

**BRADFORD TOWNSHIP
SUBDIVISION AND LAND DEVELOPMENT
FINAL PLAN CHECK LIST**

(If the following information is not provided (where applicable), the Bradford Township Planning Commission cannot accept the subdivision or land development plan.)

FOR MORE INFORMATION CALL OR WRITE:

BRADFORD TOWNSHIP SUPERVISORS	PHONE	(814) 857-7283
2289 BARRETT ROAD, SUITE B	FAX	(814) 857-5480
WOODLAND, PA 16881		

A Final Plan is required for all subdivisions and land developments. Five (5) prints and the original shall be submitted 30 days before the Planning Commission Meeting. The Bradford Township Planning Commission meets the fourth (4th) Monday of every month in the Township Municipal Building unless that day is a holiday.

Sheet size for Final Land Development Plans shall be twenty-four (24) by thirty-six (36) inches in size. Sheet size for minor or major subdivisions is at the discretion of the responsible surveyor provided that the plans are legible and can be read clearly by the Township and/or its Engineer.

If the Final Plan is drawn in two (2) or more sections, it shall be accompanied by a key map showing the location of the several sections.

The Final Land Development Plan shall be drawn at a scale of one (1) inch equals fifty (50) feet or larger (i.e., 1 inch equals forty (40) or 1 inch equals thirty (30), etc.). Plan scale for minor or major subdivisions is at the discretion of the responsible surveyor provided that the plans are legible and can be read clearly.

THE FOLLOWING INFORMATION (where applicable):

_____ Township Application for consideration of a subdivision and/or land development.

_____ Names and address of owners and developers (including any and all equitable owners of the real estate).

_____ Date

_____ Name, address and telephone number of Engineer/Surveyor

- _____ Reference to the Township Tax Map and parcel number
- _____ North Arrow
- _____ Graphic Scale
- _____ A Key Map for the purposes of locating the site in the Township, showing the relation to adjoining property and streets, roads, bodies of water, and municipal boundaries within two thousand (2,000) feet of said property.
- _____ Block and Lot Numbers. The residual tract shall always be identified as “Lot 1.”
- _____ Lot Lines and Tract Boundaries with accurate bearings and distances.
- _____ Exact acreage of entire subdivision and each individual lot. Lot areas shall exclude public road right-of-way area if boundary lines are shown within public road right-of-way.
- _____ Accurate bearings and distances to the nearest established street corners or official monuments where practical.
- _____ Accurate locations of all existing and recorded streets intersecting the boundaries of the tract and plan should include street names, cartway widths and right-of-way widths. The cartway and/or right-of-way widths must be delineated on the plan.
- _____ Complete curve data for all curves included in the plan, at a minimum, radius arc length, chord bearing and chord direction.
- _____ Contours at vertical intervals of two (2), five (5) or ten(10) feet. Location of Bench Marks for land development plans.
- _____ For proposed streets only, street centerlines with accurate dimensions in feet and hundredths of feet, with bearings of such street centerlines.
- _____ Location and material of all permanent existing and proposed monuments and lot markers.
- _____ Locations of flood plains and/or floodways for building subdivisions.
- _____ Easements for utilities and any limitations of such easements.
- _____ Wetland locations for building subdivisions or a note stating that no wetlands are present on the site.

_____ Accurate dimensions of existing public land and of any property proposed to be dedicated or reserved for public, semi-public or community use; and all areas to which title is reserved by owner.

_____ Source of title and County Tax Parcel Number for the land of the subdivision or land development and all adjoining lots, as shown by the books of the County Recorder of Deeds and names of the owners of all adjoining unsubdivided land or undeveloped land. Dates and when outake parcels were recorded back to May 15, 1972 for all subdivisions involving sewage facilities planning for on-lot septic systems.

_____ The locations and dimensions of all existing streets, roads, railroads, public sewers, water mains, and feeder lines, fire hydrants, gas, electric, communication and oil transmission lines, streams, intermittent drainage ways, swales and other significant features within the property proposed to be subdivided or developed, or within ten (10) feet of said property.

_____ Location of all buildings and approximate location of tree masses within the property.

_____ For building subdivisions, Pennsylvania Act 38 One Call System, list of utility companies involved and serial number of design one call.

CERTIFICATES (703.6 pg 42)

_____ Certification, with seal, by a Registered Land Surveyor to the effect that the survey and plan are correct.

_____ Certificate for approval by the Bradford Township Planning Commission.

_____ Certificate for approval by the Bradford Township Board of Supervisors.

_____ A certificate confirming review of the plan by the County of Clearfield Planning Commission including signature line as required for recordation. If received, any comments by the Planning Commission shall also be noted on the plan and/or application.

_____ A statement, duly acknowledged before a Notary Public, with seal and signed by owner or owners of the property, to the effect that the subdivision or land development shown on the final plan is the act and deed of the owner, that he/she is the owner of the property shown on the survey and plan, and that he/she desires the same to be subdivided or developed and recorded as shown. Said statement to include an offer dedicating of public roads, easements or other property improvements as needed.

- _____ A certificate to provide for the recording of the final plan.
- _____ Copy of approved PA Department of Transportation Highway Occupancy Permit (PaDOT HOP) submitted to Township prior to final plan approval.
- _____ Copy of any required National Pollutant Discharge Elimination System (“NPDES”) permits that may be required for the site shall be submitted to the Township prior to final plan approval.
- _____ A certificate to advise of the date by which the plan must be recorded.
- _____ For land development plans, certification, with seal, by a registered Professional Engineer stating that the stormwater management plan is in accordance with the Pennsylvania Stormwater Management Act, County ordinances, and Township ordinances.

ADDITIONAL INFORMATION (703.7 pg 43)

- _____ Approval of sanitary sewerage service and water service by the Township Engineer and Township Sewage Enforcement Officer. Include Department of Environmental Protection (“DEP”) Sewage Facilities Planning Modules (“SFPM”), components and waivers where applicable. Approval letter from DEP for SFPM.
- _____ Draft of any proposed covenants to run with land (Original and five (5) copies).
- _____ Tentative timetable for proposed sequence of development for the subdivision, if required. (Two (2) copies)
- _____ A letter from the appropriate Postmaster and the Coordinator of the Clearfield County Emergency Operation Center stating that the proposed names (except in the case of the extension of existing or proposed streets) do not duplicate the names of streets now in use. If a “911” system is in use in the Township, the administering body of that system will also be asked, by the developer, to comment upon the proposed street names.
- _____ When wetlands exist on property proposed to be subdivided, the following note shall be recorded on the plan . . . “NOTE” Wetlands exist on Lot(s) No. _____. Wetlands are protected under Pennsylvania Code Chapter 105. Caution should be exercised to ensure that any development proposed for Lot No. _____ does not disturb the wetlands”.

_____ Final profiles, cross sections, and specifications for street improvements, and sanitary and storm sewerage, and water distribution systems shall be shown on one (1) or more separate sheets. (Two (2) copies)

_____ Letter from the appropriate utility companies or Municipal Authorities stating that they will provide the subdivision and land development with service.

_____ Letter from the County Planning Commission stating that it has received and reviewed the Plan.

_____ For land development, a letter should be included from the Clearfield County Conservation District approving the Erosion and Sedimentation Control Plan.

AFTER THE SUBDIVISION OR LAND DEVELOPMENT HAS BEEN APPROVED BY THE BOARD OF SUPERVISORS, IT MUST BE RECORDED WITHIN 90 DAYS. FOUR AS FILED COPIES AND ONE REPRODUCIBLE COPY MUST BE RETURNED TO THE TOWNSHIP BEFORE THE BALANCE OF THE REVIEW FEE FUND CAN BE RETURNED.

All plans shall include a surveyor's certification which shall read as follows: "I hereby certify that, to the best of my knowledge, the survey and plan shown and described hereon is true and correct to the accuracy required by the Bradford Township Subdivision and Land Development Ordinance. The error of closure, of any, is not greater than one (1) foot in ten thousand (10,000) feet."