

## ARTICLE IV

### SUBDIVISION AND LAND DEVELOPMENT PLAN REQUIREMENTS

#### 400 GENERAL

All plans submitted for approval by the Union County Planning Commission shall meet the requirements specified in the following sections. Applicants are encouraged to meet with the Commission staff for advisory information and an explanation of these requirements prior to filing an application.

#### 401 SKETCH PLAN

Sketch Plans should contain sufficient information to clearly indicate the character and extent of the proposed subdivision or land development and its relationship to existing conditions and facilities within the area it is to be located. Six (6) copies of the Sketch Plans should be submitted and include the following data and information, legibly drawn, but not necessarily to scale or showing precise dimensions:

- A. Location sketch with sufficient detail, showing roads and significant community facilities to enable the Commission to locate the property.
- B. Existing tract boundaries accurately labeled with the names of adjacent landowners.
- C. Title Block indicating the applicant and/or landowner, municipality, date, individual that prepared the plan, scale of the drawing or notation "Drawing Not to Scale".
- D. North Arrow
- E. Significant topographic and physical features (i.e. water bodies, floodplains, streets, structures)
- F. Proposed general street, parking, building and lot layout including the acreage of the area to be developed.
- G. Proposed land use; if multiple land uses are proposed the general location of each land use shall be shown.
- H. Statement explaining the methods of water supply and sewage disposal to be used.

#### 402 DRAFTING STANDARDS

All plans shall be prepared in accordance with the following drafting standards: (Sketch Plans submitted under Section 401 of this Ordinance are exempt from the drafting standards prescribed herein)

- A. The preparation of all plans shall adhere to the laws of the Commonwealth of Pennsylvania, including but not limited to, the Engineer, Land Surveyor, and Geologist Registration Law, May 23, 1945, P.L. 913, No. 367 (63 P.S. 148 et seq.) and the Landscape Architects Registration Law, January 24, 1966, 1965 P.L. 1527, No. 535 (63 P.S. 901 et seq.) as from time to time reenacted and amended.
- B. Plans shall be either black on white or blue on white prints with a sheet size no smaller than eighteen by twenty-two (18 x 22) inches and no larger than twenty-four by thirty-six (24 x 36) inches. If the plan is drawn in two (2) or more sections, a key map showing the location of the sections shall be placed on each sheet with the match lines showing. All sheets shall be the same

size and numbered to show the relationship to the total number of sheets in the plan, i.e. "Sheet 1 of \_\_\_\_, Sheet 2 of \_\_\_\_, Sheet 3 of \_\_\_\_, etc".

- C. The Plan shall be clearly and legibly drawn at a scale of one (1) inch equals fifty (50) feet or one (1) inch equals one hundred (100) feet. (1" = 50' or 1" = 100') or other suitable scale if approved by the staff.
- D. Dimensions shall be in feet and decimals to the nearest 100<sup>th</sup> of a foot; bearings shall be in degrees, minutes, and seconds.
- E. Lot line descriptions shall read in a clockwise direction.
- F. Surveys and other professional services associated with plan preparation shall be consistent with prevailing professional standards and the Laws of the Commonwealth

#### **403 PRELIMINARY PLANS**

All Preliminary Plan applications shall be prepared in accordance with this Section to provide sufficient design information to demonstrate conformance with the requirements of this Ordinance.

- A. **Project Description and Location** – For Preliminary Plan applications the following shall be shown on, or where appropriate accompany, the plan.
  - 1. A brief narrative describing the proposed project.
  - 2. Title Block containing the following:
    - a. Project name or identifying title including the words "Preliminary Plan"
    - b. Municipality in which it is located
    - c. Plan date and dates of all revisions
    - d. Name, address, and phone number of the owner or applicant
  - 3. Name, address, and telephone number of individual or firm preparing the plan, assigned project number, name signature, registration number, and seal of engineer, surveyor or landscape architect involved in preparation of the plan.
  - 4. North arrow.
  - 5. Graphic and Written Scale.
  - 6. Site location map of a sufficient size and scale to clearly show the location of the property, its relation to the surrounding area, including roadway system, municipal boundaries, and community facilities within ½ mile of the project area. May be taken from a U.S.G.S. quadrangle map with sheet name identified.
  - 7. Deed book and page number and tax parcel identification number of the tract to be subdivided or developed.
  - 8. Total acreage of the entire existing tract.
  - 9. The entire tract boundary with bearings and distances showing the relationship of the proposed development to the entire tract and all prior conveyances, including acreage made from the parent tract since the inception of Union County Subdivision and Land Development Regulations on June 10, 1969.

10. Owners names, deed book and page numbers, and parcel identification numbers of adjacent unplotted land and the names, deed book and page numbers of all abutting recorded subdivisions.
11. Schedule or table of zoning district requirements, including lot area and bulk regulations, density, building and impervious coverage, and yard requirements. Show zoning for adjacent lands if different for tract to be subdivided or developed.
12. List of any variances or other zoning approvals that are being requested or which have been granted by the municipality.
13. List, with supporting evidence for the request, of any modifications that are requested in accordance with Section 803 of this Ordinance. Modifications granted shall be so noted on the Final Plan.

**B. Existing Site Characteristics – The following existing conditions shall be shown on the plan:**

1. Topographic contours shown at five (5) foot vertical intervals for land with average undisturbed slope less than twenty-five percent (25%) and, at a minimum, vertical intervals of ten (10) feet for slopes greater than 25%. One (1) or two (2) foot topographic contours may be required for more densely developed projects or when deemed appropriate by the Commission. Contours shall be accompanied by the location of the benchmark and notation indicating the datum used.
2. Steep Slopes delineated as those areas 16 to 25 percent and those areas greater than 25 percent.
3. Soil types and boundaries as shown in the Union County Soil Survey.
4. Prominent natural and topographic features including but not limited to watercourses, wetlands, drainage channels, sinkholes, rock outcroppings, regulatory 100-Year floodplains and floodways, tree masses, plant and wildlife habitat for rare, threatened, or endangered species, areas identified in the Union County Natural Areas Inventory, and other pertinent elements that may influence design. Additionally the Preliminary Plan shall indicate any proposed disturbance, encroachment, or alteration to such features when located upon the site proposed for development.
5. General vegetative cover of the site including a brief description and type (i.e. meadow, woodland, transitional).
6. A note on the plan indicating whether the site is/is not underlain by carbonate geology (limestone and dolomite).
7. Location of quarry sites, solid waste disposal areas, illegal dumps, EPA Superfund sites, and other potentially hazardous conditions on the site and on adjacent tracts.
8. Show approximate location and cite source information for significant historic and cultural features such as cemeteries, burial sites, archaeological sites, historic buildings, structures, plaques, markers, or monuments on the subject tract and within 200 feet on adjacent tracts.
9. All existing or recorded streets, roads, alleys, or other means of access and easements on or adjacent to the tract; including name or number, jurisdiction of ownership, right-of-way or easement width, width and condition of pavement and grades and, in the case of easements, the purpose for which it was created.

10. The location, ownership, and width of associated right-of-way or easement for any of the following features: existing buildings, storm and sanitary sewers, water supply lines, culverts, natural gas lines, on-lot sewage facilities, petroleum or petroleum products lines, power transmission and telephone lines, fire hydrants, stormwater management facilities, cellular towers, railroads, trails, wellhead protection areas, and other significant man-made features on or adjacent to the site.
11. Location and material of all existing permanent monuments and lot line markers.

C. **Proposed Site Conditions** – The following proposed conditions shall be shown on the plan:

1. Tabulation of site data, including total acreage of land to be subdivided or developed, number of lots, proposed density, number of dwelling units, existing land use, proposed land use, acreage of any proposed open space or other public/common areas, amount of impervious area, and the amount of tract residual. Multi-Family and non-residential shall also show the total square footage of all proposed buildings, percent of lot coverage, number of parking spaces required, and the number provided.
2. All required yards and building setback lines, with distances from the street centerline or street right-of-way lines, whichever is required by this Ordinance or applicable municipal Ordinances.
3. Lot layout with lot lines, approximate dimensions, lot square footage and acreage.
4. Block and lot numbers in a consecutive and clockwise or left to right order.
5. Exact location, name, width, and grade of proposed streets, alleys, driveways, or other means of access.
6. Location and width of rights-of-way and cartways and sight distances.
7. Delineation of clear sight triangles and sight distances.
8. Design information for horizontal curves (i.e. degree of curvature, point of tangents, radius, arc length, chords, etc.)
9. Length of tangents between reverse curves.
10. Curb radii at intersections and intersection equalities between streets.
11. Curbs and gutter location.
12. Location of sidewalks and/or trails showing width, grades, and ramps for ADA accessibility requirements.
13. Location of streetlights, street name signs, and traffic control devices and/or signs and pavement markings.
14. Location and type of vegetation to be planted between curb and shoulder and right-of-way line.
15. Location and species of shade trees within street rights-of-way.
16. Lighting plan in accordance with Sections 514 and 517 of this Ordinance indicating the types, size, quantity and location of light fixtures.

17. Proposed public buildings and areas, playgrounds, reserved areas, open space areas, and any related conditions or restrictions.
18. Identification of buildings and historic features proposed to be demolished.
19. Location, width, and intended use of utility, drainage, and all other proposed easements.
20. Location and pipe diameter (I.D.) of storm water, sanitary sewer, and water mains and laterals to each lot.
21. Location of fire hydrants and other operational water main infrastructure.
22. Location of all proposed stormwater management and erosion control facilities.
23. Deep-probe and soil percolation test sites and proposed absorption field areas if on-lot sewage disposal facilities are proposed, including the identification of applicable isolation distances.

**D. Other Required Information and Reports to be Submitted**

1. Copies of private deed restrictions, covenants, grants of easements, homeowner and business association agreements or other restrictions.
2. Preliminary design of proposed bridges and culverts.
3. Typical street cross-section for each proposed street, and typical cross section for any existing street that will be improved as part of the application. Each cross section shall include the entire right-of-way width and show materials for base and surfacing, and method of construction.
4. Street centerline profile for each proposed street showing finished grade at a scale of one inch equals fifty feet (1" = 50') horizontal and one inch equals five feet (1" = 5') vertical or other appropriate legible scales.
5. A grading plan showing all final topographic contours and cross sections for cut and fill areas for general site development activities including parking areas, buildings, stormwater facilities, etc.
6. Typical curb and gutter design, materials, and method of construction.
7. Typical sidewalk or trail design, materials, and method of construction.
8. A Sewage Facilities Plan and/or Engineering Feasibility Study and required documentation in accordance with Section 520 of this Ordinance.
9. A Water Facilities Plan and required documentation in accordance with Section 521 of this Ordinance.
10. For proposals to be served by an existing utility, water and/or sewer service provider(s), a letter of intent or an executed agreement to provide service shall be provided from the service provider(s).
11. A Stormwater Management and Drainage Plan and narrative including runoff calculations with complete hydrologic and hydraulic design and analysis of all conveyance and control facilities in accordance with Section 523 of this Ordinance.

12. When the Preliminary Plan covers only a part of the applicant's holdings, a sketch of proposed streets, sanitary and storm sewer and water lines for the remainder of the tract will be required.
13. Estimated cost of all improvements including an itemized list of components of work with quantities, unit cost, and total cost. See Appendix F for an example.
14. For a Preliminary Plan indicating phased installation of improvements, a schedule shall be filed detailing all proposed sections as well as deadlines when it is expected that applications for Final Plan approval for each section will be filed.
15. A landscaping plan in accordance with Section 518 of this Ordinance including the names, sizes, quantities, and approximate location of all proposed plant materials if required.
16. An Erosion and Sedimentation Pollution Control Plan and narrative showing all erosion and sedimentation control measures, temporary as well as permanent, and a letter from the Union County Conservation District stating that the proposed measures meet all state, federal and local requirements.
17. If any portion of the project is in a floodplain area, then documentation shall be submitted indicating compliance with all applicable laws and regulations of the municipality in which the project is located and of the Pennsylvania Department of Environmental Protection (PA DEP).
18. Copies of required permits from the PA DEP and/or other appropriate regulatory agencies for any proposed alteration, excavation, relocation, encroachment or obstruction of a watercourse.
19. A Community Impact Analysis, Natural Features Analysis and Traffic Engineering Study shall be submitted in accordance with Sections 510 and 532 of this Ordinance for all subdivision or land development proposals of 25 lots or more, or for a proposal that generates more than 200 vehicle trips per day.
20. When the tract contains a natural gas pipeline, petroleum or petroleum products pipeline, an electric transmission line, telecommunications line, or other utility, a letter shall accompany the application from the owner or lessee of such utility stating the minimum setback distance and other requirements pertaining to such features. A valid occupancy permit from such utility provider would also be acceptable.
21. A letter of zoning compliance from the municipal zoning officer.
22. A letter from the Union County Emergency Communications Center verifying approval of proposed subdivision and road names.
23. When the land included in the subject tract has agricultural, woodland, or other natural resource protection easement(s) located within the tract, the application shall be accompanied by a letter from the party holding the easement(s) stating any conditions on the use of the land.
24. For lots requiring access onto a state route or highway, a PennDOT Highway Occupancy Permit (HOP) or a letter from PennDOT indicating a HOP can be obtained shall be submitted. For lots requiring access onto a Township or Borough street the appropriate municipal Driveway Permit shall be submitted if applicable.

25. When the applicant intends to construct the improvements required by this Ordinance after unconditional preliminary plan approval, the applicant shall submit the appropriate executed Improvements Guarantee Agreement. See Appendix G.
26. When the proposed subdivision or land development site contains or formerly contained hazardous substances or groundwater contamination a geotechnical report and a remedial investigation/feasibility study shall be provided. For sites that formerly contained hazardous substances or groundwater contamination, a letter from applicable state and federal agencies verifying that the site meets the remediation standards for the proposed use will suffice in lieu of a remedial investigation/feasibility report.
27. All applicable plan processing applications and review fees in accordance with Article III of this Ordinance.

**E. Certification and Notification**

1. Certificate, signature and seal, of the professional land surveyor certifying the accuracy of the survey. See Appendix E-2.
2. Certificate, signature, and seal of the landscape architect, surveyor, or professional engineer that all other details on and accompanying the plan are correct. See Appendix E-3 and E-4.
3. Certification of Ownership in the form of a notarized statement by the owner(s) certifying ownership of the property. See Appendix E-5.
4. Preliminary Plan Certification of Notification for Municipal Governing Body. This is required when improvements are being offered for dedication. See Appendix E-6.
5. Preliminary Plan Approval Certification block for Union County Planning Commission. See Appendix E-7.
6. Notation on the plan of any modifications granted by the Commission pursuant to this Ordinance.
7. Notation on the plan of any variances granted in accordance with the applicable zoning ordinance.

**SECTION 404 FINAL PLANS**

All Final Plan applications shall be prepared in accordance with this Section to provide sufficient design information to demonstrate conformance with the requirements of this Ordinance.

**A. Project Description and Location** – For Final Plan applications the following shall be shown on, or where appropriate, accompany the plan.

1. A brief narrative describing the proposed project.
2. Title Block containing the following:
  - a. Project name or identifying title including the words "Final Plan"
  - b. Municipality in which it is located
  - c. Plan date and dates of all revisions
  - d. Name, address, and phone number of the owner or applicant

3. Name, address, and telephone number of the individual or firm preparing the plan, including assigned project number, name signature, registration number, and seal of engineer, surveyor or landscape architect involved.
4. North arrow.
5. Graphic and Written Scale.
6. Site location map of a sufficient size and scale to clearly show the location of the property, its relation to the surrounding area, including roadway system, municipal boundaries, and community facilities within ½ mile of the project area. May be taken from a U.S.G.S. quadrangle map with sheet name identified.
7. Deed book and page number and tax parcel identification number of the tract to be subdivided or developed.
8. Total acreage of the entire existing tract.
9. The entire tract boundary with bearings and distances showing the relationship of the proposed development to the entire tract and all prior conveyances, including acreage made from the parent tract since the inception of Union County Subdivision and Land Development Regulations on June 10, 1969.
10. Owners names, deed book and page numbers, and parcel identification numbers of adjacent unplotted land and the names, deed book and page numbers of all abutting recorded subdivisions.
11. Schedule or table of zoning district requirements, including lot area and bulk regulations, density, building and impervious coverage, and yard requirements. Show zoning for adjacent lands if different for tract to be subdivided or developed.
12. List of any variances or other zoning approvals that have been granted or are being requested which have not been granted by the municipality.
13. List, with supporting evidence for the request, of any modifications that are requested in accordance with Section 803 of this Ordinance. Modifications granted shall be so noted on the Final Plan.

**B. Existing Site Characteristics** – The following existing conditions shall be shown on the plan:

1. Topographic contours shown at five (5) foot vertical intervals for land with average undisturbed slope less than twenty-five percent (25%) and, at a minimum, vertical intervals of ten (10) feet for slopes greater than 25%. One (1) or two (2) foot topographic contours may be required for more densely developed projects or when deemed appropriate by the Commission. Contours shall be accompanied by the location of the benchmark and notation indicating the datum used.
2. Steep Slopes delineated as those areas 16 to 25 percent and those areas greater than 25 percent.
3. Soil types and boundaries as shown in the Union County Soil Survey.
4. Prominent natural and topographic features including but not limited to watercourses, wetlands, drainage channels, sinkholes, rock outcroppings, regulatory 100-Year floodplains and floodways, tree masses, plant and wildlife habitat for rare, threatened, or

endangered species, areas identified in the Union County Natural Areas Inventory, and other pertinent elements that may influence design. Additionally the Preliminary Plan shall indicate any proposed disturbance, encroachment, or alteration to such features when located upon the site proposed for development.

5. General vegetative cover of the site including a brief description and type (i.e. meadow, woodland, transitional).
6. A note on the plan indicating whether the site is/is not underlain by carbonate geology (limestone and dolomite).
7. Location of quarry sites, solid waste disposal areas, illegal dumps, EPA Superfund sites, hazardous waste contamination, and other potentially hazardous conditions on the site and on adjacent tracts.
8. Show approximate location and cite source information for significant historic and cultural features such as cemeteries, burial sites, archaeological sites, historic buildings, structures, plaques, markers, or monuments on the subject tract and within 200 feet on adjacent tracts.
9. All existing or recorded streets, roads, alleys, or other means of access and easements on or adjacent to the tract; including name or number, jurisdiction of ownership, right-of-way or easement width, width and condition of pavement and grades and, in the case of easements, the purpose for which it was created.
10. The location, ownership, and width of associated right-of-way or easement for any of the following features: existing buildings, storm and sanitary sewers, water supply lines, culverts, natural gas lines, on-lot sewage facilities, petroleum or petroleum products lines, power transmission and telephone lines, fire hydrants, stormwater management facilities, cellular towers, railroads, trails, wellhead protection areas and other significant man-made features on or adjacent to the site.
11. Location and material of all existing permanent monuments and lot line markers.

C. **Proposed Site Conditions** – The following proposed conditions shall be shown on the plan:

1. Tabulation of site data, including total acreage of land to be subdivided or developed, number of lots, proposed density, number of dwelling units, existing land use, proposed land use, acreage of any proposed open space or other public/common areas, amount of impervious area and the amount of tract residual. Multi-Family and non-residential site plans shall also show the total square footage of all proposed buildings, percent of lot coverage, number of parking spaces required and the number provided.
2. All required yards and building setback lines, with distances from the street centerline or street right-of-way lines, whichever is required by this Ordinance or applicable municipal Ordinances.
3. Lot layout with lot lines, exact dimensions, lot square footage, lot acreage and location and material of all permanent monuments and lot line markers, including a note that all monuments and lot line markers are set.
4. Block and lot numbers in a consecutive and clockwise or left to right order.
5. Exact location, name, width, and grade of proposed streets, alleys, driveways, or other means of access.

6. Location and width of rights-of-way and cartways along with sight distances.
7. Delineation of clear sight triangles and sight distances.
8. Design information for horizontal curves (i.e. degree of curvature, point of tangents, radius, arc length, chords, etc.)
9. Length of tangents between reverse curves.
10. Curb radii at intersections and intersection equalities between streets.
11. Curb and gutter location.
12. Location of sidewalks and/or trails showing width, grades, and ramps for ADA accessibility requirements.
13. Location of streetlights, street name signs, and traffic control devices and/or signs and pavement markings.
14. Location and type of vegetation to be planted between curb and shoulder and right-of-way line.
15. Location and species of shade trees within street rights-of-way.
16. Lighting plan in accordance with Sections 514 and 517 of this Ordinance indicating the types, size, quantity and location of light fixtures.
17. Proposed public buildings and areas, playgrounds, reserved areas, open space areas, and any related conditions or restrictions.
18. Identification of buildings and historic features proposed for demolition.
19. Location, width, and intended use of utility, drainage, and all other proposed easements.
20. Location and pipe diameter (I.D.) of storm water, sanitary sewer, and water mains and laterals to each lot.
21. Final vertical and horizontal alignment for sanitary sewer, water distribution system, and storm sewer drainage systems. Manhole locations, size and type of material shall be shown.
22. Location of fire hydrants and other operational water main infrastructure.
23. Location of all proposed stormwater management and erosion control facilities.
24. Deep-probe and soil percolation test sites and proposed absorption field areas if on-lot sewage disposal facilities are proposed, including showing of applicable isolation distances.
25. Assigned tax parcel identification numbers from the Union County Tax Assessment Office and addresses for each parcel as issued by the Union County Emergency Communications Center.

**D. Other Required Information and Reports to be Submitted**

1. Copies of private deed restrictions, covenants, grants of easements, homeowner and business association agreements or other restrictions.
2. Final design of proposed bridges and culverts.
3. Typical street cross-section for each proposed street, and typical cross section for any existing street that will be improved as part of the application. Each cross section shall include the entire right-of-way width and show materials for base and surfacing, and method of construction.
4. Street centerline profile for each proposed street showing finished grade at a scale of one inch equals fifty feet (1" = 50') horizontal and one inch equals five feet (1" = 5') vertical or other appropriate legible scales.
5. A grading plan showing all final topographic contours and cross sections for cut and fill areas for general site development activities including parking areas, buildings, stormwater facilities, etc.
6. Typical curb and gutter design, materials, and method of construction.
7. Typical sidewalk or trail design, materials, and method of construction.
8. A Sewage Facilities Plan, Engineering Feasibility Study and required documentation in accordance with Section 520 of this Ordinance.
9. A Water Facilities Plan and required documentation in accordance with Section 521 of this Ordinance.
10. For proposals to be served by an existing utility, water and/or sewer service provider(s), a letter of intent or an executed agreement to provide service shall be provided from the service provider(s).
11. A Stormwater Management and Drainage Plan and narrative including runoff calculations with complete hydrologic and hydraulic design and analysis of all conveyance and control facilities in accordance with Section 523 of this Ordinance.
12. When the Final Plan covers only a part of the applicant's holdings, a sketch of proposed streets, sanitary and storm sewer and water lines for the remainder of the tract may be required.
13. Final cost of all improvements, including an itemized list of components of work, with quantities, unit cost, and total cost. See Appendix F for an example.
14. An appropriately executed Improvements Guarantee Agreement that sets forth the responsibilities of all parties regarding the installation and inspection of the required improvements. See Appendix G.
15. A fully executed improvements guarantee in accordance with Article VIII of this Ordinance.
16. A landscaping plan in accordance with Section 518 of this Ordinance, including the names, sizes, quantities, and approximate location of all proposed plant materials, if required.

17. An Erosion and Sedimentation Pollution Control Plan showing all erosion and sedimentation control measures, temporary as well as permanent, and a letter from the Union County Conservation District stating that the proposed measures meet all state, federal and local requirements.
18. If any portion of the project is in a floodplain area, then documentation shall be submitted indicating compliance with all applicable laws and regulations of the municipality in which the project is located and of the PA DEP.
19. Copies of required permits from the PA DEP and/or other appropriate regulatory agencies for any proposed alteration, excavation, relocation, encroachment or obstruction of a watercourse.
20. A Community Impact Analysis, Natural Features Analysis and Traffic Engineering Study shall be submitted in accordance with Sections 510 and 532 of this Ordinance for all subdivision or land development proposals of 25 lots or more, or for a proposal that generates more than 200 vehicle trips per day.
21. When the tract contains a natural gas pipeline, petroleum or petroleum products pipeline, an electric transmission line, telecommunications line, or other utility, a letter shall accompany the application from the owner or lessee of such utility stating the minimum setback distance and other requirements pertaining to such features. A valid occupancy permit from such utility provider would also be acceptable.
22. Letter of zoning compliance from the municipal zoning officer is required for Final Plan approval.
23. Letter(s) from the appropriate Union County agencies verifying approval of final subdivision or land development name and road names, assigned lot addresses and tax parcel identification numbers.
24. When the land included in the subject tract has agricultural, woodland, or other natural resource protection easement(s) located within the tract, the application shall be accompanied by a letter from the party holding the easement(s) stating any conditions on the use of the land.
25. For lots requiring access onto a state route or highway, a PennDOT Highway Occupancy Permit (HOP) or a letter from PennDOT indicating a HOP can be obtained shall be submitted. For lots requiring access onto a Township or Borough street the appropriate municipal Driveway Permit shall be submitted if applicable.
26. When the proposed subdivision or land development site contains or formerly contained hazardous substances or groundwater contamination a geotechnical report and a remedial investigation/feasibility study shall be provided. For sites that formerly contained hazardous substances or groundwater contamination, a letter from applicable state and federal agencies verifying that the site meets the remediation standards for the proposed use will suffice in lieu of a remedial investigation/feasibility report.
27. All applicable plan processing applications and review fees in accordance with Article III of this Ordinance.

**E. Certification and Notification**

1. Certificate, signature and seal, of the professional land surveyor certifying the accuracy of the survey. See Appendix E-2.

2. Certificate, signature, and seal of the landscape architect, surveyor, or professional engineer that all other details on and accompanying the plan are correct. See Appendix E-3 and E-4.
3. Certification of Ownership in the form of a notarized statement by the owner(s) certifying ownership of the property. See Appendix E-5.
4. Final Plan Certification for Notification of Municipal Governing Body. This is required when improvements are being offered for dedication. See Appendix E-6.
5. Final Plan Approval Certification block for Union County Planning Commission. See Appendix E-11.
6. A four inch (4") x two inch (2") space in the upper left hand corner to accommodate the Certification Block of the Union County Recorder of Deeds Office.
7. A certificate of dedication of streets, sidewalks, and other public property. See Appendix E-12.
8. A notification placed on the Plan indicating any area and/or improvement(s) that are not to be offered for dedication. See Appendix E-13.
9. Notation on the plan of any modifications granted by the Commission pursuant to this Ordinance.
10. Notation on the plan of any variances granted in accordance with the applicable zoning ordinance.

## **SECTION 405 MINOR SUBDIVISION PLANS**

All Final Plan applications for Minor Subdivisions as defined in this Ordinance may be prepared in accordance with this Section for those plans that demonstrate conformance with the requirements of this Ordinance and do not significantly alter the character of the area being subdivided.

- A. **Project Description and Location** – For all Final Plan applications for Minor Subdivisions the following shall be shown on, or where appropriate, accompany the plan.
  1. A brief narrative describing the proposed project.
  2. Title Block containing the following:
    - a. Project name or identifying title including the words "Final Plan-Minor Subdivision"
    - b. Municipality in which it is located
    - c. Plan date and dates of all revisions
    - d. Name, address, and phone number of the owner or applicant
  3. Name, address, and telephone number of the individual or firm preparing the plan, including assigned project number, name signature, registration number, and seal of engineer, surveyor or landscape architect involved.
  4. North arrow.
  5. Graphic and Written Scale.

6. Site location map of a sufficient size and scale to clearly show the location of the property, its relation to the surrounding area, including roadway system, municipal boundaries, and community facilities within ½ mile of the project area. May be taken from a U.S.G.S. quadrangle map with sheet name identified.
7. Deed book and page number and tax parcel identification number of the tract to be subdivided or developed.
8. Total acreage of the entire existing tract.
9. The entire tract boundary with bearings and distances showing the relationship of the proposed development to the entire tract and all prior conveyances, including acreage made from the parent tract since the inception of Union County Subdivision and Land Development Regulations on June 10, 1969.
10. Owners names, deed book and page numbers, and parcel identification numbers of adjacent unplotted land and the names, deed book and page numbers of all abutting recorded subdivisions.
11. Schedule or table of zoning district requirements, including lot area and bulk regulations, density, building and impervious coverage, and yard requirements. Show zoning for adjacent lands if different for tract to be subdivided or developed.
12. List of any variances or other zoning approvals that have been granted or are being requested which have not been granted by the municipality.
13. List, with supporting evidence for the request, of any modifications that are requested in accordance with Section 803 of this Ordinance. Modifications granted shall be so noted on the Final Plan.

**B. Existing Site Characteristics –** The following existing conditions shall be shown on the plan:

1. Topographic contours shown at five (5) foot vertical intervals for land with average undisturbed slope less than twenty-five percent (25%) and, at a minimum, vertical intervals of ten (10) feet for slopes greater than 25%. One (1) or two (2) foot topographic contours may be required when deemed appropriate by the Commission. Contours shall be accompanied by the location of the benchmark and notation indicating the datum used. Interpolated U.S.G.S contours may be utilized with the prior authorization of Commission staff. This requirement may be waived by staff.
2. Steep Slopes delineated as those areas 16 to 25 percent and those areas greater than 25 percent.
3. Soil types and boundaries as shown in the Union County Soil Survey.
4. Prominent natural and topographic features including but not limited to, watercourses, wetlands, drainage channels, sinkholes, rock outcroppings, regulatory 100-Year floodplains and floodways, tree masses, plant and wildlife habitat for rare, threatened, or endangered species, areas identified in the Union County Natural Areas Inventory, and other pertinent elements that may influence design. Additionally the Plan shall indicate any proposed disturbance, encroachment, or alteration to such features when located upon the site proposed for development.
5. General vegetative cover of the site including a brief description and type (i.e. meadow, woodland, transitional).

6. A note on the plan indicating whether the site is/is not underlain by carbonate geology (limestone and dolomite).
7. Location of quarry sites, solid waste disposal areas, illegal dumps, EPA Superfund sites, hazardous waste contamination, and other potentially hazardous conditions on the site and on adjacent tracts.
8. Show approximate location and cite source information for significant historic and cultural features such as cemeteries, burial sites, archaeological sites, historic buildings, structures, plaques, markers, or monuments on the subject tract.
9. All existing or recorded streets, roads, alleys, or other means of access and easements on or adjacent to the tract; including name or number, jurisdiction of ownership, right-of-way or easement width, width and condition of pavement and grades and, in the case of easements, the purpose for which it was created.
10. The location, ownership, and width of associated right-of-way or easement for any of the following features: existing buildings, storm and sanitary sewers, water supply lines, culverts, natural gas lines, on-lot sewage facilities, petroleum or petroleum products lines, power transmission and telephone lines, fire hydrants, stormwater management facilities, cellular towers, railroads, trails, wellhead protection areas and other significant man-made features on or adjacent to the site.
11. Location and material of all existing permanent monuments and lot line markers.

C. **Proposed Site Conditions** – The following proposed conditions shall be shown on the plan:

1. Tabulation of site data, including total acreage of land to be subdivided or developed, number of lots, proposed density, number of dwelling units, existing land use, proposed land use, acreage of any proposed open space or other public/common areas, amount of impervious area and the amount of tract residual.
2. All required yards and building setback lines, with distances from the street centerline or street right-of-way lines, whichever is required by this Ordinance or applicable municipal Ordinances.
3. Lot layout with lot lines, exact dimensions, lot square footage, lot acreage and location and material of all permanent monuments and lot line markers, including a note that all monuments and lot line markers are set.
4. Block and lot numbers in a consecutive and clockwise or left to right order.
5. Location and width of rights-of-way and cartways, along with sight distances.
6. Delineation of clear sight triangles and sight distances.
7. Identification of buildings and historic features proposed to be demolished.
8. Location, width, and intended use of utility, drainage, and all other proposed easements.
9. Location of all proposed stormwater management and erosion control facilities.
10. Deep-probe and soil percolation test sites and proposed absorption field areas if on-lot sewage disposal facilities are proposed including applicable isolation distances.

11. Assigned tax parcel identification numbers from the Union County Tax Assessment Office and addresses for each parcel as issued by the Union County Emergency Communications Center.

**D. Other Required Information and Reports to be Submitted**

1. Copies of private deed restrictions, covenants, grants of easements, homeowner and business association agreements or other restrictions.
2. A Sewage Facilities Plan, Engineering Feasibility Study and required documentation, in accordance with Section 520 of this Ordinance.
3. A Stormwater Management and Drainage Plan and narrative, in accordance with Section 523 of this Ordinance if applicable.
4. An Erosion and Sedimentation Pollution Control Plan and narrative showing all erosion and sedimentation control measures, temporary as well as permanent, and a letter from the Union County Conservation District stating that the proposed measures meet all state, federal and local requirements.
5. If any portion of the project is in a floodplain area, then documentation shall be submitted indicating compliance with all applicable laws and regulations of the municipality in which the project is located and of the PA DEP.
6. Copies of required permits from the PA DEP and/or other appropriate regulatory agencies for any proposed alteration, excavation, relocation, encroachment or obstruction of a watercourse.
7. When the tract contains a natural gas pipeline, petroleum or petroleum products pipeline, an electric transmission line, telecommunications line, or other utility, a letter shall accompany the application from the owner or lessee of such utility stating the minimum setback distance and other requirements pertaining to such features. A valid occupancy permit from such utility provider would also be acceptable.
8. Letter of zoning compliance from the municipal zoning officer is required for Final Plan approval.
9. Letter(s) from the appropriate Union County agencies verifying approval of final assigned lot addresses and tax parcel identification numbers.
10. When the land included in the subject tract has an agricultural, woodland, or other natural resource protection easement located within the tract, the application shall be accompanied by a letter from the party holding the easement stating any conditions on the use of the land.
11. For lots requiring access onto a state route or highway, a PennDOT Highway Occupancy Permit (HOP) or a letter from PennDOT indicating a HOP can be obtained shall be submitted. For lots requiring access onto a Township or Borough street the appropriate municipal Driveway Permit shall be submitted if applicable.
12. When the proposed subdivision or land development site contains or formerly contained hazardous substances or groundwater contamination a geotechnical report and a remedial investigation/feasibility study shall be provided. For sites that formerly contained hazardous substances or groundwater contamination, a letter from applicable state and

federal agencies verifying that the site meets the remediation standards for the proposed use will suffice in lieu of a remedial investigation/feasibility report.

13. All applicable plan processing applications and review fees in accordance with Article III of this Ordinance.

**E. Certification and Notification**

1. Certificate, signature and seal, of the professional land surveyor certifying the accuracy of the survey. See Appendix E-2.
2. Certificate, signature, and seal of the landscape architect, surveyor, or professional engineer that all other details on and accompanying the plan are correct. See Appendix E-3 and E-4.
3. Certification of Ownership in the form of a notarized statement by the owner(s) certifying ownership of the property. See Appendix E-5.
4. Final Plan Approval Certification block for Union County Planning Commission. See Appendix E-11.
5. A four inch (4") x two inch (2") space in the upper left hand corner to accommodate the Certification Block of the Union County Recorder of Deeds Office.
6. Notation on the plan of any modifications granted by the Commission pursuant to this Ordinance.
7. Notation on the plan of any variances granted in accordance with the applicable zoning ordinance.

**SECTION 406 LOT ADDITIONS AND LOT CONSOLIDATIONS**

Lot Addition and Lot Consolidation Plans shall be subject to the plan requirements in this Section. In addition, surveys to correct survey errors of existing lots of record and/or for property transfer purposes, when no new subdivision or land development activity is proposed, shall be prepared in accordance with this Section.

- A. Project Description and Location** – For all Final Plan applications for Lot Additions and Lot Consolidations the following shall be shown on, or where appropriate, accompany the plan.
1. A brief narrative describing the proposed project.
  2. Title Block containing the following:
    - a. Project name or identifying title including the words "Lot Addition or Consolidation"
    - b. Municipality in which it is located
    - c. Plan date and dates of all revisions
    - d. Name, address, and phone number of the owner or applicant
  3. Name, address, and telephone number of individual or firm preparing the plan, assigned project number, name signature, registration number, and seal of engineer, surveyor or landscape architect involved in preparation of the plan.
  4. North arrow.

5. Graphic and Written Scale
  6. Site location map of a sufficient size and scale to clearly show the location of the property, its relation to the surrounding area, including roadway system, municipal boundaries, and community facilities within ½ mile of the project area. May be taken from a U.S.G.S. quadrangle map with sheet name identified.
  7. Deed book and page number and tax parcel identification number of the subject tract(s) and/or those to be subdivided
  8. Owners names, deed book and page numbers, and parcel identification numbers of adjacent unplotted land and the names, deed book and page numbers of all abutting recorded subdivisions.
  9. Total acreage of the entire existing tracts.
  10. The entire tract boundary with bearings and distances showing the relationship of the proposed development to the entire tract and all prior conveyances, including acreage made from the parent tract since the inception of Union County Subdivision and Land Development Regulations on June 10, 1969.
  11. Schedule or table of zoning district requirements indicating lot area, width and density.
  12. List of any variances or other zoning approvals that have been granted or are being requested which have not been granted by the municipality.
- B. Existing Site Characteristics** – The following existing conditions shall be shown on the plan:
1. All existing or recorded streets, roads, alleys, or other means of access and easements on the subject tract(s); including name or number, jurisdiction of ownership, right-of-way or easement width, and in the case of easements, the purpose for which they were created.
  2. Location and material of all existing permanent monuments and lot line markers.
- C. Proposed Site Conditions** – The following proposed conditions shall be shown on the plan:
1. Lot layout with lot lines, exact dimensions, lot square footage, acreage and location and material of all permanent monuments and lot line markers, including a note that all monuments and lot line markers are set.
  2. Assigned tax parcel identification numbers from the Union County Tax Assessment Office and addresses for each parcel as issued by the Union County Emergency Communications Center if applicable.
- D. Other Required Information and Reports to be Submitted**
1. Copies of private deed restrictions, covenants, grants of easements, homeowner association agreements or other restrictions.
  2. Letter of zoning compliance from the municipal zoning officer is required for Final Plan approval.
  3. When the land included in the subject tract has an agricultural, woodland, or other natural resource protection easement located within the tract, the application shall be

accompanied by a letter from the party holding the easement stating any conditions on the use of the land.

4. Letter(s) from the appropriate Union County agencies verifying approval of final assigned lot addresses and tax parcel identification numbers where applicable.
5. All applicable plan processing applications and review fees in accordance with Article III of this Ordinance.

**E. Certification and Notification**

1. Certificate, signature and seal, of the professional land surveyor certifying the accuracy of the survey. See Appendix E-2.
2. Certification of Ownership in the form of a notarized statement by the owner(s) certifying ownership of the property. See Appendix E-5.
3. Final Plan Approval Certification block for Union County Planning Commission. See Appendix E-11.
4. A four inch (4") x two inch (2") space in the upper left hand corner to accommodate the Certification Block of the Union County Recorder of Deeds Office.
5. Notation on the plan of any variances granted in accordance with the applicable zoning ordinance.
6. Appropriate notation for lot additions, lot consolidations, tract surveys, correction of previous survey errors, etc. See Appendix E-14.
7. 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.