

Jackson Township/Preliminary Plan Checklist

As part of this application, the applicant must provide the required copies of all materials. The applicant must submit documentation as outlined in Chapter 22 of the Jackson Township Code of Ordinances, Subdivision and Land Development (the "SALDO"), as amended. An application will be considered incomplete unless or until the appropriate documentation is filed with the Township and the application fee and deposit are paid in full. **An application must be submitted 30 days before the regularly scheduled monthly Planning Commission meeting to be considered for placement on that meeting's agenda. An incomplete application will be returned to the applicant.**

§402 Preliminary Plan

A. Application Requirements.

- _____ (1) Twelve (12) copies of the preliminary plan application form.
- _____ (2) Three (3) full-scale copies and 12 half-scale copies of the preliminary plan.
- _____ (3) One electronic file of all plans, maps and drawings, in a Township-approved format.
- _____ (4) Notifications and Certifications.
- _____ (5) Three copies of all reports required by §22-402.F(3).
 - _____ (a) Hydrologic report as required by the Township Stormwater Management Ordinance [Chapter 26].
 - _____ (b) Traffic access and impact study as described in §22-406 of this Chapter.
 - _____ (c) Wetland report as described in §22-405 of this Chapter.
 - _____ (d) Water development impact study as described in §22-407 of this Chapter.
 - _____ (e) Copies of all decisions rendered by the Zoning Hearing Board when the proposed use is permitted by special exception or where a variance has been granted.
- _____ (6) Three copies of a detailed narrative describing the proposed project and what action is being requested from the Township.
- _____ (7) Completed sanitary sewage planning module.

B. Drafting Standards.

- _____ (1) The plan shall be clearly and legibly drawn at a scale of 10 feet, 20 feet, 30 feet, 40 feet, 50 feet, 60 feet or 100 feet to the inch.
- _____ (2) Dimensions shall be in feet and decimals; bearings shall be in degrees, minutes and seconds. Lot line descriptions shall read in a clockwise direction.
- _____ (3) The survey shall not have an error of closure greater than 1 foot in 10,000 feet.
- _____ (4) Sheet size (no smaller than 18 x 22 inches and no larger than 30 x 42 inches); half-scale: 11 x 17 inches.
- _____ (5) Reduced scale drawing with entire development (If the plan is presented on multiple sheets).
- _____ (6) Plans shall be legible in every detail.

C. Location and Identification.

- _____ (1) The proposed project name or identifying title.
- _____ (2) Name of the municipality or municipalities in which the project is located.
- _____ (3) Name and address of the owner of the tract, the authorized agent of the property owner (if applicable), the developer and the firm that prepared the plans.
- _____ (4) File or project number assigned by the firm that prepared the plan, the plan date and the date(s) of all plan revisions.
- _____ (5) North arrow, graphic scale and written scale.
- _____ (6) Entire existing tract boundary with bearing and distances.
- _____ (7) Total acreage of the entire existing tract.
- _____ (8) Location of existing lot line markers along the perimeter of the entire existing tract.
- _____ (9) District, lot size and/or density requirements of the SALDO and Township Zoning Ordinance.
- _____ (10) A location map, drawn to scale.
- _____ (11) Source of title, deed book page, plan book (if applicable) and tax map number.
- _____ (12) Copies of all deeds and covenants for all lots, tracts, parcels, etc.

Jackson Township/Preliminary Plan Checklist

- _____ (13) Separate plan of the parent tract for the lot or lots involved in the subdivision or land development as it existed on or before May 19, 2005, including the location of all lots subdivided from the parent tract since then pursuant to §22-602.1.L(5).

D. Existing Features.

- _____ (1) Existing contours.
- _____ (2) Names of all adjacent landowners, both adjoining and across existing rights-of-way along with the plan book record numbers of all previously recorded plans for adjacent properties.
- _____ (3) Following items when located within 200 feet of the subject tract:
- _____ (a) Location and name of existing rights-of-way and cartways for private or public streets, alleys and driveways.
 - _____ (b) Location of sanitary sewer mains, water supply mains, fire hydrants, buildings and stormwater collection, conveyance and management facilities and any related right-of-way.
 - _____ (c) Location of existing rights-of-way and easements for electric, gas and oil transmission lines, and railroads.
 - _____ (d) Significant environmental or topographic features.
- _____ (4) The following items, when located within the subject tract:
- _____ (a) Location, name and dimensions of existing rights-of-way and cartways for streets, alleys and driveways.
 - _____ (b) Location and size of sanitary sewer mains, water supply mains, fire hydrants, buildings and stormwater management facilities and related rights-of-way.
 - _____ (c) Location of existing rights-of-way for electric, gas and oil transmission lines and railroads.
 - _____ (d) Size, capacity and condition of the existing stormwater management system and any other facility that may be used to convey storm flows.
 - _____ (e) Location and size of existing onlot sewage systems and wells.
 - _____ (f) Significant environmental or topographic features.
 - _____ (g) Location of wetlands and subsequent data or information required by §22-405 of this Chapter.
 - _____ (h) Location(s) of all steep slope areas as described by §22-613 of this Chapter.
 - _____ (i) Location(s) of woodlands as described by §22-614 of this Chapter.

E. Plan Information.

- _____ (1) Layout of streets, alleys and sidewalks, including cartway and right-of-way widths.
- _____ (2) Layout of lots with approximate dimensions.
- _____ (3) Block and lot numbers in consecutive order.
- _____ (4) The location and configuration of proposed buildings, parking compounds, streets, alleys, driveways, common open space, recreational areas and all other significant planned facilities.
- _____ (5) Total number of lots, units of occupancy, density and proposed land use.
- _____ (6) Easements and rights-of-way.
- _____ (7) Building setback line and building envelope.
- _____ (8) Identification of buildings to be demolished.
- _____ (9) Typical street cross section for each proposed public or private street, any existing street which will be improved as part of the application and any access drives or parking compounds.
- _____ (10) Street centerline profile for each proposed public or private street shown on the preliminary plan.
- _____ (11) Preliminary design of the proposed sanitary sewer mains and water supply mains and facilities.
- _____ (12) Locations of all proposed utilities including gas, electric, telephone and cable TV.
- _____ (13) Stormwater management data and plans designed in accordance with the Township Stormwater Management Ordinance [Chapter 26, Part 1].
- _____ (14) A statement on the plan indicating any zoning amendment, special exception or variance previously granted, if applicable.

Jackson Township/Preliminary Plan Checklist

- _____ (15) A statement on the plan indicating any existing or proposed waivers (including all conditions imposed) granted by the Board.
- _____ (16) Proposed street names.
- _____ (17) Table indicating the existing zoning district, total tract area, required lot size, required setbacks, required maximum and/or minimum development density, maximum building height and number of lots in the proposed subdivision along with the proposals for each of these parameters.
- _____ (18) Location and elevation of all proposed roads, fills, utilities, buildings, stormwater management and erosion control facilities, where the proposed subdivision or land development is located partially or wholly within an area prone to frequent flooding (either by impoundment or conveyance).
- _____ (19) Location of all percolation test holes, deep probe holes and proposed well locations.
- _____ (20) Easements for the onlot sewage replacement locations.
- _____ (21) Clear sight triangles and stopping sight distances for all intersections.
- _____ (22) Location of all trees and/or woodlands on the site to be removed and trees and/or woodlands to remain.
- _____ (23) 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 (PennDOT) (if applicable).
- _____ (25) Plan statement listing proposed means to provide sewer and water service to each lot or use
- _____ (26) Detailed grading plan.
- _____ (27) Any and all other plans, details, specifications, etc., needed to demonstrate compliance with this Chapter, and as required by the Township.

F. Certificates, Notifications and Reports.

- _____ (1) Certificates and Signatures.
- _____ (2) Notifications.
- _____ (3) Reports.
 - _____ (a) Hydrologic report as required by the Township Stormwater Management Ordinance [Chapter 26].
 - _____ (b) Traffic access and impact study as described in §22-406 of this Chapter.
 - _____ (c) Wetland report as described in §22-405 of this Chapter.
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