

**PENN TOWNSHIP SUBDIVISION REVIEW CHECKLIST  
FINAL PLAT SUBMISSION**

Name of Subdivision: \_\_\_\_\_ Date Final Plans Deemed Complete: \_\_\_\_\_ Date Final Plans Received by EADS: \_\_\_\_\_ Developer's Contact Person: \_\_\_\_\_  
 Subdivision Reviewed by: \_\_\_\_\_ Date of Review: \_\_\_\_\_ Review Date: \_\_\_\_\_ Acknowledged: \_\_\_\_\_ Date Acknowledged: \_\_\_\_\_ Developer's Email Address: \_\_\_\_\_

Code Section	Code Requirement	Plans Meet Code	Plans Do Not Meet Code	Other	Comments, if any	Sheet/s on which Requirement is Met	Developer's Comments, if any
General Item	Have the application, plans, deeds, and any other supporting documentation been submitted?						
General Item	Does the information presented on the application appear accurate (e.g. correct zoning, parcel size, etc.)?						
156-13 A	General. The final plat shall have incorporated all changes or modifications required by the governing body, otherwise it shall conform to the preliminary plat, and it may constitute only that portion of the preliminary plat which the applicant proposes to record and develop at the time, provided that such portion conforms with all the requirements of these regulations. The final plat shall be prepared in accordance with the requirements set forth in Articles III (Design Standards) and IV (Minimum Required Improvements) of these regulations.						
156-14 A	Form.						
156-14 A(1)	The final plat shall be neatly drawn on Mylar, linen, or high-grade vellum, using permanent black opaque ink. The plat shall be prepared on one or more uniform sheets measuring 18"X24", unless another size is approved after consultation with the office of the Westmoreland County Recorder of Deeds. Its scale shall be one inch equals 50 feet or less.						

Name of Subdivision: \_\_\_\_\_ Date Final Plans Deemed Complete: \_\_\_\_\_ Date Final Plans Received by EADS: \_\_\_\_\_ Developer's Contact Person: \_\_\_\_\_  
 Subdivision Reviewed by: \_\_\_\_\_ Date of Review: \_\_\_\_\_ Review Acknowledged: \_\_\_\_\_ Date Acknowledged: \_\_\_\_\_ Developer's Email Address: \_\_\_\_\_

Code Section	Code Requirement	Plans Meet Code	Plans Do Not Meet Code	Other	Comments, if any	Sheet/s on which Requirement is Met	Developer's Comments, if any
156-14 A(2)	Plans shall contain original seals (notary, Township Planning and Zoning Commission, Board of Commissioners, Westmoreland County, and professional seals). Plans shall contain original signatures signed in permanent black opaque ink. Plans which are not legible because of heavy background grain or smudged ink shall be rejected.						
156-14 A(3)	Black-line paper prints of the plat shall be presented to the Commission from time to time, as suggested by the Commission. After recording, four photostats of the recorded plat shall be provided by the applicant in accordance with §156-16B.						
156-14 B	Content of final plat. The final plat shall consist of the following:						
156-14 B(1)	The name of the landowner; the name of the applicant, if not the landowner; the location by municipality, county, and state; and the date, North point, and graphic scale.						
156-14 B(2)	The names and addresses of the applicant and the registered surveyor or registered engineer who prepared the plan.						
156-14 B(3)	The boundary of the subdivision, shown in a heavy line, with length of courses in feet and hundredths and bearings to not more than half minutes.						
156-14 B(4)	Bearings and distances to the nearest established street lines, section corners, or other recognized permanent monuments, which shall be accurately described on the plat. Subdivisions abutting state highways shall be referenced to center lines of such highways where this data is available.						
156-14 B(5)	Exact locations, widths, and names of all streets and all crosswalks within the subdivision.						

Name of Subdivision: \_\_\_\_\_ Date Final Plans Deemed Complete: \_\_\_\_\_ Date Final Plans Received by EADS: \_\_\_\_\_ Developer's Contact Person: \_\_\_\_\_  
 Subdivision Reviewed by: \_\_\_\_\_ Date of Review: \_\_\_\_\_ Review Acknowledged: \_\_\_\_\_ Date Acknowledged: \_\_\_\_\_ Developer's Email Address: \_\_\_\_\_

Code Section	Code Requirement	Plans Meet Code	Plans Do Not Meet Code	Other	Comments, if any	Sheet/s on which Requirement is Met	Developer's Comments, if any
156-14 B(6)	Complete curve data for all curves included in the plat.						
156-14 B(7)	All easements being provided for services or utilities in the subdivision and any limitations placed on the use of such easements.						
156-14 B(8)	Accurate outlines of any lot or areas to be reserved or dedicated for common use by residents of the subdivision or for general public use with the purpose indicated thereon.						
156-14 B(9)	Front building lines and lot width at the building line, shown graphically with dimensions.						
156-14 B(10)	Block and lot numbers and lines, with accurate bearings and dimensions thereof, including lengths of arcs and radii and including the bearings and dimensions of ties to adjacent blocks or property.						
156-14 B(11)	The accurate location, size, type, and material of all monuments and lot markers.						
156-14 B(12)	The property lines of the original tract or tracts of which the subdivision constitutes the whole or part.						
156-14 B(13)	If applicable, a notation on the plat that access to a state highway shall only be authorized by a highway occupancy permit issued by PennDOT under Section 420 of the State Highway Law (Act of June 1, 1945, P.L. 1242, No. 428).						
156-14 B(14)	All of the information required by §156-12D (Content of Preliminary Plat) of the Code of the Township of Penn. [Added 5-22-2001 by Ord. No. 739]						

Name of Subdivision: \_\_\_\_\_ Date Final Plans Deemed Complete: \_\_\_\_\_ Date Final Plans Received by EADS: \_\_\_\_\_ Developer's Contact Person: \_\_\_\_\_  
 Subdivision Reviewed by: \_\_\_\_\_ Date of Review: \_\_\_\_\_ Review Acknowledged: \_\_\_\_\_ Date Acknowledged: \_\_\_\_\_ Developer's Email Address: \_\_\_\_\_

Code Section	Code Requirement	Plans Meet Code	Plans Do Not Meet Code	Other	Comments, if any	Sheet/s on which Requirement is Met	Developer's Comments, if any
156-14 B(15)	Easements; locations, width and purposes. In the event a lot is encumbered by an easement or right-of-way, which is not within the minimum set back requirements as established by Table 1 (Development Standards) of the Zoning Ordinance of the Township of Penn, the site map and subdivision plan shall conspicuously contain the following notation: Notice to all Purchasers: Lot(s) Numbered ___ are encumbered by an easement or right-of-way, which may reduce the net buildable area of the lot. Further, additions or new construction on the lot(s) may be limited by the easement or right-of-way.						
156-14 C	Supplementary information. The following supplementary information shall be included:						
156-14 C(1)	A list of all restrictions and covenants, if any, that the developer intends to place in the deeds to the lots in the subdivision. If no such restrictions or covenants are to be imposed, a statement to that effect shall be included.						
156-14 C(2)	If a zoning change is involved, certification from the Secretary shall be required, indicating that the change has been approved and is in effect.						
156-14 C(3)	Certification by a registered surveyor or registered engineer to the effect that the plat represents a survey made by him and that all monuments shown thereon actually exist and that their location is correctly shown.						
156-14 C(4)	An acknowledgement by the owner or owners of his or their adoption of the plat and dedication of streets and other public areas.						

Name of Subdivision: \_\_\_\_\_ Date Final Plans Deemed Complete: \_\_\_\_\_ Date Final Plans Received by EADS: \_\_\_\_\_ Developer's Contact Person: \_\_\_\_\_  
 Subdivision Reviewed by: \_\_\_\_\_ Date of Review: \_\_\_\_\_ Review Acknowledged: \_\_\_\_\_ Date Acknowledged: \_\_\_\_\_ Developer's Email Address: \_\_\_\_\_

Code Section	Code Requirement	Plans Meet Code	Plans Do Not Meet Code	Other	Comments, if any	Sheet/s on which Requirement is Met	Developer's Comments, if any
156-14 C(5)	The final plat shall contain a certificate, signed by the Engineer, showing that all improvements have either been installed and approved by the proper officials or agencies or that a bond insuring their installation has been approved by the Engineer.						
156-14 C(6)	Complete final construction plans, profiles, and typical cross-sections for all installed or proposed new streets.						
156-14 C(7)	Complete final construction plans and profiles of installed or proposed public sanitary sewage disposal systems and storm drains, with grades and pipe sizes, unless private septic tanks are to be used.						
156-14 C(8)	Complete final construction plans of installed or proposed public water distribution systems, showing pipe sizes and locations of valves and fire hydrants, if any, unless private wells are to be used.						
156-14 C(9)	In cases where a bond is to be provided in lieu of completed improvements, the developer shall be required to submit an itemized estimate of the cost of all improvements required to be installed.						

Name of Subdivision: \_\_\_\_\_ Date Final Plans Deemed Complete: \_\_\_\_\_ Date Final Plans Received by EADS: \_\_\_\_\_ Developer's Contact Person: \_\_\_\_\_  
 Subdivision Reviewed by: \_\_\_\_\_ Date of Review: \_\_\_\_\_ Review Acknowledged: \_\_\_\_\_ Date Acknowledged: \_\_\_\_\_ Developer's Email Address: \_\_\_\_\_

Code Section	Code Requirement	Plans Meet Code	Plans Do Not Meet Code	Other	Comments, if any	Sheet/s on which Requirement is Met	Developer's Comments, if any
156-14 C(10)	Evidence, in the form required by the Commission, of arrangements that have been made with private utility companies or other agencies for supplying every lot in the subdivision with gas, electricity, water, and sewage disposal. If water is to be provided from a source other than private wells owned and maintained by individual owners of lots, evidence shall be submitted that the subdivision or land development is to be supplied by a certified public utility, a bona fide cooperative association of lot owners or a municipal corporation, authority, or utility. A copy of a certificate of public convenience from the PA Public Utility Commission or an application for such certificate, a cooperative agreement or a commitment or agreement to serve the area in question, whichever is appropriate, shall be acceptable evidence.						
156-14 C(11)	Any and all permits or waivers that may be required by the PA DEP pursuant to the Sewage Facilities Act of the Commonwealth of PA and the rules and regulations of the PA DEP, which permits and waivers shall be a precondition to the granting of final approval of the subdivision or land development plan.						
156-14 C(12)	A properly executed application on a form provided by the Commission.						
156-14 C(13)	The application filing fee required by §156-40 shall be tendered to the Township.						
156-14 C(14)	The review fee required by §156-40B.						

Name of Subdivision: \_\_\_\_\_ Date Final Plans Deemed Complete: \_\_\_\_\_ Date Final Plans Received by EADS: \_\_\_\_\_ Developer's Contact Person: \_\_\_\_\_  
 Subdivision Reviewed by: \_\_\_\_\_ Date of Review: \_\_\_\_\_ Review Acknowledged: \_\_\_\_\_ Date Acknowledged: \_\_\_\_\_ Developer's Email Address: \_\_\_\_\_

Code Section	Code Requirement	Plans Meet Code	Plans Do Not Meet Code	Other	Comments, if any	Sheet/s on which Requirement is Met	Developer's Comments, if any
156-14 D	Final approval without completion guaranty.						
156-14 D(1)	In the event that the applicant wishes to construct public improvements in the plan without posting a completion guaranty, as provided for by the Pennsylvania Municipalities Planning Code, the applicant shall submit all information required for final approval, including a final plat, construction drawings for the public improvements, the required PA DEP planning module, all other applicable permits from county, state, or federal agencies, all application filing and review fees and inspection fees.						
156-14 D(2)	Final approval by the Board shall be by resolution, which shall be conditioned upon completion, inspection, and acceptance of all public improvements and posting of the required maintenance bond prior to the proper officers of the Township affixing their signatures to the final plat for recording purposes. The applicant shall follow the same procedure for notification of commencement and completion of construction and inspection and acceptance of public improvements as applicants who post a completion guaranty.						
General Item	Are there any conditions of approval recommended for this subdivision? (See §156-14 E for a description of conditional approval.)						
General Item	Would the proposed subdivision violate any of the development standards listed in Table 1 of Chapter 190, Zoning, of the Penn Township Code?						

Name of Subdivision: \_\_\_\_\_ Date Final Plans Deemed Complete: \_\_\_\_\_ Date Final Plans Received by EADS: \_\_\_\_\_ Developer's Contact Person: \_\_\_\_\_  
 Subdivision Reviewed by: \_\_\_\_\_ Date of Review: \_\_\_\_\_ Review Date: \_\_\_\_\_ Acknowledged: \_\_\_\_\_ Date Acknowledged: \_\_\_\_\_ Developer's Email Address: \_\_\_\_\_

Code Section	Code Requirement	Plans Meet Code	Plans Do Not Meet Code	Other	Comments, if any	Sheet/s on which Requirement is Met	Developer's Comments, if any
General Item	If the existing use of the land is a Special Exception or Conditional Use for the zone (as listed in Chapter 190, Zoning, of the Penn Township Code), would any conditions of approval for such use be violated by the proposed subdivision?						
Reviewer's Additional Comments, Questions, or Concerns							