

§ 400. Sketch Plan.

§ 400.1 A sketch plan may be submitted by the applicant as a basis for informal discussion with the Planning Commission, which may comment upon such sketch plan, but no approval, approval with modifications, or disapproval shall be given.

§ 400.2 Data furnished in a sketch plan shall be at the discretion of the applicant. For fullest utility, it is suggested that a sketch should include the following information:

- (A) Tract boundaries
- (B) Location within the City
- (C) North arrow
- (D) Streets on and adjacent to the tract
- (E) Significant topographical physical features, including floodplains, if any
- (F) Proposed general street layout
- (G) Proposed general lot layout, including location of proposed open space and other preservation areas
- (H) A subdivision sketch plan need not be to scale nor are precise dimensions required

§ 401. Preliminary Plan.

§ 401.1 A preliminary plan for any minor or major subdivision or land development shall meet the following specifications and include the following items. Maps and data may be on separate sheets or combined on one sheet depending on the size and complexity of the proposed development.

- (A) The proposed name of the subdivision or land development, including the words “preliminary subdivision” or “preliminary land development plan”.
- (B) Evidence of ownership or in the case where the developer is other than the landowner, the landowner’s authorization for the developer to apply and nature of developer’s interest in the site.

- (C)**Preparation of a subdivision or land development by the appropriate professional who is “allowed” to prepare the plan (engineer, surveyor, landscape architect or architect) registered in the Commonwealth of Pennsylvania to perform the work and authorized to sign and seal the plan evidenced by the name, address, seal and signature of the professional on the plans and drawings.
- (D)**The name and address of the developer and landowner.
- (E)**Date of preparation. All revisions shall be noted and dated.
- (F)**Location map, at a scale of four hundred (400) feet to one (1) inch, showing the relationship of the site to be subdivided or developed to adjoining property, to major streets, municipal boundaries and streams within 1,000 feet of any part of the property proposed to be developed, and including a title and graphic scale.
- (G)**Scale of one inch equals one hundred feet (1” = 100 ft) or greater.
- (H)**North arrow, written scale and graphic scale.
- (I)** A boundary and topographical survey of all lots which include the site of the proposed subdivision or land development with bearings and distances, identification of all corner markers, lot area, municipal boundaries, easements, public and private rights-of-way, within two hundred (200) feet of the proposed subdivision or land development, prepared by a surveyor. If the developer intends to develop a tract of land in phases, the preliminary plan shall include the total tract.
- (J)** Existing and proposed contours at vertical intervals of two (2) feet if the general slope is less than ten percent (10%) and at intervals of five (5) feet if the general slope is greater than ten percent (10%). Dashed lines shall be used to indicate existing contours and solid lines shall be used to indicate proposed contours.
- (K)**Utilizing existing records and data, show existing adjacent land uses and lot lines within two hundred (200) feet of the proposed development including existing platting of adjacent land, names of owners of any adjoining properties not in recorded plats, existing zoning, the location of all public and private streets, drives, or lanes, railroads, utilities, towers, easements, embankments, walls, streams and watercourses, buildings and other structures, fences, walls, fire hydrants, storm drainage structures, and other significant natural or man-made features.

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- (L)** Existing and proposed streets and rights-of-way, including dedicated widths, roadway widths, approximate gradients, types and widths of pavements, curbs, sidewalks, and other pertinent data including jurisdiction of ownership and maintenance responsibility and proposed street names.
 - (M)** The type, ownership and approximate locations of existing and proposed easements, including widths, ownership, and purposes.
 - (N)** Existing and proposed public and private improvements; utilities including water, gas, electric, telephone and cable television; fire hydrants; oil and gas wells; and street lights. Proposed utilities may be shown by a means of a typical street cross-section with a note that the proposed utilities will be extended within the street to serve all lots.
 - (O)** All areas within identified floodplain areas including flood fringe, floodway and general floodplain areas. If any proposed construction or development is located within or adjacent to, any identified flood-prone area, the following information shall be submitted:

 - (1)** A plan which accurately delineates the area which is subject to flooding, the location of the proposed construction, the location of any other flood-prone development or structures, and the location of any existing or proposed stream improvements or protective works, information concerning the one hundred (100) year flood elevations, descriptions of uplift forces, associated with the one hundred (100) year flood, size of structures, location and elevations of streets, water supply and sanitary sewage facilities, soil types and flood-proofing measures.
 - (2)** A document certified by a registered professional engineer or architect that the proposed construction has been adequately designed against flood damage and that the plans for the development of the site adhere to the regulations set forth in Chapter VIII of the City Code, the Monongahela Floodplain Ordinance, as re-enacted and amended in 1995. Such statement shall include a description of the type and extent of flood-proofing measures that have been incorporated into the design of the structure.
 - (P)** Existing watercourses, wetlands and other significant natural features.
 - (Q)** Potentially hazardous features, including quarry sites, surface and subsurface mines, undermined areas, underground fires, solid waste

disposal sites, contaminated areas, and landslide-prone areas. Show approximate location and cite source information.

(R) Significant cultural features, including cemeteries; burial sites; archeological sites; and historic buildings, structures, plaques, markers or monuments. Show approximate location and cite source information.

(S) For subdivisions, the proposed layout of lots (showing scaled dimensions), lot numbers, lot area, front yard and perimeter yard.

(T) For land development, proposed building locations, dimensions, approximate finished floor elevations, and gross floor area, proposed parking lots and parking lot layout, curbs, wheel stops, driveways, internal circulation, sidewalks, walkways, pedestrian and bicycle paths, buffer areas, landscaped areas, proposed structures, and required yards and indications of compliance with requirements of this Chapter. Structures to be removed shall be indicated by dashed lines; structures to remain shall be indicated by solid lines.

(U) A copy of any existing or proposed covenants, deed restrictions, which are applicable to the property.

(V) Schedule of zoning district requirements, including area and bulk regulations, density, lot coverage, impervious surface, building and yard requirements.

(W) Tabulation of site data, including but not limited to the following:

(1) Total site area.

(2) Proposed use of land and area for residential and nonresidential uses.

(3) Proposed residential density and number of dwelling units and building types.

(4) Area of land proposed to be dedicated for street right-of-way, recreation open space, common area, common open space.

(5) If the plan is to be completed in phases, the proposed sequence of development with projected time schedule for completion of each of the several phases.

(6) Total existing and proposed parking spaces and accessible parking spaces and basis for parking requirement calculations.

- (7) Lot coverage and impervious surface coverage.
- (8) Typical lot size.
- (X) A letter from the applicant specifically requesting any waivers or modifications of subdivision and land development regulations, variances or modifications of zoning requirements or modifications of other regulations and citing the reasons for the same.
- (Y) The methods, placement and screening of solid waste disposal and storage facilities.
- (Z) Proposals for the disposition of stormwater and sanitary waste consistent with the requirements of this Chapter.
- (AA) When on-lot water supply is proposed, the location of all well sites shall be shown.
- (BB) A soil erosion and sedimentation control plan prepared by a person trained and experienced in control methods and techniques which conforms to the requirements of the Pennsylvania Clean Streams Law and Chapter 102 of the Rules and Regulations of the Pennsylvania Department of Environmental Protection governing erosion control, or any successor regulations thereto.
- (CC) If applicable, a notation on the plat that access to a State highway shall only be authorized by a Highway Occupancy Permit issued by the Pennsylvania Department of Transportation under Section 420 of the State Highway Law. (P.L. 1242, No. 428 of June 1, 1945).
- (DD) Block for signatures of the City Planning Commission and date of recommendation, as per example in Appendix A.
- (EE) Block for signatures of Council and date of approval, as per example in Appendix A.

§ 402. Final Plan.

§ 402.1 Final plans shall be on sheets twenty-four (24) inches by thirty-six (36) inches. Where necessary to avoid sheets larger than the size prescribed, final plans shall be drawn in two (2) or more sections. The plan shall be drawn and annotated in accordance with the regulations set forth herein. The final plan shall be at a scale of not more than one hundred (100) feet to one (1) inch.

§ 402.2 The final plan shall include or be accompanied by the following:

(A) Title block, placed in the lower right hand corner and containing the following information:

- (1)** The name and location of the subdivision or land development.
- (2)** The name, and plan book volume and page numbers of any previously recorded plans.
- (3)** Name, address, and phone number of the owner of record and the developer.
- (4)** Source of title of land as shown by the books of the County Recorder.
- (5)** Name, address, and phone number of the firm that prepared the plans, and the name, seal, and registration number of the surveyor or engineer who prepared the plan.
- (6)** Sheet number, north arrow, and graphic scale.

(B) Tract boundaries, right-of-way lines of streets, easements, and other right-of-way lines. Tract boundaries shall be determined by field survey only and shall be balanced and closed.

(C) Complete curve data for all curves included in the final plan, including radius, arc length, chord bearing, and chord distance.

(D) Location, elevation, type and size of all monuments and lot line markers. State whether found, set or proposed.

(E) Approved street names and street right-of-way widths.

(F) Lot numbers, lot dimensions, lot areas in square feet, and building setback lines.

- (G)** Tabulation of area data, including lots, parcels, units, areas dedicated for right-of-way, etc. and total plan area.
- (H)** Tax map identification numbers.
- (I)** House numbers.
- (J)** Easements and right-of-way for all public and private improvements, including widths, purposes, and limitations, if any.
- (K)** Accurate dimensions, acreage, and purpose of any property to be reserved as public or common open space or recreation open space.
- (L)** Platting of adjacent property and the names of the adjacent property owners.
- (M)** Site location map, prepared in accordance with § 401.1 (F) of this Chapter.
- (N)** Lowest floor elevation, including basement, on all lots in any identified floodplain area and based upon most recent National Geodetic Vertical Datum.
- (O)** Notation on the plan of any modifications or waivers granted to the requirements of this Chapter and of any variances or modifications to the requirements of the Zoning Ordinance [Chapter XXVII].
- (P)** Other notations on the plan as required by this Chapter or the preliminary approval.
- (Q)** Delineation of all public improvements being dedicated by the plan.
- (R)** If applicable, a notation on the plat that access to a State highway shall only be authorized by a Highway Occupancy Permit issued by the Pennsylvania Department of Transportation under Section 420 of the State Highway Law. (P.L. 1242, No. 428 of June 1, 1945).
- (S)** Certification by a surveyor that the plan represents an actual survey, and that all monuments shown thereon exist and their location, size and material are correctly shown.
- (T)** A statement of acknowledgement in legal form, executed by a Notary Public and signed by the landowner of the property, to the effect that the subdivision or land development shown on the final plan is the act and deed of the landowner, that he is the owner or beneficial owner of the property shown on the survey and plans, and that she desires the same to be recorded as such.

- (U)** An appropriate statement signed by owner unequivocally indicating his intention either:

 - (1)** To dedicate for public use all streets, roads, easements and rights-of-way so intended and designated; or,
 - (2)** To reserve as private any streets, roads, easements or rights-of-way intended not to be dedicated for public use
- (V)** An approval block providing for the signatures of the Planning Commission and Council and the date of approval, as per example in Appendix A.
- (W)** In addition to the information for a final plan, land development plans shall include the following information:

 - (1)** Building location, floor elevation, and height.
 - (2)** Parking areas, parking lot striping, roads and access drives, vehicular and pedestrian circulation features (directional flow by arrows), loading areas, sidewalks, walkways, walking and pedestrian paths, landscaping and buffer yards.
 - (3)** Stormwater management facilities.
- (X)** If applicable, a landscaping plan that includes the following:

 - (1)** All pertinent information regarding the general site layout, existing man-made and natural features on the site, proposed grading, existing vegetation to be retained and other conditions affecting proposed landscaping.
 - (2)** Names, sizes at times of planting, quantities, and approximate location of all proposed plant materials. Planting beds shall be shown by a clearly delineated border outline.
 - (3)** Proposed buffering, screening, walls and fences, and elevations.
- (Y)** Lighting plan.
- (Z)** The developer shall submit certified copies of all permits and approvals required by applicable Federal and State laws and County codes and regulations, including without limitation the following:

 - (1)** County Conservation District approvals and permits.

- (2) Federal Aviation Administration and PennDOT Bureau of Aviation approvals where required.
- (3) Pennsylvania Department of Environmental Protection approved Planning Module, sewage facilities permits, general permit, wetland encroachment permits, stream encroachment/obstruction permits, etc.
- (4) County and Commonwealth of Pennsylvania permits for any proposed streets or driveways.
- (5) Appropriate sewer authority: an executed sewer service agreement.
- (6) Appropriate water authority or company: an executed water service agreement.
- (7) Appropriate utility and transmission companies: approval of development around right-of-way and easements.
- (8) Appropriate railroad company: approval of any proposed grade crossings, rail extensions or alterations.
- (9) Any other necessary approvals.

§ 402.3 Improvement and Construction Plan.

- (A) An improvement and construction plan shall be included and shall show the following:
- (1) Subdivision name or identifying title.
 - (2) North arrow, graphic scale, and date.
 - (3) Name of the owner of record, the applicant, telephone numbers, and e-mail address.
 - (4) Name and seal of the registered professional engineer or surveyor responsible for the plan.
 - (5) Centerline of streets with bearings, distances, curve data, sight distances, and stations corresponding to the profile.
 - (6) Right-of-way and curb lines of streets with radii at intersections.
 - (7) Beginning and end of proposed construction of streets.

- (8) Tie-ins by courses and distances to intersection of all public roads with their names and widths.
- (9) Location of all monuments with reference to them.
- (10) Property lines and ownership of abutting properties.
- (11) Location and size of all drainage structures, public utilities, street name signs, and shade trees.
- (12) Location and size of storm and/or sanitary sewer lines with stations corresponding to the profile.
- (13) Location of storm and/or sanitary sewer manholes or inlets with grade between and elevation of flow line and top of each manhole or inlet.
- (14) Property lines and ownership, with details of easements where required.
- (15) Beginning and end of proposed construction of storm and / or sanitary sewer.
- (16) Location of storm and / or sanitary sewer laterals, Ys, and utilities.
- (17) Profile of existing ground surface along center line of street.
- (18) Proposed centerline grade of streets with percent of grade on tangents and elevations at fifty (50) feet intervals, including grades at intersections, control points, etc.
- (19) Vertical curve data of streets, including length and elevations and sight distances required by Engineer.
- (20) Profile of existing ground surface with elevations at top of manholes or inlets.
- (21) Profile of storm drain or sewer, showing size of pipe, grade, cradle (if any), manhole or inlet locations, elevations at flow line.

(B) The above items depicted in the improvement and construction plan(s) shall be at one of the following scales:

Horizontal	Vertical
50' / inch	5' / inch or 10' / inch
40' / inch	4' / inch
100' / inch	10' / inch

- § 402.4** Final grading plan and final soil erosion and sedimentation control plan with a narrative consistent with Chapter 44 of the “Soil Erosion and Sedimentation Control Manual,” as amended, of the Pennsylvania Department of Environmental Protection, as approved by the County Conservation District.
- § 402.5** Final calculations for design and location of storm drainage facilities in accordance with City guidelines.
- § 402.6** A proposed traffic warning and regulatory control signage plan, prepared in accordance with PennDOT Engineering Study Requirements and Publication 236.
- § 402.7** A copy of final deed restrictions or protective covenants.
- § 402.8** A copy of any and all proposed written easements or deeds to be granted including, but not limited to, storm drainage easements, recreation easements, and sanitary sewer easements.
- § 402.9** Written agreement of applicant in a form approved by Council including an agreement to construct in form and substance agreeable to the City required improvements including but not limited to streets, curbs, sidewalks, and storm drainage facilities.
- § 402.10** If required, a highway occupancy permit or review and written approval by the Pennsylvania Department of Transportation.
- § 402.11** Approval by the City Council of street names.
- § 402.12** Plans of bridges or other improvements shall contain sufficient information to provide complete working plans for the proposed construction.

§ 402.13 Typical cross-section of streets depicting:

- (A) Right-of-way width and location and width of paving.
- (B) Type, thickness, and crown of paving
- (C) Type and size of curb.
- (D) Grading of sidewalk area.
- (E) Location, width, and type and thickness of sidewalks.
- (F) Typical location of sewers and utilities with sizes.