

MAHONING/COOPER TOWNSHIP  
PLANNING COMMISSION

APPLICATION FOR REVIEW OR APPROVAL  
OF A

Sketch;  Preliminary;  Final

Subdivision Plan;  Land Development Plan

Lot Consolidation;

*(Fill in or complete the following items. Please print or write legibly. Write "NA" where item is not applicable.)*

1. Name of Subdivision

2. Date of Plan

3. Name of Property Owner

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

4. Name of Applicant (If other than owner) \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

5. Name of Registered Professional Land Surveyor Preparing Plan \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

6. Total Acreage \_\_\_\_\_; Number of Lots or Units \_\_\_\_\_

7. Proposed Land Use:  Single Family;  Multi-family;

Commercial;  Industrial;  Other

8. Method of Proposed Sewage Disposal

9. Acreage Proposed for Recreation or Open Space Use

10. Lineal Feet of New Streets

11. Plans and Other Required Material Submitted:

(Fill in or check appropriated items; write "NA" where item is not applicable)

- a. ~~In the case of a final plan, preliminary plans were submitted~~ \_\_\_\_\_;  
Approved by Township Supervisors on \_\_\_\_\_.
- b. Sketch plan for remaining property was submitted on \_\_\_\_\_.
- c. Approved PA DEP Sewage Planning Module(s) on \_\_\_\_\_
- d. Centerline road profile(s) & cross-section(s)
- e. Letters from applicable utility companies
- f. Grading plan or erosion & sedimentation control plan
- g. Stormwater Management plans and facility designs
- h. Right-of-Way Use & Maintenance Agreements
- i. Proposed deed restrictions
- j. Use & Maintenance Agreements for undedicated open space areas
- k. Improvement Agreement and Improvement Guarantee
- l. Plan processing, improvement design review or inspection fees, for minor sub-division will be billed directly to the applicant.

\_\_\_\_\_ Signature of Applicant

\_\_\_\_\_ Date of Application

**MAHONING/COOPER  
TOWNSHIP  
SUB-DIVISION PROCEDURE**

*Complete Plans must be distributed to the following:*

**AGENCY**

**DATE:**

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DEP

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MONTOUR COUNTY SOIL CONSERVATION

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MONTOUR COUNTY PLANNING COMMISSION

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MAHONING TOWNSHIP ENGINEER

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MAHONING TOWNSHIP SUPERVISORS

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**PROOF OF RECEIPT REQUIRED**

This form must be completed and returned to Mahoning Township with every new set of plans submitted.

# MAHONING/COOPER TOWNSHIP PLANNING COMMISSION

## Subdivision/Land Development Proposal Review Checklist

Subdivision/Land Development Proposal for

Date Submitted \_\_\_\_\_; Prepared by \_\_\_\_\_ (Surveyor)

### **I. Plan Requirements (See also Sections 302 & 303)**

- \_\_\_ 1. Eight copies of plan, 18" x 24" or 24" x 36" in size. *(Sections 302A, 303A, 402B.1 -pages 27, 31, & 38)*
- \_\_\_ 2. Scale not exceeding 100 feet to the inch. *(Sections 302 A & 303 A - pages 27 & 31)*
- \_\_\_ 3. Title block containing the name of the owner, municipality, date, scale & surveyor's name. *(Sections 302A.1 & 303A.1 - pages 27 & 31)*
- \_\_\_ 4. North arrow; perimeter site boundary lines by bearings & distances providing a survey of the area to be developed (final plan - closure with an error of not more than one foot in 5,000 feet). *(Sections 302A.2 & 303 A.2 - pages 27 & 31)*
- \_\_\_ 5. Proposed lot lines (final plan - by courses & distances); dimensions of areas to be dedicated; building setback lines; total number of lots or dwelling units with corresponding numbering system; acreage of each lot; & zoning classification. *(Sections 302A.2 & 303A.3 - pages 27 & 31)*
- \_\_\_ 6. Tract boundary sketch, showing relation of proposal to remaining tract and showing names of all adjoining property owners. *(Sections 302A.3 & 303A.4 - pages 27 & 31)*
- \_\_\_ 7. Location map showing relation of tract to adjoining properties, road & highway systems and municipal boundaries for an area extending at least 1/2 mile from site. *(Sections 302A.4 & 303A.5 - pages 28 & 31)*
- \_\_\_ 8. Location & width of all proposed streets, driveways, rights-of-way, parking areas & easements on or adjacent to the tract, (final plan - including bearings & distances of rights-of-way and easements or their centerlines), including existing & proposed right-of-way & pavement widths, & street names. *(Sections 302A.5 & 303A.6 - pages 28 & 31)*
- \_\_\_ 9. Location & width of existing or proposed utility rights-of-way or easements on or adjacent to the tract. *(Sections 302 A.6 & 303 A.7 - pages 28 & 32)*

### **Subdivision/Land Development Plan Review Checklist**

- \_\_\_ 10. Location & size of existing or proposed sewers, water mains, culverts, buildings, transmission lines, fire hydrants, & other significant man-made features. *(Sections 302A.7 & 303A.8 - pages 28 & 32)*
- \_\_\_ 11. Soil percolation and deep test pit locations & soils mapping information, except where public sewers are provided. *(Sections 302A.8 & 303A.9 - pages 28 & 32)*
- \_\_\_ 12. Existing watercourses, floodplains, wetlands, wooded areas and other significant natural features. *(Sections 302A.9 & 303A.10 - pages 28 & 32)*
- \_\_\_ 13. Topographic contours at ten (10) foot intervals or such other interval as approved by the Planning Commission, and datum to which elevations refer. *(Sections 302A.10 & 303A.11 - pages 28 & 32)*
- \_\_\_ 14. An indication of all areas intended for "private" use. *(Section 302A.11 & 303 A. 12 - pages 28 & 32)*
- \_\_\_ 15. Plan review/approval signature blocks for Township Planning Commission, Township Supervisors, and when applicable, the Township Water and Sewer Authority. *(Sections 302A.12 & 303A.13 - pages 29 & 32)*
- \_\_\_ 16. Acknowledgement statement from developer and/or property owner (final plan -also deed book & page number to certify record ownership). *(Section 302A.13 & 303A.14 - pages 29 & 32)*
- \_\_\_ 17. Location & material of all permanent monuments & markers, and surveyor's signed acknowledgement statement that monuments & markers have been set (Final plan only - See also Section 5 \_\_, page \_\_) *(Sections 303A.15 & 16 - pages 32 & 33)*
- \_\_\_ 18. Certification, with seal, of registered professional land surveyor preparing plan. *(Sections 302A.14 & 303A.17 - pages 29 & 33)*

**II. Other Required Data**

- \_\_\_ 1. Completed application form. *(Sections 302B.1 & 303B.2 - pages 29 & 33)*
- \_\_\_ 2. Plan processing, review & inspection fees, if applicable. *(Sections 302B.2 & 303B.3 - pages 29 & 33)*
- \_\_\_ 3. Proof of record ownership (Preliminary plan only). *(Section 302B.3 - page 29)*
- \_\_\_ 4. Proposed deed restrictions, R/W Use & Maintenance Agreements, & deeds of dedication, where applicable. *(Sections 302B.4 & 5 & 303B.4 - pages 29 & 33)*

**Subdivision/Land Development Plan Review Checklist**

- \_\_\_ 5. Road cross-sections & centerline profiles; bridge & culvert designs, where applicable. *(Sections 302B.6 & 303B.5 - pages 29 & 33)*
- \_\_\_ 6. Sketch of proposed street and lot layout for residual property, as determined necessary (Preliminary plan only). *(Section 302B.7 - page 29)*
- \_\_\_ 7. Soils testing information; executed sewage facilities planning module; or DEP sewage facilities approval and system designs for new or extended treatment systems. (See Section 5, page \_\_\_) *(Sections 302B.8 & 303B.6 - pages 29 & 33)*
- \_\_\_ 8. Water supply provision information, including approval letter from privately owned suppliers or permit from DEP for new distribution system. (See Section 5\_\_\_\_, page *(Sections 302B.9 & 303B.7 - pages 29 & 33)*
- \_\_\_ 9. Letters from utility companies indicating their ability & willingness to serve the proposed development, where applicable. (See Section 5\_\_\_\_, page \_\_\_ *(Sections 302B.10 & 303B.8 - pages 30 & 34)*
- \_\_\_ 10. Soil erosion & sedimentation control plans; grading plans. (See Section 5\_\_\_\_, page \_\_\_) *(Sections 302B.11 & 303B.9 - pages 30 & 34)*
- \_\_\_ 11. Stormwater management plans and facility designs, where applicable. (See Section 5\_\_\_\_, page \_\_\_) *(Sections 302B.12 & 303B.10 - pages 30 & 34)*
- \_\_\_ 12. Wetland determinations/delineations, where applicable. (See Section 5\_\_\_\_, page \_\_\_) *(Sections 302B.13 & 303B.11 - pages 30 & 34)*
- \_\_\_ 13. Floodplain management information, where applicable. (See Section 5\_\_\_\_, page \_\_\_) *(Sections 302B.14 & 303B.12 - pages 30 & 34)*
- \_\_\_ 14. PADOT Highway Occupancy Permit, where applicable. *(Section 302B.15 & 303B.13 - pages 30 & 34)*
- \_\_\_ 15. Improvement installation estimates, and development staging timetable. (Preliminary plan requirement) *(Section 302B.16 & 17 - pages 30 & 31)*
- \_\_\_ 16. Executed Improvement Agreement and financial security, where applicable. (Final plan requirement - See Sections 601 & 602, pages \_\_\_ & \_\_\_) *(Sections 303B.14 & 15 - pages 34 & 35)*
- \_\_\_ 17. Financial security guaranteeing the structural integrity of completed, dedicated improvements, if applicable. (Final plan requirement - See Section 605, page 86) *(Section 303B.16 - page 35)*

**Subdivision/Land Development Plan Review Checklist**

Reviewed by \_\_\_\_\_ ; Date Reviewed

Sent for Review to: \_\_\_\_\_ County Planning Commission; \_\_\_\_\_ Penn DOT;  
\_\_\_\_\_ Township Engineer; \_\_\_\_\_ Other