

TO: Applicant
FROM: Planning & Zoning Department
RE: Montgomery Township Subdivision & Land Development Checklist

To aid in the proper submission of Land Development and Subdivision Applications, the Montgomery Township Board of Supervisors asks your cooperation in the completion of the enclosed "Subdivision & Land Development Checklist." This checklist presents in outline form the information required for proper Subdivision and Land Development submission. Reference should be made to the Subdivision and Land Development Ordinance for specific details. This checklist does not include the rules and regulations of the Zoning Ordinance.

Please complete and sign one copy of the checklist, if required, and submit it with your Subdivision and Land Development Application.

Thank you.

Subdivision and Land Development Application Checklist

Montgomery Township, Montgomery County, Pennsylvania

I. Type of Application

_____ Preliminary _____ Final Plan _____ Revised Submission (check one)

| A. Drafting Standards – Does the plan show: | YES | NO |
|--|-------|-------|
| 1. Scale 1" = 100' (or less)? | _____ | _____ |
| 2. Dimensions – feet and decimals? | _____ | _____ |
| 3. Are sheets numbered (if more than one)? | _____ | _____ |
| 4. Is there a key map? | _____ | _____ |
| B. Existing Features of the Land | | |
| 1. Does the Plan show features within 400' such as: | | |
| a. Location of the property (by means of a small scale map on the plan)? | _____ | _____ |
| b. Street names? | _____ | _____ |
| c. Street widths? | _____ | _____ |
| d. Railroad locations? | _____ | _____ |
| e. Railroad name? | _____ | _____ |
| f. Property line location? | _____ | _____ |
| g. Location of water courses? | _____ | _____ |
| h. Sanitary sewers? | _____ | _____ |
| i. Storm drains? | _____ | _____ |
| 2. Does the Plan show all the property features, such as: | | |
| a. Existing street names? | _____ | _____ |
| 1) Locations? | | |
| 2) Widths – existing and ultimate? | _____ | _____ |
| 3) Centerline courses and distances? | _____ | _____ |
| 4) Curve data? | _____ | _____ |
| 5) Paving widths? | _____ | _____ |
| 6) Right-of-way radii? | _____ | _____ |
| 7) Curb line radii? | _____ | _____ |
| 8) Street line tie-ins by courses and distances to the nearest intersection of existing and planned streets? | _____ | _____ |
| b. Location and size of existing | | |
| 1) Sanitary sewers? | _____ | _____ |
| 2) Storm drains and inlets? | _____ | _____ |
| 3) Drainage flows and ditches? | _____ | _____ |
| c. Location of recreational areas within the land to be subdivided or developed? | _____ | _____ |
| 3. Contour lines at intervals not to exceed two feet? | _____ | _____ |

| | YES | NO |
|--|-------|-------|
| 4. Location and character of: | | |
| a. Existing buildings? | _____ | _____ |
| b. Photographs of all existing buildings must be attached. | _____ | _____ |
| c. Quarries? | _____ | _____ |
| d. Marshlands? | _____ | _____ |
| e. Species and size of trees? | _____ | _____ |
| f. Areas subject to inundation? | _____ | _____ |
| g. Other topographical features which may affect the location of proposed streets and buildings? | _____ | _____ |
| 5. Measured distances from centerline of streets to: | | |
| a. Existing buildings? | _____ | _____ |
| b. Large trees standing alone? | _____ | _____ |
| c. Control points and monuments? | _____ | _____ |
| C. Proposed street and lot layout – Does the plan also contain the following information: | | |
| 1. Title consisting of: | | |
| a. Name and address of applicant? | _____ | _____ |
| b. Name and address of developer/builder? | _____ | _____ |
| c. Name and address of registered engineer? | _____ | _____ |
| d. Location and area of subdivision or land development? | _____ | _____ |
| e. Drawing date? | _____ | _____ |
| f. Drawing scale? | _____ | _____ |
| g. North point? | _____ | _____ |
| h. Elevation based on Township level data? | _____ | _____ |
| 2. Courses and distances for: | | |
| a. Boundary line survey of land to be subdivided or developed? | _____ | _____ |
| b. Boundary closure distance not greater than one part in 2500? | _____ | _____ |
| 3. Layout of streets to show: | | |
| a. Names? | _____ | _____ |
| b. Widths of rights-of-way? | _____ | _____ |
| c. Widths of ultimate right-of-way? | _____ | _____ |
| d. Widths of alleys? | _____ | _____ |
| e. Widths of crosswalks? | _____ | _____ |
| 4. Layout and approximate dimensions of lots? | _____ | _____ |
| 5. A reference to any land to be dedicated for public use? | _____ | _____ |

| | YES | NO |
|--|-------|-------|
| 6. Tentative grades to: | | |
| a. Existing streets? | _____ | _____ |
| b. A point 400' beyond boundaries of subdivision or land development? | _____ | _____ |
| 7. Location and size of: | | |
| a. Sanitary sewers and manholes? | _____ | _____ |
| b. Storm sewers and inlets? | _____ | _____ |
| 8. Building setback lines with distances from the ultimate right-of-way line? | _____ | _____ |
| 9. Indication of any lots in which the use other than residential is intended? | _____ | _____ |
| D. Proposed Improvements | | |
| 1. Improvement details: | | |
| a. Street cross sections? | _____ | _____ |
| b. Street centerline profile? | _____ | _____ |
| c. Sanitary sewer profile? | _____ | _____ |
| d. Storm drain profile? | _____ | _____ |
| e. Manholes? | _____ | _____ |
| f. Inlets – size and type? | _____ | _____ |
| 2. Preliminary design of: | | |
| a. Bridges? | _____ | _____ |
| b. Culverts? | _____ | _____ |
| c. Other structures and appurtenances? | _____ | _____ |
| E. Grading Plan | | |
| 1. A separate grading plan shall be required except in the following situations: | | |
| a. An excavation which does not exceed 20 cubic yards total material removed. | | |
| b. A fill which does not exceed 20 cubic yards of material deposited. | | |
| c. An excavation below finished grade for basements and footings of a single family residence, swimming pool, or underground structure authorized by building permit, excavation for a driveway between a single family residence site and street, or the site from which excavated and including the provision of additional topsoil as may be required for seed bed preparation. | | |
| d. Required? | _____ | _____ |

| | | |
|---|-------|-------|
| 2. Grading plan – does the grading plan show: | YES | NO |
| a. Present contours? | _____ | _____ |
| b. Location of grading? | _____ | _____ |
| c. Future contours? | _____ | _____ |
| d. Property boundaries? | _____ | _____ |
| e. Lot lines? | _____ | _____ |
| f. Neighboring streets? | _____ | _____ |
| g. Buildings? | _____ | _____ |
| h. Trees over 8 inches in diameter? | _____ | _____ |
| i. Type, depth, slope, and classification of soil? | _____ | _____ |
| j. The amount of runoff from the project area and the upstream watershed | _____ | _____ |
| k. Details of proposed drainage facilities? | _____ | _____ |
| l. Staging of earth moving activities? | _____ | _____ |
| m. Plan and description of temporary control measures and facilities? | _____ | _____ |
| n. Permanent control measures and facilities for long-term protection? | _____ | _____ |
| o. Maintenance program for control facilities? | _____ | _____ |
| p. Name of person who prepared plan? | _____ | _____ |
| q. Name of applicant? | _____ | _____ |
| r. Name of land owner? | _____ | _____ |
| | | |
| F. Certificates – Does the Plan show: | | |
| 1. Certificate of applicant, certifying adoption of the plan? | _____ | _____ |
| 2. Certificate for signature of Township Engineer, certifying review? | _____ | _____ |
| 3. Certificate for signature of Township Secretary, certifying that the Board of Supervisors approved the Plan on date shown? | _____ | _____ |

II. Improvement Construction Plan

If an improvement is to be constructed or installed, then an Improvement Construction Plan is required. Required?

| | |
|-------|-------|
| _____ | _____ |
|-------|-------|

A. Drafting Standards

Same as preliminary or final plan, except scale is to be 1"=40' or less for the horizontal and 1"=4' or less for the vertical.

B. Information to be shown:

Does the plan show sufficient information to provide working plans for construction of the proposed improvements?

| | |
|-------|-------|
| _____ | _____ |
|-------|-------|

| | | |
|--|-------|-------|
| 1. Horizontal plan – Does the horizontal plan show: | YES | NO |
| a. Information shown of the preliminary or final plan pertaining to streets to be constructed? | _____ | _____ |
| b. Beginning and end of the proposed immediate construction? | _____ | _____ |
| c. Stations corresponding to those shown on the profile? | _____ | _____ |
| d. Elevation of the curb at tangent points of horizontal curves at street or alley intersections and at the projected intersections of curb lines | _____ | _____ |
| e. Location and size of sanitary sewers and lateral connections with distances between manholes, water, gas, electric and other utility pipes/conduits and of storm drains, inlets and manholes? | _____ | _____ |
| f. Location, type, and size of curbs and widths of paving? | _____ | _____ |
| g. Location and species of street shade trees and location and type of fire hydrants and street lights? | _____ | _____ |
| h. Direction of flow of surface drainage on the finished grades of all lots within the subdivision or land development shall be shown? | _____ | _____ |
| 2. Profile Plan – Does this profile plan show: | | |
| a. Profiles and elevations along the present ground surface over the center line and profiles of ultimate rights-of-way lines or building set back lines? | _____ | _____ |
| b. Profile of the grade along the top of the curbs showing percentage of grade on tangents and details of vertical curves indicated at intervals of 50' on straight curves, points of grade intersections, as well as elevations of the curb at tangent points of horizontal curves? | _____ | _____ |
| c. Profile of sanitary sewer with a profile over the sewer of the present and finished ground surface showing manhole locations with stations beginning at the lowest manhole? | _____ | _____ |
| d. Profile of storm drain showing manhole locations? | _____ | _____ |
| 3. Cross Section – Does the typical cross section show: | | |
| a. Ultimate right-of-way width and the location of and width of paving within the ultimate right-of-way? | _____ | _____ |
| b. Type, thickness, and crown of paving? | _____ | _____ |
| c. Type and size of curb? | _____ | _____ |

- | | YES | NO |
|--|-------|-------|
| d. When sidewalks are required, grading of sidewalk area should be carried to the full width of the ultimate right-of-way and slopes of cut or fill extended beyond the ultimate right-of-way. | _____ | _____ |
| e. Location, width, type, and thickness of sidewalks, when required? | _____ | _____ |
| f. Typical location, size, and depth of sewers and utilities? | _____ | _____ |

C. Certificates

Certificates in the same form as required on the preliminary or final plan shall be shown on the Record Plan.

D. Drainage Plan and Computations:

- | | | |
|---|-------|-------|
| 1. Does the hydrologic plan show: | | |
| a. All pipe locations, size, slope, and type | _____ | _____ |
| b. All inlet locations, size, and type? | _____ | _____ |
| c. All channel locations, size, slope, and type? | _____ | _____ |
| d. All bridge or conduit structures? | _____ | _____ |
| e. Drainage areas? | _____ | _____ |
| 2. Are the hydrologic computations based upon the rational formula? | _____ | _____ |
| 3. Are the computations shows on the typical computation Form? | _____ | _____ |

E. Does Project have Water/ Sanitary Sewer Capacity?

| | | |
|---|-------|-------|
| Do you have a "Will Service" letter from the Montgomery Township Municipal Authority? Required at application Submission. | _____ | _____ |
|---|-------|-------|

| | | |
|---|-------|-------|
| Do you have a "Will Service" letter from the North Wales Water Authority? | _____ | _____ |
|---|-------|-------|

F. What name will this property be developed and/or marketed under? _____
