

## SKETCH PLAN CHECKLIST

Ordinance Requirement	Section	Page	Yes	No	N/A
<b>Administrative Items</b>					
One (1) completed UCPC Application Form					
Five (5) copies of Sketch Plan	401	44			
<b>Plan Details</b>					
Location sketch to facilitate property location	401.A	44			
Existing tract boundaries accurately labeled with names of adjacent property owners	401.B	44			
Title block w/ landowner, municipality, date, individual preparing the plan, scale, etc.	401.C	44			
North arrow	401.D	44			
Significant topographic and natural features (water bodies, floodplains, streets, etc.)	401.E	44			
General street, parking, building and lot layout including acreage of area developed	401.F	44			
Proposed land use; if multiple uses proposed show general location of each use	401.G	44			
Statement explaining the methods of water supply and sewage disposal to be used	401.H	44			

## PRELIMINARY PLAN CHECKLIST

Ordinance Requirement	Section	Page	Yes	No	N/A
<b>Administrative Items</b>					
One (1) completed UCPC Application Form	306.B(3)	34			
Twelve (12) copies of Preliminary Plan	306.B(1)	34			
Three (3) copies of all reports, deed covenants, notifications, studies, etc.	306.B(2)	34			
Filing Fee in the form of a check or money order payable to Union County Treasurer	306.B(4)	34			
Request for Modifications of this Ordinance form(s) and supporting documentation	403.A(13)	46			
<b>Plan Details - Project Description and Location</b>					
Brief narrative describing the proposed project	403.A(1)	45			
Title block with project name, municipality, plan date, revision dates, and name, address, and phone number of the owner	403.A(2)	45			
Name, address, phone # of firm/plan preparer along with assigned project #, signature, registration #, and seal of professional preparing the plan	403.A(3)	45			
North arrow	403.A(4)	45			
Graphic and written scale	403.A(5)	45			
Site location map of a sufficient size and scale to clearly show location of property	403.A(6)	45			
Deed book and page and parcel ID number of the tract to be subdivided or developed	403.A(7)	45			
Total acreage of the entire existing tract	403.A(8)	45			
Tract boundary w/bearings and distances showing relationship of proposal to the entire tract and all prior conveyances from parent tract since 1969	403.A(9)	45			
Owners names, deed book and page and parcel ID number of adjacent unplotted land and the names, deed book and page of all abutting recorded subdivisions	403.A(10)	46			
Table of zoning district requirements including lot area and bulk, density, building and impervious coverage, yards and zoning for adjacent lands if different	403.A(11)	46			
List any variances or other zoning approvals being requested or that have been granted	403.A(12)	46			
<b>Plan Details - Existing Site Characteristics</b>					
Topographic contours (see Ordinance section for details)	403.B(1)	46			
Steep slopes showing areas 16 to 25 % and those areas greater than 25%	403.B(2)	46			
Soil types and boundaries	403.B(3)	46			
Prominent natural and topographic features (See Ordinance section for details)	403.B(4)	46			
General vegetative cover of the site including a brief description	403.B(5)	46			
Note indicating whether site is or is not underlain by carbonate geology	403.B(6)	46			
Location of quarry sites, solid waste disposal areas, wildcat dumps, EPA Superfund sites, and other potentially hazardous conditions on the site or adjacent tracts	403.B(7)	46			
Approximate location for significant historic and cultural features on or w/in 200' of site (see Ordinance section for details)	403.B(8)	46			
Existing recorded streets, roads, alleys or other means of access and easements on or adjacent to the tract; including name or number, ownership, width, condition of pavement and grades, and purpose for which easement was created	403.B(9)	46			
Location, ownership and width of rights-of-ways and easements for features listed in this section (see Ordinance section for details)	403.B(10)	47			
Location and material of all existing permanent monuments and lot line markers	403.B(11)	47			
<b>Plan Details - Proposed Site Conditions</b>					
Site data including total acreage, # of lots, density, # dwelling units, existing and proposed land use, impervious area, tract residual, parking required, parking provided, open space and common areas, etc.	403.C(1)	47			
Required yards and building setback lines w/distances	403.C(2)	47			
Lot layout w/lot lines, approximate dimensions, lot square footage and acreage	403.C(3)	47			
Block and lot numbers in a consecutive and clockwise or left to right order	403.C(4)	47			
Exact location, name, width, and grade of proposed streets, alleys, driveways or other access	403.C(5)	47			
Location and width of rights-of-way and cartways along with sight distances	403.C(6)	47			
Delineation of clear sight triangles	403.C(7)	47			
Design information for horizontal curves (degree of curvature, radius, arc length, point of tangents)	403.C(8)	47			

## PRELIMINARY PLAN CHECKLIST

Ordinance Requirement	Section	Page	Yes	No	N/A
<b>Plan Details - Proposed Site Conditions (Continued)</b>					
Length of tangents between reverse curves	403.C(9)	47			
Curb radii at intersections and intersection equalities between streets	403.C(10)	47			
Curb and gutter location	403.C(11)	47			
Location of sidewalks and/or trails with widths, grades, and ramps for ADA requirements	403.C(12)	47			
Location of streetlights, street signs, and traffic control devices, signs and/or pavement markings	403.C(13)	47			
Location and type of vegetation and landscaping to be planted between curb and shoulder of ROW	403.C(14)	47			
Location and species of street trees, shade trees, and landscaping to be planted	403.C(15)	47			
Location of light fixtures, types, and sizes	403.C(16)	47			
Proposed public buildings and areas, playgrounds, open space, etc.	403.C(17)	48			
Identification of buildings and historic features proposed to be demolished	403.C(18)	48			
Location, width, and use of utility, drainage and all other proposed easements	403.C(19)	48			
Location and pipe diameter of storm water, sanitary sewer, and water mains and laterals.	403.C(20)	48			
Location of fire hydrants and other operational water main infrastructure	403.C(21)	48			
Location of all proposed stormwater management and erosion control facilities	403.C(22)	48			
Deep probe and soil percolation test sites and proposed absorption field areas if on-lot sewage disposal facilities are proposed, including isolation distances	403.C(23)	48			
<b>Other Required Information and Reports to be Submitted</b>					
Copies of private deed restrictions, covenants, grants of easements, homeowner and business association agreements or other restrictions	403.D(1)	48			
Preliminary design of proposed bridges and culverts	403.D(2)	48			
Typical street cross section for each street-should include entire ROW and show materials for base, surfacing, and method of construction	403.D(3)	48			
Street centerline profile for proposed streets showing finished grade (See Ordinance for details)	403.D(4)	48			
Grading plan showing cross sections for cut fill areas and for general site development activities including parking areas, buildings, stormwater facilities, etc.	403.D(5)	48			
Typical curb and gutter design, materials and method of construction	403.D(6)	48			
Typical sidewalk or trail design, materials and method of construction	403.D(7)	48			
Sewage Facilities Plan and/or Engineering Feasibility Study and required documentation	403.D(8)	48			
Water Facilities Plan and required documentation	403.D(9)	48			
Appropriate letters from utility service providers	403.D(10)	48			
Stormwater Management and Drainage Plan and narrative	403.D(11)	48			
Sketch of proposed streets, sanitary and storm sewer and water lines for the remainder of the tract when the preliminary plan only covers a portion of the tract	403.D(12)	49			
Estimated cost of all improvements including an itemized list of components (unit cost, quantity, etc.)	403.D(13)	49			
Schedule of phased installation of improvements and anticipated dates of final plan filing	403.D(14)	49			
Landscaping Plan including names, sizes, quantities and location of plant materials	403.D(15)	49			
Erosion and Sedimentation Pollution Control Plan and approval letter from Union Co. Cons. District	403.D(16)	49			
Documentation that all floodplain and floodway regulations are met	403.D(17)	49			
Copies of required regulatory permits for proposed alterations/obstructions to water resources	403.D(18)	49			
Community Impact Analysis, Natural Features Analysis and Traffic Engineering Study	403.D(19)	49			
Occupancy permit or letter from utility owner regarding minimum setback distance compliance	403.D(20)	49			
Letter of municipal zoning compliance	403.D(21)	49			
Letter of approval from Union County Communications Center for road and subdivision names	403.D(22)	49			
Letter from any agricultural or conservation easement holders stating conditions on property	403.D(23)	49			
Penn DOT Highway Occupancy Permit or appropriate municipal driveway permit	403.D(24)	49			
Appropriate signed Memorandum of Understanding (Developer's Agreement) for improvements	403.D(25)	50			
Appropriate remediation reports and/or testing for contaminated sites (See Ordinance)	403.D(26)	50			

## PRELIMINARY PLAN CHECKLIST

Ordinance Requirement	Section	Page	Yes	No	N/A
<b>Plan Certifications and Notifications</b>					
Certificate, signature and seal of the professional land surveyor certifying survey accuracy	403.E(1)	50			
Certificate, signature and seal of the landscape architect, surveyor, or professional engineer that all other details on and accompanying the plan are correct.	403.E(2)	50			
Certification of Ownership in the form of a notarized statement by the owner(s)	403.E(3)	50			
Preliminary Plan Certification of Notification block for Municipal Governing Body	403.E(4)	50			
Preliminary Plan Approval Certification Block for Union County Planning Commission	403.E(5)	50			
Notation on the plan of any modifications granted by the Commission pursuant to the Ordinance	403.E(6)	50			
Notation on the plan of any variances granted in accordance with the applicable zoning ordinance	403.E(7)	50			

## FINAL PLAN CHECKLIST

Ordinance Requirement	Section	Page	Yes	No	N/A
<b>Administrative Items</b>					
One (1) completed UCPC Application Form	307.B(3)	37			
Twelve (12) copies of Final Plan	307.B(1)	37			
Three (3) copies of all reports, deed covenants, notifications, studies, etc.	307.B(2)	37			
Filing Fee in the form of a check or money order payable to Union County Treasurer	307.B(4)	37			
Request for Modifications of this Ordinance form(s) and supporting documentation	404.A(13)	51			
<b>Plan Details - Project Description and Location</b>					
Brief narrative describing the proposed project	404.A(1)	50			
Title block with project name, municipality, plan date, revision dates, and name, address, and phone number of the owner	404.A(2)	50			
Name, address, phone # of firm/plan preparer along with assigned project #, signature, registration #, and seal of professional preparing the plan	404.A(3)	51			
North arrow	404.A(4)	51			
Graphic and written scale	404.A(5)	51			
Site location map of a sufficient size and scale to clearly show location of property	404.A(6)	51			
Deed book and page and parcel ID number of the tract to be subdivided or developed	404.A(7)	51			
Total acreage of the entire existing tract	404.A(8)	51			
Tract boundary w/bearings and distances showing relationship of proposal to the entire tract and all prior conveyances from parent tract since 1969	404.A(9)	51			
Owners names, deed book and page and parcel ID number of adjacent unplotted land and the names, deed book and page of all abutting recorded subdivisions	404.A(10)	51			
Table of zoning district requirements including lot area and bulk, density, building and impervious coverage, yards and zoning for adjacent lands if different	404.A(11)	51			
List any variances or other zoning approvals being requested or that have been granted	404.A(12)	51			
<b>Plan Details - Existing Site Characteristics</b>					
Topographic contours (see Ordinance section for details)	404.B(1)	51			
Steep slopes showing areas 16 to 25 % and those areas greater than 25%	404.B(2)	51			
Soil types and boundaries	404.B(3)	51			
Prominent natural and topographic features (See Ordinance section for details)	404.B(4)	51			
General vegetative cover of the site including a brief description	404.B(5)	52			
Note indicating whether site is or is not underlain by carbonate geology	404.B(6)	52			
Location of quarry sites, solid waste disposal areas, wildcat dumps, EPA Superfund sites, and other potentially hazardous conditions on the site or adjacent tracts	404.B(7)	52			
Approximate location for significant historic and cultural features on or w/in 200' of site (see Ordinance section for details)	404.B(8)	52			
Existing recorded streets, roads, alleys or other means of access and easements on or adjacent to the tract; including name or number, ownership, width, condition of pavement and grades, and purpose for which easement was created	404.B(9)	52			
Location, ownership and width of rights-of-ways and easements for features listed in this section (see Ordinance section for details)	404.B(10)	52			
Location and material of all existing permanent monuments and lot line markers	404.B(11)	52			
<b>Plan Details - Proposed Site Conditions</b>					
Site data including total acreage, # of lots, density, # dwelling units, existing and proposed land use, impervious area, tract residual, parking required, parking provided, open space and common areas, etc.	404.C(1)	52			
Required yards and building setback lines w/distances	404.C(2)	52			
Lot layout w/lot lines, approximate dimensions, lot square footage and acreage	404.C(3)	52			
Block and lot numbers in a consecutive and clockwise or left to right order	404.C(4)	52			
Exact location, name, width, and grade of proposed streets, alleys, driveways or other access	404.C(5)	52			
Location and width of rights-of-way and cartways along with sight distances	404.C(6)	53			
Delineation of clear sight triangles	404.C(7)	53			
Design information for horizontal curves (degree of curvature, radius, arc length, point of tangents)	404.C(8)	53			

## FINAL PLAN CHECKLIST

Ordinance Requirement	Section	Page	Yes	No	N/A
<b>Plan Details - Proposed Site Conditions (Continued)</b>					
Length of tangents between reverse curves	404.C(9)	53			
Curb radii at intersections and intersection equalities between streets	404.C(10)	53			
Curb and gutter location	404.C(11)	53			
Location of sidewalks and/or trails with widths, grades, and ramps for ADA requirements	404.C(12)	53			
Location of streetlights, street signs, and traffic control devices, signs and/or pavement markings	404.C(13)	53			
Location and type of vegetation and landscaping to be planted between curb and shoulder of ROW	404.C(14)	53			
Location and species of street trees, shade trees, and landscaping to be planted	404.C(15)	53			
Location of light fixtures, types, and sizes	404.C(16)	53			
Proposed public buildings and areas, playgrounds, open space, etc.	404.C(17)	53			
Identification of buildings and historic features proposed to be demolished	404.C(18)	53			
Location, width, and use of utility, drainage and all other proposed easements	404.C(19)	53			
Location and pipe diameter of storm water, sanitary sewer, and water mains and laterals.	404.C(20)	53			
Final vertical and horizontal alignment for sanitary sewer, water and storm sewer and drainage systems. Manhole locations, size and material.	404.C(21)	53			
Location of fire hydrants and other operational water main infrastructure	404.C(22)	53			
Location of all proposed stormwater management and erosion control facilities	404.C(23)	53			
Deep probe and soil percolation test sites and proposed absorption field areas if on-lot sewage disposal facilities are proposed, including isolation distances	404.C(24)	53			
Assigned tax parcel identification numbers and addresses from appropriate Union Co. agencies	404.C(25)	53			
<b>Other Required Information and Reports to be Submitted</b>					
Copies of private deed restrictions, covenants, grants of easements, homeowner and business association agreements or other restrictions	404.D(1)	54			
Final design of proposed bridges and culverts	404.D(2)	54			
Typical street cross section for each street-should include entire ROW and show materials for base, surfacing, and method of construction	404.D(3)	54			
Street centerline profile for proposed streets showing finished grade (See Ordinance for details)	404.D(4)	54			
Grading plan showing cross sections for cut fill areas and for general site development activities including parking areas, buildings, stormwater facilities, etc.	404.D(5)	54			
Typical curb and gutter design, materials and method of construction	404.D(6)	54			
Typical sidewalk or trail design, materials and method of construction	404.D(7)	54			
Sewage Facilities Plan and/or Engineering Feasibility Study and required documentation	404.D(8)	54			
Water Facilities Plan and required documentation	404.D(9)	54			
Appropriate letters from utility service providers	404.D(10)	54			
Stormwater Management and Drainage Plan and narrative	404.D(11)	54			
Sketch of proposed streets, sanitary and storm sewer and water lines for the remainder of the tract when the plan only covers a portion of the tract	404.D(12)	54			
Final cost of all improvements including an itemized list of components (unit cost, quantity, etc.)	404.D(13)	54			
Appropriate signed Memorandum of Understanding (Developer's Agreement) for improvements	404.D(14)	54			
A fully executed improvements guarantee	404.D(15)	54			
Landscaping Plan including names, sizes, quantities and location of plant materials	404.D(16)	54			
Erosion and Sedimentation Pollution Control Plan and approval letter from Union Co. Cons. District	404.D(17)	55			
Documentation that all floodplain and floodway regulations are met	404.D(18)	55			
Copies of required regulatory permits for proposed alterations/obstructions to water resources	404.D(19)	55			
Community Impact Analysis, Natural Features Analysis and Traffic Engineering Study	404.D(20)	55			
Occupancy permit or letter from utility owner regarding minimum setback distance compliance	404.D(21)	55			
Letter of municipal zoning compliance	404.D(22)	55			
Approval letters from Union County agencies for road names, addresses, tax parcel numbers	404.D(23)	55			
Letter from any agricultural or conservation easement holders stating conditions on property	404.D(24)	55			
Penn DOT Highway Occupancy Permit or appropriate municipal driveway permit	404.D(25)	55			
Appropriate remediation reports and/or testing for contaminated sites (See Ordinance)	404.D(26)	55			

## FINAL PLAN CHECKLIST

Ordinance Requirement	Section	Page	Yes	No	N/A
<b>Plan Certifications and Notifications</b>					
Certificate, signature and seal of the professional land surveyor certifying survey accuracy	404.E(1)	55			
Certificate, signature and seal of the landscape architect, surveyor, or professional engineer that all other details on and accompanying the plan are correct	404.E(2)	56			
Certification of Ownership in the form of a notarized statement by the owner(s)	404.E(3)	56			
Final Plan Certification of Notification block for Municipal Governing Body	404.E(4)	56			
Final Plan Approval Certification Block for Union County Planning Commission	404.E(5)	56			
Four inch by two inch (4"x2") space in upper left hand corner for Recorder's Office Block	404.E(6)	56			
A certificate of dedication of streets, sidewalks, and other public property	404.E(7)	56			
Notation indicating any area/and or improvement(s) that are not to be offered for dedication	404.E(8)	56			
Notation on the plan of any modifications granted by the Commission pursuant to the Ordinance	404.E(9)	56			
Notation on the plan of any variances granted in accordance with the applicable zoning ordinance	404.E(10)	56			

## MINOR SUBDIVISION PLAN CHECKLIST

Ordinance Requirement	Section	Page	Yes	No	N/A
<b>Administrative Items</b>					
One (1) completed UCPC Application Form	307.B(3)	37			
Ten (10) copies of Final Plan	307.B(1)	37			
Three (3) copies of all reports, deed covenants, notifications, studies, etc.	307.B(2)	37			
Filing Fee in the form of a check or money order payable to Union County Treasurer	307.B(4)	37			
Request for Modifications of this Ordinance form(s) and supporting documentation	405.A(13)	57			
<b>Plan Details - Project Description and Location</b>					
Brief narrative describing the proposed project	405.A(1)	56			
Title block with project name, municipality, plan date, revision dates, and name, address, and phone number of the owner	405.A(2)	56			
Name, address, phone # of firm/plan preparer along with assigned project #, signature, registration #, and seal of professional preparing the plan	405.A(3)	56			
North arrow	405.A(4)	56			
Graphic and written scale	405.A(5)	56			
Site location map of a sufficient size and scale to clearly show location of property	405.A(6)	57			
Deed book and page and parcel ID number of the tract to be subdivided or developed	405.A(7)	57			
Total acreage of the entire existing tract	405.A(8)	57			
Tract boundary w/bearings and distances showing relationship of proposal to the entire tract and all prior conveyances from parent tract since 1969	405.A(9)	57			
Owners names, deed book and page and parcel ID number of adjacent unplotted land and the names, deed book and page of all abutting recorded subdivisions.	405.A(10)	57			
Table of zoning district requirements including lot area and bulk, density, building and impervious coverage, yards and zoning for adjacent lands if different	405.A(11)	57			
List any variances or other zoning approvals being requested or that have been granted	405.A(12)	57			
<b>Plan Details - Existing Site Characteristics</b>					
Topographic contours (see Ordinance section for details)	405.B(1)	57			
Steep slopes showing areas 16 to 25 % and those areas greater than 25%	405.B(2)	57			
Soil types and boundaries	405.B(3)	57			
Prominent natural and topographic features. (See Ordinance section for details)	405.B(4)	57			
General vegetative cover of the site including a brief description	405.B(5)	57			
Note indicating whether site is or is not underlain by carbonate geology	405.B(6)	58			
Location of quarry sites, solid waste disposal areas, wildcat dumps, EPA Superfund sites, and other potentially hazardous conditions on the site or adjacent tracts	405.B(7)	58			
Approximate location for significant historic and cultural features on or w/in 200' of site (see Ordinance section for details)	405.B(8)	58			
Existing recorded streets, roads, alleys or other means of access and easements on or adjacent to the tract; including name or number, ownership, width, condition of pavement and grades, and purpose for which easement was created	405.B(9)	58			
Location, ownership and width of rights-of-ways and easements for features listed in this section (see Ordinance section for details)	405.B(10)	58			
Location and material of all existing permanent monuments and lot line markers	405.B(11)	58			
<b>Plan Details - Proposed Site Conditions</b>					
Site data including total acreage, # of lots, density, # dwelling units, existing and proposed land use, impervious area, tract residual, parking required, parking provided, open space and common areas, etc.	405.C(1)	58			
Required yards and building setback lines w/distances	405.C(2)	58			
Lot layout w/lot lines, approximate dimensions, lot square footage and acreage	405.C(3)	58			
Block and lot numbers in a consecutive and clockwise or left to right order	405.C(4)	58			
Location and width of rights-of-way and cartways along with sight distances	405.C(5)	58			
Delineation of clear sight triangles	405.C(6)	58			
Identification of buildings and historic features proposed to be demolished	405.C(7)	58			
Location, width, and use of utility, drainage and all other proposed easements	405.C(8)	58			
<b>Ordinance Requirement</b>	<b>Section</b>	<b>Page</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Plan Details - Proposed Site Conditions (Continued)</b>					

## MINOR SUBDIVISION PLAN CHECKLIST

Location of all proposed stormwater management and erosion control facilities	405.C(9)	58			
Deep probe and soil percolation test pits and proposed absorption field areas including applicable isolation distances	405.C(10)	58			
Assigned tax parcel identification numbers and addresses from appropriate Union Co. agencies	405C(11)	59			
<b>Other Required Information and Reports to be Submitted</b>					
Copies of private deed restrictions, covenants, grants of easements, homeowner and business association agreements or other restrictions	405.D(1)	59			
Sewage Facilities Plan and/or Engineering Feasibility Study and required documentation	405.D(2)	59			
Stormwater Management and Drainage Plan and narrative	405.D(3)	59			
Erosion and Sedimentation Pollution Control Plan and approval letter from Union Co. Cons. District	405.D(4)	59			
Documentation that all floodplain and floodway regulations are met	405.D(5)	59			
Copies of required regulatory permits for proposed alterations/obstructions to water resources	405.D(6)	59			
Occupancy permit or letter from utility owner regarding minimum setback distance compliance	405.D(7)	59			
Letter of municipal zoning compliance	405.D(8)	59			
Approval letters from Union County agencies for road names, addresses, tax parcel numbers	405.D(9)	59			
Letter from any agricultural or conservation easement holders stating conditions on property	405.D(10)	59			
Penn DOT Highway Occupancy Permit or appropriate municipal driveway permit	405.D(11)	59			
Appropriate remediation reports and/or testing for contaminated sites (See Ordinance)	405.D(12)	59			
<b>Plan Certifications and Notifications</b>					
Certificate, signature and seal of the professional land surveyor certifying survey accuracy	405.E(1)	60			
Certificate, signature and seal of the landscape architect, surveyor, or professional engineer that all other details on and accompanying the plan are correct	405.E(2)	60			
Certification of Ownership in the form of a notarized statement by the owner(s)	405.E(3)	60			
Final Plan Approval Certification Block for Union County Planning Commission	405.E(4)	60			
Four inch by two inch (4"x2") space in upper left hand corner for Recorder's Office Block	405.E(5)	60			
Notation on the plan of any modifications granted by the Commission pursuant to the Ordinance	405.E(6)	60			
Notation on the plan of any variances granted in accordance with the applicable zoning ordinance	405.E(7)	60			

## LOT ADDITION/CONSOLIDATION PLAN CHECKLIST

Ordinance Requirement	Section	Page	Yes	No	N/A
<b>Administrative Items</b>					
One (1) completed UCPC Application Form	307.B(3)	37			
Ten (10) copies of Final Plan	307.B(1)	37			
Filing Fee in the form of a check or money order payable to Union County Treasurer	307.B(4)	37			
<b>Plan Details - Project Description and Location</b>					
Brief narrative describing the proposed project	406.A(1)	60			
Title block with project name, municipality, plan date, revision dates, and name, address, and phone number of the owner	406.A(2)	60			
Name, address, phone # of firm/plan preparer along with assigned project #, signature, registration #, and seal of professional preparing the plan	406.A(3)	60			
North arrow	406.A(4)	60			
Graphic and written scale	406.A(5)	61			
Site location map of a sufficient size and scale to clearly show location of property	406.A(6)	61			
Deed book and page and parcel ID number of the tract to be subdivided or developed	406.A(7)	61			
Owners names, deed book and page and parcel ID number of adjacent unplotted land and the names, deed book and page of all abutting recorded subdivisions	406.A(8)	61			
Total acreage of the entire existing tract	406.A(9)	61			
Tract boundary w/bearings and distances showing relationship of proposal to the entire tract and all prior conveyances from parent tract since 1969	406.A(10)	61			
Table of zoning district requirements including lot area and bulk, density, building and impervious coverage, yards and zoning for adjacent lands if different	406.A(11)	61			
List any variances or other zoning approvals being requested or that have been granted	406.A(12)	61			
<b>Plan Details - Existing Site Characteristics</b>					
Existing recorded streets, roads, alleys or other means of access and easements on or adjacent to the tract; including name or number, ownership, width, condition of pavement and grades, and purpose for which easement was created	406.B(1)	61			
Location and material of all existing permanent monuments and lot line markers	406.B(2)	61			
<b>Plan Details - Proposed Site Conditions</b>					
Lot layout w/lot lines, approximate dimensions, lot square footage and acreage	406.C(1)	61			
Assigned tax parcel identification numbers and addresses from appropriate Union Co. agencies	406.C(2)	61			
<b>Other Required Information and Reports to be Submitted</b>					
Copies of private deed restrictions, covenants, grants of easements, homeowner and business association agreements or other restrictions	406.D(1)	61			
Letter of municipal zoning compliance	406.D(2)	61			
Letter from any agricultural or conservation easement holders stating conditions on property	406.D(3)	61			
Approval letters from Union County agencies for road names, addresses, tax parcel numbers	406.D(4)	62			
<b>Plan Certifications and Notifications</b>					
Certificate, signature and seal of the professional land surveyor certifying survey accuracy	406.E(1)	62			
Certification of Ownership in the form of a notarized statement by the owner(s)	406.E(2)	62			
Final Plan Approval Certification Block for Union County Planning Commission	406.E(3)	62			
Four inch by two inch (4"x2") space in upper left hand corner for Recorder's Office Block	406.E(4)	62			
Notation on the plan of any variances granted in accordance with the applicable zoning ordinance	406.E(5)	62			
Appropriate notation for lot additions, lot consolidations, tract surveys, correction of survey errors	406.E(6)	62			
Notation that a permit for sewage disposal has neither been requested nor granted for the lot and that the grantee, his heirs and assigns accept the responsibility for obtaining a permit for sewage disposal facilities if, and at the time, same are necessary	406.E(7)	62			