

FINAL PLAN REQUIREMENTS CHECKLIST

Plan Requirements: √ = Item is Included

- \_\_\_\_\_ 1. The plan shall be a clear, legible black or blue line print on white paper, or suitable equivalent.
- \_\_\_\_\_ 2. Maximum sheet size is 24" x 36". For small subdivisions, an alternate sheet size will be accepted. Final plans drawn in two or more sections shall be accompanied by a key diagram showing the relative location of the sections.
- \_\_\_\_\_ 3. The plan scale is based on the following:
- (1) If the average size of the proposed lots (not including residue) is 5 acres or smaller, the plan scale shall be one (1) inch equals one hundred (100) feet (1" = 100').
- (2) If the average size of the proposed lots (not including residue) is between 5 acres and 50 acres, the plan scale shall be one (1) inch equals two hundred (200) feet (1" = 200').
- (3) If the average size of the proposed lots (not including residue) is over 50 acres, the plan scale shall be one (1) inch equals four hundred (400) feet (1" = 400').
- \_\_\_\_\_ 4. Subdivision name or identifying title.
- \_\_\_\_\_ 5. The tax map and parcel number of parent tract.
- \_\_\_\_\_ 6. North point, scale and date.
- \_\_\_\_\_ 7. Name of the record owner and developer.
- \_\_\_\_\_ 8. Name and seal of registered professional responsible for the plan.
- \_\_\_\_\_ 9. Name and seal of the professional surveyor certifying the accuracy of the plan.
- \_\_\_\_\_ 10. Boundaries of the tract, along with the location of boundary monuments and markers, of the area being subdivided with accurate distances to hundredths of a foot and bearings to one quarter of a minute. These boundaries shall be determined by an accurate survey in the field, which shall be balanced and closed with an error of closure no to exceed 1 foot in 10,000 feet. Error of closure should be noted.
- \_\_\_\_\_ 11. Street lines, lot lines, rights-of-way, easements and areas dedicated or proposed to be dedicated to public use.
- \_\_\_\_\_ 12. The length of all straight lines, radii, lengths of curves, deflection angles, and tangent bearings for each street.
- \_\_\_\_\_ 13. All dimensions and angles or bearings of the lines of each lot and of each area proposed to be dedicated to public use.
- \_\_\_\_\_ 14. The proposed building setback line for each lot.
- \_\_\_\_\_ 15. Location, size and invert elevation of all sanitary, storm and combined sewers and location of all manholes, inlets and culverts.
- \_\_\_\_\_ 16. All dimensions shall be shown in feet and in hundredths of a foot.
- \_\_\_\_\_ 17. Lot numbers.
- \_\_\_\_\_ 18. Names of streets within and adjacent to the subdivision.
- \_\_\_\_\_ 19. Permanent reference monuments shall be shown.
- \_\_\_\_\_ 20. Names of any adjoining subdivisions shall be shown.
- \_\_\_\_\_ 21. Names of the owners of any unplotted land.

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- \_\_\_\_\_ 22. Certificates – The final plan shall include thereon or be accompanied by:
- \_\_\_\_\_ a. Certificate of dedication of streets and other public property, if offered for dedication.
  - \_\_\_\_\_ b. Certificate for approval by the Clarion County Planning Commission.
  - \_\_\_\_\_ c. Affidavit that the applicant is the owner or equitable owner of the land proposed to be subdivided.
  - \_\_\_\_\_ d. Affidavit statement to the effect that the subdivision as shown on the final plan is made with his or their free consent and that it is desired to record the same.
  - \_\_\_\_\_ e. Certification by the State Department of Environmental Protection or Municipal Sewage Enforcement Officer, as applicable, when individual sewage disposal or water systems are to be installed.
  - \_\_\_\_\_ f. Written notification from each and every utility provider that the easements, and proposed improvements provided satisfy the requirements of the respective utility company or operating authority, and that there is both a capacity and willingness to serve the development.
  - \_\_\_\_\_ g. Written notification from each applicable local government that any improvements to be accepted are in accordance with their specifications.
  - \_\_\_\_\_ h. A letter from the Clarion County Conservation District or the Clarion County Engineer, or applicable Erosion and Sedimentation Control Plan approval agency stating that all requirements of the latest version of the Soil Erosion and Sedimentation Control Manual have been met by the developer/applicant.
  - \_\_\_\_\_ i. An agreement by the developer to provide a list of applicable specified design standards and regulations to purchasers, builders or their agents.

The final plan shall also include therein or be accompanied by:

1. Construction plans including, but not limited to, typical cross sections, street profiles and drainage details for all streets. Such profiles shall show at least the following: existing (natural) grade along the proposed street centerline; proposed finished centerline grade or proposed finished grade at top of curbs; sanitary sewer mains and manholes; storm sewer mains, inlet, manholes and culverts.
2. Protective covenants, if any, in form for recording.
3. Proof of approvals by all appropriate public and governmental authorities or agencies where applicable including, but not limited to, occupancy permits for any planned road entrances onto existing roads or highways and permits or approvals from the Department of Environmental Protection or other Federal or State agencies relating to sewage facilities, water obstructions, air quality, etc. as applicable.
4. Proof of approval from the Department of Labor and Industry.

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