

**MARTIC TOWNSHIP CHECKLIST
FOR
FINAL PLANS**

APPLICATION # _____

DATE OF SUBMISSION: _____

INFORMATION REQUIRED/PROVIDED BY:	APPLICANT	TOWNSHIP
	Y=Yes N=No	
	N/A= Not Applicable	
	W=Waiver Requested	
DRAFTING STANDARDS (405.A):		
Final plans and preliminary/final plans shall include all information required in Sec 401.A. In addition, the plan shall be formatted in a manner meeting the the-current requirements of the Recorder of Deeds.		
LOCATION AND IDENTIFICATION (405.B)		
Final plans and preliminary/final plans shall include all information required in Sec 401.B		
EXISTING FEATURES (405.C)		
Final plans and preliminary/final plans shall include all information required in Sec 401.C		
PLAN INFORMATION (405.D)		
Final plans and preliminary/final plans shall include all information required in Sec 401.D in addition to the following:		
1 Complete description of the center line and the right-of-way line for all new streets, whether public or private, and alleys. The description shall include distances and bearings with curve segments comprised of radius, tangent, arc and chord.		
2 Lot Lines: with accurate bearings and distances and lot areas for all parcels. Curve segments shall be comprised of arc, chord, bearings and distances. Along existing street rights-of-way the description may utilize the existing deed lines or street center lines; along all proposed street rights-of-way, the description shall be prepared to the rights-of-way lines.		
3 Final vertical and horizontal alignment for proposed public or private streets, alleys, access drives, and sanitary sewer and water distribution systems. All street profiles shall show at least the existing (natural) profile along the center line, proposed grade at the center line and the length of all proposed vertical curves for streets. All water distribution and sanitary sewer systems shall provide manhole locations and the size and type of material. This info may be provided on separate sheets and is not subject to recording with the final plans.		

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4 Final Street names.		
5 In the case of land development plans, a grading plan. The grading plan shall include finished grades and ground floor elevations. This info may be provided on separate sheets and is not subject to recording with the final plans.		
6 A statement on the plan indicating the granting of a zoning amendment, special exception or variance, if applicable, along with waivers granted by the BOS to Sections of this Ordinance. If any special exceptions, all of the conditions shall be included as notes on the plan.		
7 Accurate locations of all existing and recorded streets intersecting the boundaries of the tract.		
CERTIFICATES, NOTIFICATIONS, REPORTS & STUDIES:		
1.a Certificate, signatures, and seal of the surveyor, to the effect that the survey and/or plan are correct (See Appendix No.1)		
1.b Certificate for review by the PC with space for signature by the Chairman and Vice Chairman of the PC or designee (See Appendix No. 1)		
1.c Certificate for approval by the BOS with space for signature by two members of the BOS (See Appendix No. 1)		
1.d A statement, duly acknowledged before an officer authorized to take acknowledgement of deeds and signed by the landowner, certifying that the subdivision or land development shown on the plan is the act and the deed of the owner, that all those signing are all the owners of the property shown on the survey and plan, that they desire the same to be recorded as such and that all streets and other property identified as proposed public property dedicated for public use. (See Appendix No. 1). This must be dated following the last change or revision to the subdivision or land development plans.		
1.e Certification of review by the County PC (See Appendix No. 1)		
2.a Notifications: Written notice from the DEP that approval of the sewer facility plan revision (plan revision module for Ind development) or supplement has been granted or notice from the DEP that such approval is not required.		

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2.b	Where the tract described in the subject 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.		
2.c	Written notice from the District Address Manager and the Lancaster County Wide Communications office stating that the proposed private and/or public street, and/or access drive names that are proposed for subdivision or land development are acceptable.		
2.d	A note placed on the plan indicating any area that is not to be offered for dedication, if applicable.		
2.e	Written notice from the Township Engineer that all proposed improvements have been designed to the standards of the Township and that financial security in a form suitable to the BOS has been received. (See Appendix No. 2 ad Sec 501 & 502).		
2.f	Written notices of approval as required by this Ordinance, including written notices approving the water supply systems, sanitary sewer systems and stormwater runoff to adjacent properties.		
2.g	The submission of a controlling agreement in accordance with Sec 602.B.5 when an application proposes to establish a street which is not offered for dedication to public use.		
2.h	Written notices from the emergency service providers that will serve as the primary responders for the subdivision or land development that the street and building layout are satisfactory and will not present any obstacles or other problems for emergency responders to the subdivision or land development.		
2.i	For all stormwater management facilities that affect an existing water course or have an upland drainage area greater than one half (½) square mile, notification from the DEP of approval or that no approval is required.		
3.a	Reports & Studies: A hydrolic report as required by the Storm Water Management Ordinance.		
3.b	Wetland Study as described in Sec 402.A		

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3.c	Traffic Study as described in Sec 402.B	
3.d	Hydrogeologic Report as described in Sec 402.C	
4.a	Other Docs: Legal description for any easements to be dedicated to the Township, including, but not limited to, drainage easements and sow stockpile easements. Upon preparation of appropriate documentation in recordable form approved by the Township Solicitor, such documentation shall be executed by all landowners.	
4.b	Legal description for any rights-of-way along existing streets to be dedicated to the Township or PennDOT. Upon preparation of appropriate documentation in recordable form approved by the Township Solicitor, such documentation shall be executed by all landowners.	
4.c	A stormwater management agreement and declaration of easement in the form required by the Storm Water Management Ordinance, properly executed by all landowners with executed joinders by all mortgage holders.	
4.d	If the final plan contains wetlands or other natural features to be preserved, a conservation easement agreement and declaration of easement, in a form acceptable to the Township Solicitor, properly executed by all landowners.	
4.e	If the final plan proposed access or storm drainage facilities to be located on adjoining tracts, recordable easements in a form acceptable to the Township Solicitor.	
4.f	Properly executed land development agreement in the form and content required by the Township setting forth, among other things, the responsibilities for the development of the property and listing required improvements, lands to be dedicated, and contributions to be made to the Township.	
4.g	If the final plan proposes an enlargement of an existing lot, a copy of the deed to transfer the land and a copy of a deed with a perimeter description for the enlargen lot. The applicant shall present evidence to the Township that the applicant has recorded such deeds prior to the final release of financial security.	
4.h	If all required improvements have not been installed, financial security in a form and in the amount meeting all MPC requirements and all requirements of this Ordinance.	
5	Filing Fee: The final plan shall be accompanied by a check or money order drawn to the order of Martic Township in an amount specified on the fee schedule adopted by resolution of the BOS and available at the Township office or on the website.	