

**MARTIC TOWNSHIP CHECKLIST  
FOR  
SKETCH PLAN**

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

INFORMATION REQUIRED/PROVIDED BY:		APPLICANT	TOWNSHIP
		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:</b>			
1	Existing contours - Lancaster County GIS may be accepted		
2	Name and approx location and approx dimensions of existing rights-of-way or easements relating to streetsw, cartways, access drives, driveways or service streets, public utilities, stormwater management facilities, telecommunications, electric, gas, and oil transmission lines. The approx location of railroads, buildings, environmental and topo features, including, but not limited to, floodplains, wetlands, quarry sites, woodlands, habitats for threatened and endangered species, solid waste disposal areas, historic resources, cemetery or burial sites, archeological sites, or areas with highly erosive soils.		

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3	When available, the following items when located within 200 feet of the subject tract as inventoried in the Lancaster County GIS:		
3.a	Name and approx location and approx dimensions of existing rights-of-way or easements relating to streets, cartways, access drives, driveways or service streets, public utilities, stormwater management facilities, telecommunications, electric, gas, and oil transmission lines. The approx location of railroads, buildings, floodplains and wetlands.		
4	If the subject tract has 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.		
<b>ADDITIONAL INFO:</b>			
1	Total approx acreage of the entire existing tract		
2	Zoning district and lot size and/or density requirements of the applicable zoning regulations.		
3	Approx layout of lots, with approx dimensions		
4	Total number of lots, units or occupancy, density and proposed land use (if multiple land uses are proposed, the location of each land use shall be indicated.)		
5	Approx layout of streets, including cartway and right-of-way widths.		
6	Approx locations and configuration of proposed buildings, parking lots, streets, access drives, driveways, general storm water facility locations, and wooded area to be cleared.		
7	Building setback lines.		
8	A notes on the plan indicating the types of sewer and water facilities to be provided.		
9	Identification of any modifications intended to be requested.		
10	A copy of any applicable zoning decisions.		
11	Location of any recreation or open space land to be provided.		
12	Location of any existing trails transversing the tract, any trails transversing contiguous tracts, proposed trails, and any recreation or open space land on contiguous		