible linen or other reproducible material of equal quality and shall show:
1. The designation, Preliminary Plat.
  2. Proposed subdivision or development name and municipality or municipalities in which project is located.
  3. Name and address of Registered Professional Surveyor and Registered Professional Engineer (if applicable) responsible for preparation of the subdivision and engineering plans.
  4. Name, address and phone number of the record Owner and Developer.
  5. North point, graphic scale, written scale and date, including the month, day and year that the original drawing was completed, and the month, day and year that the original drawing was revised for each revision, if any.
  6. A location map, for the purpose of locating the property being developed, showing the relationship of adjoining property to all streets, roads and municipal boundaries.
  7. Boundaries of the property being developed showing bearings and distances (if available) and a statement of total acreage of the property at a scale of not less than 1" equals 400'. [Ordinance No. 111, 1/31/1996]
  8. Reference to recorded subdivision plats within 1000' of proposed

- subdivision with record name, date and number of each subdivision.
9. Existing buildings and other topography and the approximate location of all existing tree masses within the proposed subdivision.
  10. Existing contours of the proposed subdivision at vertical intervals of five (5) feet.
  11. Purpose for which sites other than residential lots are dedicated or reserved.
  12. Land Subject to Flooding -
    - a. Land subject to flooding and deemed to be topographically unsuitable shall not be platted for residential occupancy, nor for such other uses as may cause danger to health, life or property or aggravate erosion or flood hazard. Such land within the subdivision shall be set aside on the plat for such uses as shall not be endangered by periodic or occasional flooding.
    - b. Adequate building site - To insure that residents will have sufficient flood free land upon which to build a house; the Planning Commission shall require elevations and flood profiles. Each lot shall contain a building site which shall be completely free of the danger of flood waters on the basis of available information (For additional information see the Penn Township Flood insurance maps).
    - c. Street Elevation - The Penn Township Planning Commission shall not recommend approval of the streets subject to inundation or flooding. All streets must be adequately located above the line of flood elevation to prevent isolation of areas by flood.
  13. The layouts, names and widths of right-of-way, cartway and paving of proposed streets, alleys and easements and whether streets are intended to be dedicated to the township.
  14. The layout of lots showing approximate dimensions, lot numbers and approximate area of each lot.
  15. Parcels of land intended to be dedicated or reserved for schools, parks, playgrounds, parking areas, common open space, either public, semi-public or community purposes, which shall be of suitable size and location for their designated use.
  16. Certification by Registered Professional Surveyor and Registered Professional Engineer (if applicable) responsible for preparation of the subdivision and engineering plans. All plats, plans, surveys and engineering shall be prepared in accordance with the Act of May 1945 (P.L. 913, No. 367), known as the "Professional Engineers Registration Law", as revised to date. All plan sheets shall be sealed.
  17. The layout or arrangement of a subdivision or land development shall conform to the Comprehensive Plan, when adopted, or any regulations or maps adopted thereto.

18. Wetlands, identified and delineated pursuant to Chapter 105 "Dam Safety and Waterway Management," Pennsylvania Department of Environmental Protection (25 PA Code), and all unique natural features or areas.
  19. The plan shall comply with the Penn Township Zoning Ordinance. A zoning data table shall be provided that indicates the required and the proposed requirements for the building setbacks, building height, impervious coverage, parking requirements, and other items as directed by the Planning Commission.
- B. The Preliminary Plat shall be accompanied by the following data and plans:
1. A profile of each proposed street, including grades, and street cross-sections.
  2. Location plans of proposed sewage system, storm drainage facilities and of any proposed water distribution system.
  3. A Preliminary Erosion and Sedimentation Control Plan showing locations and types of erosion and sediment and storm water control measures (vegetation, mulching, structural control, etc.). For plans with less than one (1) acre of disturbance, a note indicating the amount of disturbed area and the responsibility for securing the appropriate permits shall be included as follows:  
  
*The estimated area of earth disturbance is \_\_\_\_ Acre. If this disturbance is increased to over 1 acre, it shall be the sole responsibility of the owner to obtain a NPDES permit from the Perry County Conservation District.*
  4. A plan for the proposed sewage treatment and water supply facilities. The official Penn Township Sewerage Plan shall be followed with respect to installation of public sewers.
  5. A completed Department of Environmental Protection's sewage "Plan Revision Module" for submission to DEP by the municipality in compliance with the planning and testing requirements of the Pennsylvania Sewage Facilities Act, (Chapter 73 and Chapter 71 of Title 25 of The Pennsylvania Code). The "Plan Revision Module" shall be completed by the developer at his expense.

#### Section 308- Final Plat Procedure

- A. Not less than fifteen (15) regular business days prior to a regularly scheduled meeting of the Penn Township Planning Commission, the subdivider shall submit two (2) copies of the application for review of Final Subdivision Plan, (one (1) reproducible, and ten (10) copies of the Final Plat) to the Penn Township Secretary who shall initial and date them when received. The Final Plat shall be drawn by a Registered Professional Surveyor. Submission of the Final Plat shall take place within twelve (12) months, except by written request for an extension, but no later than five (5) years after the approval of the Preliminary Plat by the Penn Township Supervisors. If the Subdivider does not submit the Final Plat during that time, the approved Preliminary Plat becomes null and void, however the Subdivider may, due to extenuating circumstances, apply for a time extension from the Penn Township Supervisors upon recommendation of the Penn Township Planning

Commission. Duration of said time extension is one (1) year in length from the date of the approved extension up to the maximum five (5) year limit. Upon request of the Penn Township Planning Commission, the Subdivider may submit the final plat in phases, each of which cover a portion of the entire proposed subdivision as approved in the Preliminary Application and Plan. [Ordinance No. 111, 1/31/1996]

- B. Copies of the Final Plat shall be distributed as follows:
1. Two (2) copies to the Perry County Planning Commission for their review and comments.
  2. One (1) copy to the District Office of the Pennsylvania Department of Transportation for review and mapping of dedicated streets (when applicable).
  3. Five (5) copies of the Plat to the Penn Township Planning Commission.
  4. One (1) copy to the Perry County Conservation District for erosion and sediment and storm water control review (when applicable).
  5. One (1) copy to the Penn Township Engineer for review and comment.
  6. One copy to the Penn Township Zoning Officer for review and comment.
  7. One copy to the Penn Township Municipal Authority for review and comment, as determined by the Penn Township Planning Commission or Board of Supervisors.
- C. The Perry County Planning Commission, the Pennsylvania Department of Transportation, the Pennsylvania Department of Environmental Protection, Penn Township Municipal Engineer, and the Perry County Conservation District shall review the Final Plat to assist the Penn Township Planning Commission with its formal action on the Final Plat.
- D. At a regular or special Penn Township Planning Commission meeting following receipt of reports from agencies listed above, the Penn Township Planning Commission shall:
1. Review the applicant's submission.
  2. Evaluate the Plat, reports and discussion.
  3. Discuss submission with the applicant or applicant's agent (if required).
  4. Determine whether the Final Plat meets the objectives and requirements of this Ordinance and other ordinances of Penn Township.
  5. Either recommend approval, conditional approval or disapproval of the Final Plat to the Penn Township Board of Supervisors. Should the Final Plat be conditionally approved, said conditional approval shall be acceptable to the Applicant.
  6. Submits its report to the Penn Township Board of Supervisors.

When the Penn Township Planning Commission recommends disapproval in terms as filed, the decision shall specify the defects found in the application and describe the requirements which have not been met and shall, in each case, cite the provisions of the Ordinance relied upon.

- E. In accordance with Section 508 of the PA Municipalities Planning Code, as amended, within ninety (90) days, beginning from the first regularly scheduled meeting by the Planning Commission after submission of the Final Plan Application, unless said ninety (90) days is extended in writing by agreement of the Applicant, the Penn Township Board of Supervisors shall: [Ordinance No. 111, 1/31/1996]
1. Evaluate the applicant's submission, presentation and report from the Penn Township Planning Commission.
  2. Determine whether the Final Plat meets the objectives and requirements of this Ordinance and other ordinances of Penn Township.
  3. Either approve, conditionally approve or disapprove the Final Plat. Should the Final Plat be conditionally approved, said conditional approval shall be acceptable to the applicant. The Applicant shall within 15 days from the date of the receipt of the notice of the conditional approval, accept or reject the conditions imposed on the Final Plat. Should the Applicant not communicate acceptance of the conditions imposed within 15 days of the receipt of the conditional approval, the plan shall be deemed to be rejected. All correspondence must be by registered or certified mail within the said time limits of the action taken at the regularly scheduled Penn Township Supervisors meeting.
- F. Before approval of the Final Plat, the Penn Township Board of Supervisors shall be assured by means of a proper completion guarantee in the form of a bond, the deposit of funds or securities in an escrow, an irrevocable letter of credit or the building of all improvements. These guarantees shall be of sufficient amount to cover the cost of the required improvements, as estimated by the Penn Township Engineer or a bonafide bid or bids from the contractor or contractors chosen by the party posting the financial security to complete the improvements. These estimates and/or bids shall be to the satisfaction of the Penn Township Board of Supervisors that all improvements required by the plan will be installed by the applicant in strict accordance with the standards and specifications of Penn Township and this ordinance and within a specified time after approval of this Final Plan. These said securities shall be made to and deposited with the Penn Township Board of Supervisors.
- G. When the developer has completed all of the required improvements, the developer shall notify the Penn Township Board of Supervisors, in writing by certified or registered mail, of the completion of the aforesaid improvements and shall send a copy thereof to the Penn Township Engineer and Secretary.
1. The Penn Township Board of Supervisors shall, within ten (10) days after receipt of such notice, direct and authorize the Penn Township Engineer to inspect all of the required improvements.
  2. The Penn Township Engineer shall, thereupon, file a report, in writing with the Penn Township Board of Supervisors, and shall

promptly mail a copy of the same to the developer by certified or registered mail. The report shall be made and mailed within thirty (30) days after receipt by the Penn Township Engineer of the authorization for inspection by the Penn Township Board of Supervisors.

3. The report shall be detailed and shall recommend approval or rejection of the improvements, either in whole or in part. If these improvements, or any portion thereof, are not approved by the Penn Township Engineer, the report shall contain a statement of reasons for disapproval.
  4. The Penn Township Board of Supervisors shall notify the developer, in writing, by certified or registered mail of the action taken by the Board with relation to the engineering report.
  5. If the Penn Township Board of Supervisors or the Penn Township Engineer fails to comply with the time limitation provisions contained herein, all improvements will be deemed to have been approved and the developer shall be released of all liability, pursuant to its performance guaranty bond.
  6. If any portion of the said improvement shall not be approved or shall be rejected by the Penn Township Board of Supervisors, the developer shall proceed to complete the same, and upon completion the same procedure of notification as listed above shall be followed.
- H. Upon the approval of a Final Plan, the Township shall, within ninety (90) days of such approval, record such plan in the office of Recorder of Deeds of Perry County. The Township shall retain one signed reproducible copy for its records and return the remaining copies to the Applicant along with the Plan Book and page numbers indicated on the plat. [Ordinance No. 111, 1/31/1996]

#### Section 309 - Final Plat Specifications

- A. The Final Plat shall be drawn on a reproducible material. Sheet sizes shall be no larger than 24" x 36" and shall be drawn to a minimum scale as follows: [Ordinance No. 111, 1/31/1996]
- a. Up to 10 acre lot 1" = 100'
  - b. From 10 acre to 90 acre lot 1" = 200'
  - c. From 90 acre to 150 acre lot 1" = 300'
  - d. Over 150 acre lot 1" = 400'

The Final Plat shall show the details as follows:

1. The designation "Final Plat". The plat shall incorporate all preliminary specifications and address all preliminary plat comments and conditions. [Ordinance No. 111, 1/31/1996]
2. Subdivision or Development name and municipality or municipalities in which located.
3. Name, address and phone number of Registered Professional Surveyor and Registered Professional Engineer (if applicable) responsible for preparation of the subdivision and engineering plans.

4. Name, address and phone number of the record Owner and Developer.
5. North point, graphic scale, written scale, and date, including the month, day and year that the original drawing was completed, and the month, day and year that the original drawing was revised for each revision, if any.
6. A location map, for the purpose of locating the property being subdivided, showing the relationship of adjoining property to all streets, roads and municipal boundaries.
7. Boundaries of the property from which the lot or lots are being subdivided shall be at a scale of not less than 1" equals 400', including bearings and distances of the property taken from the property deed including the primary control point. [Ordinance No. 111, 1/31/1996]
8. Names of record owners of adjoining land.
9. Reference to recorded subdivision plats within 1000 feet of the proposed subdivision with recorded name, date and number of each subdivision.
10. Existing buildings and other topography and the approximate location of all existing tree masses within the proposed subdivision.
11. Proposed and existing contours at vertical intervals of five (5) feet, or less as required by the Penn Township Board of Supervisors.
12. Purpose for which sites other than residential lots are dedicated or reserved.
13. Land Subject to Flooding -
  - a. Land subject to flooding and deemed to be topographically unsuitable shall not be platted for residential occupancy, nor for such other uses as may cause danger to health, life or property of aggravate erosion or flood hazard. Such land within the subdivision shall be set aside on the Plat for such uses as shall not be endangered by periodic or occasional inundation.
  - b. Adequate building site - To insure that residents will have sufficient flood free land upon which to build a house, the Penn Township Planning Commission may require elevations and flood profiles. Each lot shall contain a building site which shall be completely free of the danger of flood water on the basis of available information. (For additional information see the Township flood insurance rate maps).
  - c. Street Elevation - The Penn Township Planning Commission shall not recommend approval of streets subject to inundation by flooding. All streets must be adequately located above flood elevation to prevent isolation of areas by flood.
14. Tract boundary lines, right-of-way lines of streets, easements, and other rights-of-way, and property lines of residential lots

and other sites with accurate dimensions, bearings or deflection angles, and radii, arcs, and central angles of all curves, and areas for all lots and total acreage.

15. Name and right-of-way width of each street or other right-of-way.
16. Location, dimensions, and purpose of easements, proposed and existing.
17. Proposed Protective Covenants running with the land, if any.
18. Number to identify each lot and/or site.
19. Building setback lines on all lots and other sites.
20. Parcels of land intended to be dedicated or reserved for schools, parks playground, parking areas, common open space or other public, semi-public or community purpose.
21. Locations and description of survey monuments. All permanent reference monuments shown by an "X" or other appropriate symbol.
22. Certification by Registered Professional Surveyor and Registered Professional Engineer (if applicable) responsible for preparation of the subdivision and engineering plans. All plats, plans, surveys and engineering shall be prepared in accordance with the Act of May 1945 (P.L. 913, No. 367), known as the "Professional Engineers Registration Law", as revised to date. Each plan sheet shall be sealed.
23. Certification of title showing that applicant is the landowner, agent of the landowner or tenant with permission of the landowner.
24. Statement by owner dedicating streets, rights-of-way and any sites for public uses which are to be dedicated. In cases where the plan proposes private streets or private rights-of-way, the plan shall include an indemnification statement similar to the following and acceptable by the Township:  
  
Maintenance of the private road or right-of-way shown hereon shall not be the responsibility of Penn Township, but shall be the responsibility of the property owners using the private road or right-of-way for ingress and egress. [Ordinance No. 111, 1/31/1996]
25. Signature blocks for all approving or reviewing agencies.
26. Every final plat requiring a driveway access intersecting with a state highway must contain a note that the Pennsylvania Department of Transportation, Occupancy Permit is required, and further, every final plat requiring driveway access intersecting with a state highway must obtain a PENNDOT Occupancy Permit.
27. The layout or arrangement of a subdivision or land development shall conform to the comprehensive plan or any regulation or maps adopted thereto.
28. The plan shall comply with the Penn Township Zoning Ordinance. A zoning data table shall be provided that indicates the required and the proposed requirements for the building setbacks, building

height, impervious coverage, parking requirements, and other items as directed by the Planning Commission.

B Other Data: The Final Plat shall be accompanied by the following data and plans as prescribed by the Engineering Specifications or as required by the laws of the Commonwealth of Pennsylvania. The submission shall include two (2) copies of all applications, plans, specifications, reports, revisions and other documentation for all permits and requirements listed in this section and/or required for the project.

1. Final plans and profiles of streets and alleys showing grades at a minimum scale of one hundred feet (100') horizontal and ten feet (10') vertical.
2. Typical cross sections of streets, showing the width of right-of-ways, width of cartway, location and width of sidewalks, location and size of utility mains, and type of construction.
3. Plans and profiles of proposed sanitary, and storm water sewers, with grades and pipe size indicated; a plan of any proposed water distribution system showing a pipe sizes and location of valves and fire hydrants. Data submitted shall include hydraulic computations.
4. A final Erosion and Sedimentation Control Plan, showing the location and types of erosion and sediment control measures together with a report, signed by the Perry County Conservation District, indicating that the plan has been reviewed. The requirements for submitting a report signed by the Perry County Conservation District may be waived by the Board of Supervisors if the plan meets the following conditions:
  - a. The plan involves the creation or the development of not more than three (3) lots;
  - b. The proposed area of construction and/or earth disturbance is at least 200 feet from any stream, swale, water course or wetland.
  - c. The plan does not include the construction of streets, storm sewers, or other related site improvements; and the site has been accepted as a minor subdivision as defined in the ordinance.
  - d. The runoff will not impart on adjoining properties and that the proposed construction and earth distribution will be in an area of less than 10% of existing slopes. [Ordinance No. 111, 1/31/1996]
  - e. For plans with less than one (1) acre of disturbance, a note indicating the amount of disturbed area and the responsibility for securing the appropriate permits shall be included as follows:

*The estimated area of earth disturbance is \_\_\_\_ Acre. If this disturbance is increased to over 1 acre, it shall be the sole responsibility of the owner to obtain a NPDES permit from the Perry County Conservation District.*
5. A copy of an application for a permit for earth moving activity

or a permit issued and signed by the Department of Environmental Protection as required by the Rules and Regulations, Chapter 102 "Erosion Control", under P.L. 1987, June 22, 1934, as amended.

6. In the case of subdivision and land development proposed for the sale of lots only, the subdivider shall include on the Final Plat, a covenant with the land assuring the implementation by the lot owners of the Erosion and Sedimentation Control Plan.
7. An approval by the Department of Environmental Protection of the "Planning Module for New Land Development."
8. Such other certificates, affidavits, endorsements or dedication as may be required by the Penn Township Planning Commission and/or the Penn Township Board of Supervisors in the enforcement of those regulations or to assure the health and safety of the citizens of Penn Township.
9. Where a proposed public or private street connects to a state highway, the highway occupancy permit as issued by the Pennsylvania Department of Transportation shall be submitted.
10. A report from the Penn Township Sewage Enforcement Officer stating that each lot is suitable for an on-lot sewage disposal system.
11. If a community sewage or water system is proposed, a final plan showing the proposed facilities and backup data including treatment facilities and the collection/distribution system is required. All community systems shall be approved by the Penn Township Municipal Authority prior to Final Plan Approval.
12. A plan showing the location of all soil testing areas on all lots of the development.

#### Section 310 - Plan Procedure and Construction Phase Procedure

The following is the Plan Procedure Outline for review of all plans and the Construction Phase Procedure to be followed in construction of improvements to be dedicated to Penn Township.