

**MARTIC TOWNSHIP CHECKLIST  
FOR  
PRELIMINARY PLANS**

APPLICATION # \_\_\_\_\_

<b>INFORMATION REQUIRED/PROVIDED BY:</b>		<b>APPLICANT</b>	<b>TOWNSHIP</b>
		Y=Yes N=No N/A= Not Applicable W=Waiver Requested	
<b>DRAFTING STANDARDS (401.A):</b>			
1	Clearly & legibly drawn at scale 20-100 ft. to the inch		
2	Dimensions shall be in feet and decimals; bearings shall be in degrees, minutes, and seconds. Description of tracts shall read in a clockwise direction.		
3	Sheet size: 22" x 34" (preferred) Max: 24" x 36" If the plan is prepared on two or more drawing sheets, a map showing the location of the sheets and a match line shall be placed on each of the sheets. If more than one sheet is necessary, each sheet shall be the same size and numbered to show the relationship to the total number of sheets in the plan. (e.g. Sheet 1 of 5)		
4	Plans legible in every detail		
5	Plans shall be prepared, signed and sealed by a registered engineer, surveyor or landscape architect.		
6	For all plans, except sketch plans, survey shall not have an error of closure greater than one ft in 10,000 ft.		
<b>LOCATION AND IDENTIFICATION (401.B):</b>			
1	Project Name		
2	Name of Township where project is located, including the municipal boundaries, if applicable		
3	Name and Address of the owner(s) of the subject tract (or an authorized agent), the developer/subdivider, and firm that prepared the plan.		
4	File or project number, the plan date, and all revision dates.		
5	North arrow, graphic scale and a written scale		
6	The total acreage of the entire existing tract		
7	The zoning district, lot size and/or density requirements of the Zoning Ordinance.		
8	A location map, drawn to scale of a minimum of 1" = 2,000'. Showing at least two intersections of road centerlines. Approx distance to the intersection shall be identified.		
9	If within 200' of municipal or zoning district boundary line(s), location of such boundary shall be shown and labeled.		

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10	Source of title, deed, book, page, plan book and tax map number		
11	Land within AG, identification of the parent tract and all prior subdivisions from the parent tract, including recording reference of each prior plan.		
12	Where an easement is located within the tract, plan must be accompanied by a copy of the recorded agreement or by a letter from the party holding the easement stating any conditions on the use of the land.		
13	If tract has an environmental covenant, plan shall include a note indicating the recording info of the covenant already executed.		
14	Identify all prior recorded plans for the subject tract with all notes and/or restrictions on a prior recorded plans, affecting the current development. Along with verification signed by the design professional that such a list is complete and correct.		
15	All plans, except sketch plans, the entire existing tract boundary with bearing and distances.		
16	All plans, except sketch plans, location and width of all proposed streets and alleys; street names, approx grade, rights-of-way and easements; proposed lot lines with approximate dimensions; proposed minimum building setback lines for each street; playgrounds, etc.		
<b>EXISTING FEATURES (401.C):</b>			
1	Existing contours		
2	Names of adjacent landowners, along with plan book number of all previously recored plans for adjacent properties.		
3	When available, the following items when located within 200 feet of the subject tract as inventoried in the Lancaster County GIS:		
3.a	Location and name of existing rights-of-way and cartways for private or public streets, alleys and driveways.		
3.b	Location of any related features and right-of-way: sanitary sewer, water supply, fire hydrants, buildings and stormwater facilities.		
3.c	Location of existing rights-of-way and easements for electric, gas and oil transmission lines and railroads.		

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3.d	If available, the size, capacity and condition of the existing stormwater management system and any other facility that may be used to convey storm flows and the subject tract.		
3.e	Location of woodlands, habitats for endangered and threatened species, and highly erosive soils.		
<b>The following items when located within the subject tract:</b>			
4.a	Location, name and dimensions of existing rights-of-way and cartways for streets, alleys access drives and driveways.		
4.b	Location and size of any related features and related rights-of-way or easements: buildings, public utilities, on-lot utilities, on-lot water supplies, on-lot sewage disposal systems and related recharge areas, fire hydrants and stormwater management facilities.		
4.c	Location of existing rights-of-way for telecommunications, electric, gas and oil transmission lines and railroads.		
4.d	Size, capacity and condition of existing stormwater management system and any other facility used for storm flows.		
4.e	Preliminary plan shall indicate any proposed disturbance, encroachment or alteration to such features including: floodplains, wetlands, quarry sites, woodlands, significant trees, habitats for threatened and endangered species, solid waste disposal areas, superfund contaminations, historic resources, cemetery or burial sites, archeological sites and areas with highly erosive soils.		
5	Environmental or topographic features such as floodplains, tree masses, structures and suspected wetlands (as determined by a wetland survey conducted to identify wetlands as defined by COE.		
6	If subject tract has a plan for an environmental covenant executed pursuant to the Environmental Covenants Act, the plan shall include the boundary limits of any contamination remaining on site. The application shall include a copy of the environmental covenant agreement and any required engineering and institutional controls.		

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PLAN INFORMATION (401.D)			
1	Block and lot numbers in consecutive order (e.g. Block A, Lots 1 through 10; Block B, Lots 11 through 22)		
2	Re: Land Developments, the location and configuration of proposed buildings, parking lots, streets, alleys, access drives, driveways, common open space, recreational areas, and all other significant planned facilities.		
3	Total number of lots, units of occupancy, density and proposed land use.		
4	Existing and proposed easements and rights-of-ways		
5	Building setback lines and buildign envelopes		
6	Identification of buildings and other structures to be demolished and removed.		
7	Typical street cross section (including entire rights-of-way width) for each proposed street, and typical cross section for any existing street, which will be improved.		
8	The location and design of driveways on corner lots and driveways on other lots as requested by the BOS. Such driveways shall demonstrate the existence of reasonable, safe access to the property and shall not be designed so as to unreasonably erode the public street. If access is to be provided by a road maintained by PennDOT, the applicant shall supply proof that the driveway or stree intersection permit has been issued to permit a driveway or street intersection to be completed at the proposed location or cert from a professional engineer that consistent with the regulations of PennDOT a permit can be issued to permit a driveway or street intersection to be completed at the proposed location. (See Appendix No.1)		
9	Table indicating the existing zoning district, total tract area, required lot size, setbacks, maximum and/or minimum development density, maximum building height and number of lots in the proposed in the proposed subdivision.		
10	Manner in which water and sewer service shall be provided, i.e. public, community, on-lot, etc., shall be indicated.		

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11	If proposed subdivision or land development is located partially or wholly within an area prone to flooding (either by impoundment or conveyance) as indicated by the Flood Insurance Rate Map Profiles and supporting data, soil type or local historical records, the developer shall supply the following info:		
11.a	Location and elevation of all proposed roads, fills, utilities, buildings, and stormwater management and erosion control facilities.		
11.b	The 10-year, 100-year and encroachment boundaries as required by FEMA. Neither flood boundaries defined by the limits of alluvial soils nor by the boundaries shown on the Flood Insurance Rate Map shall be accepted without verification. Info shown on the Flood Insurance Rate Map and its accompanying documentation shall be verified using currently available info to update the data.		
12	Clear sight triangles and stopping sight distances as described in Sec 602.J shall be shown on the plan.		
13	For Final Plans, preliminary/final plans, and lot line change plans, the following additional information shall also be provided:		
13.a	Location and material of all permanent monuments and lot line markers, including a note that all monuments and lot markers are set or indicating when they will be set.		
13.b	Identification of any lands to be dedicated or reserved for public, semipublic or community use.		
13.c	In the case of a plan which requires access to a highway under the jurisdiction of PennDOT, the inclusion of the following plan note: <b>A Highway Occupancy Permit is required pursuant to Section 420 of the Act of June 1, 1945 (P.L.1242, No. 428), known as the "State Highway Law", before access to a state highway is permitted. Access to the state highway shall be as authorized by a Highway Occupancy Permit and the Township's approval of this plan in no way implies that such a permit can be acquired.</b>		

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13.d	Stormwater management data for all plans designed in accordance with the Storm Water Management Ordinance. This info may be provided on a sheet with other data or on separate sheets and need not necessarily be recorded with the final plan.		
13.d.1	All Calculations, assumptions, criteria and references used in the design of the Stormwater management facilities, the establishment of existing facilities' capacities and the pre- and post-development peak discharges.		
13.d.2	All plans and profiles of the proposed stormwater management facilities, including the horizontal and vertical location, size and type of material. This information shall be to a detail required for construction of the facilities.		
13.2.3	For all basins, a plotting or tabulation of the storage volumes and discharge curves with corresponding water surface elevations and inflow and outflow hydrographs.		
13.d.4	For all basins which hold two acre-feet or more of water and have an embankment that is six feet or more in height, soil structure and characteristics shall be provided. Plans and data shall be prepared by a registered professional engineer. These submissions shall provide design solutions for the frost-heave potential, spring-swell potential, soil-bearing strength, water infiltration, soil treatment techniques as required to protect the improvements for adjacent structures.		
13.d.5	All erosion and sedimentation control measures, temp as well as permanent, including the staging of earthmoving activities, in sufficient detail to clearly indicate their function.		
13.d.6	Guidelines for lot grading within subdivisions. Information shall identify the direction of stormwater runoff flow within each lot and the areas where stormwater flows will be concentrated. This info shall be provided by flow arrows or topo data. (See Appendix No.4 example). In area where the BOS believe additional lot grading info is needed to assure proper function of the SWM facilities, specific grading info will be required as part of the final plan submittal.		

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13.d.7	Finished first floor elevations for all residential units shall be shown on the plan.		
13.d.8	Where land will be transferred from one lot to another, either as part of a final plan, preliminary/final plan or lot line change/lot add-on plan, a copy of the deed with a perimeter legal description for the lot as enlarged. The applicant shall present the Township with proof that the deed with the perimeter legal description has been recorded within 30 days after the release of the final, preliminary/final or lot line change/lot add-on plan for recording.		
<b>ADDITIONAL REQUIREMENTS:</b>			
1	Layout of streets, alleys and sidewalks, including cartway and right-of way widths.		
2	Layout of lots, with approx dimensions.		
3	Street center-line profile for each proposed public or private street and/or access drives shown on the preliminary plan, including corresponding center-line stationing.		
4	Preliminary design of the proposed sanitary sewer mains, water supply mains, and stormwater management facilities. This information shall include the approximate size, vertical location and horizontal location, if applicable.		
5	A statement on the plan indicating any proposed zoning amendment, special exception or variance, if applicable.		
6	A statement on the plan indicating any existing or proposed waivers granted by the BOS.		
7	Proposed street names		
8	A copy of any applicable zoning decisions.		
<b>CERTIFICATES, NOTIFICATIONS, REPORTS &amp; STUDIES:</b>			
1.a	Certificates. Where the preliminary plan covers only a part of the entire landholdings, a sketch plan of the unsubmitted part, in a form suitable to the execution of the feasibility report on sewer and water facilities for the unsubmitted part shall be furnished. The street system of the plan under consideration may be subject to review, and the submitted part will be considered in light of adjustments and connections with future streets in the part not submitted.		

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1.b	Certificate for review by the Planning Commission with space for signatures of the Chairman or Vice Chairman of the PC or designee(s) (See Appendix No. 1)		
1.c	Certificate for approval by the BOS with space for the signatures of the Chairman of the BOS and the Township's secretary (See Appendix No. 1)		
1.d	Certificate, signature and seal of the surveyor, to the effect that the survey and/or plan are correct (See Appendix No. 1)		
1.e	Certificate, signature and seal of the engineer or landscape architect responsible for the design of the stormwater and utility systems (See Appendix No. A)		
1.f	A copy of a certificate of public convenience or an application for such certificate, a cooperative agreement or agreement to serve the area in question, whichever is appropriate.		
2.a	Where the tract described in the application includes any public utility, electric transmission line, gas pipeline or petroleum product transmission line located within the tract, the applicant or lessee of such right-of-way shall notify the owner of the right-of-way of his intentions in accordance with PA ACT 287. A note stating any condition regarding the use of the land, minimum building setback or right-of-way lines shall be included on the plan. This requirement may also be satisfied by submitting a copy of the recorded agreement.		
3.a	A hydrolic report as required by the Storm Water Management Ordinance.		
3.b	Wetland Study as described in Sec 402.A		
3.c	Traffic Study as described in Sec 402.B		
3.d	Hydrogeologic Report as described in Sec 402.C		
	<b>FILING FEE:</b>		
	The preliminary plan shall be accompanied by a check or money order drawn to the order of Martic Township in an amount specified on the current fee schedule adopted by resolution of the BOS and available at the Township's office and website.		