

CLIFTON TOWNSHIP

LACKAWANNA COUNTY, PENNSYLVANIA

PRELIMINARY MAJOR SUBDIVISION - LAND DEVELOPMENT STATUS LOG AND CHECKLIST

Development Name: _____
Number of lots: _____ Location: _____
Applicant/Owner: _____
Address/Telephone: _____
Township application fee: \$ _____ Date fee paid: _____
County application fee: \$ _____ Date fee paid: _____
Supplemental fee due: \$ _____ Date fee paid: _____

PLAN FILING INFORMATION

____ 3 copies of application form or letter.
____ 8 copies of preliminary plan.
____ 4 copies of the following:

____ sewage planning modules and associated documents.
____ road cross sections.
 ____ road profiles.
 ____ deed covenants and restrictions .
 ____ existing & proposed dedications/reservations.
 ____ latest deed of record, or other proof of legal interest.
 ____ water supply information.
 ____ sewage disposal information.
 ____ engineer statement regarding environmental permits.
 ____ erosion and sedimentation control plan.
 ____ stormwater management plan.
 ____ preliminary bridge or stream crossing designs.
 ____ proposed zoning variance or subdivision waivers.
 ____ utility commitments to provide service and any right-of-way
 restrictions.
 ____ street lighting plan (if any).

FILING 10 DAYS PRIOR TO PLANNING COMMISSION MEETING

_____ Township Secretary
Date of filing

_____ Township Secretary
Date filing returned
(SEE ATTACHED REASONS FOR RETURN: INFORMATION MISSING, INCORRECT NUMBER OF COPIES, ETC.)

OFFICIAL SUBMISSION (to begin the 90-day review period)

_____ Planning Commission Chairman
Official date of submission

_____ Planning Commission Chairman
Submission rejection date
(SEE ATTACHED REASONS FOR REJECTION: INFORMATION MISSING, INCORRECT # OF COPIES, ETC.)

DISTRIBUTION OF THE PRELIMINARY PLAN

_____ Date submitted to County Planning Commission.
 _____ Date County Planning comments received.

_____ Date sewage planning modules submitted to DEP.
 _____ Date of DEP planning approval.

_____ Date submitted to Township Engineer.
 _____ Date Township Engineer comments received.

_____ Date submitted to Township Zoning Officer.
 _____ Date Township Zoning Officer comments received.

_____ Date submitted to Township Solicitor.
 _____ Date Township Solicitor comments received.

_____ Date submitted to Township Sewage Enforcement Officer.
 _____ Date Township Sewage Enforcement Officer comments received.

_____ Date submitted to County Conservation District.
 _____ Date County Conservation District comments received.

_____ Date submitted to PA DOT (if applicable).
 _____ Date PA DOT comments received.

_____ Date submitted to _____.
 _____ Date _____ comments received.

NOTE: ATTACH COPIES OF ALL COMMENT LETTERS RECEIVED

PRELIMINARY PLAN REVIEW AND ACTION

_____ Date of optional Planning Commission public hearing.

_____ Ninety day deadline date (90 days from Official Submission).

_____ Deadline date for extensions granted for action.
 (EXTENSIONS MUST BE GRANTED IN WRITING BY APPLICANT.)

_____ Date of Planning Commission recommendation to Supervisors.
 _____ approval.
 _____ approval with conditions (attach list of conditions).
 _____ denial (attach list of specific Ordinance sections).

_____ Date of optional Board of Supervisors hearing.

_____ Date of Board of Supervisors action.
 (UNLESS AN EXTENSION IS GRANTED, MUST NOT EXCEED 90 DAYS, INCLUDING 15 DAYS NOTICE TO APPLICANT, FROM THE DATE OF OFFICIAL SUBMISSION.)

_____ approval.
 _____ approval with conditions (attach list of conditions).
 _____ denial (attach list of specific Ordinance sections).

_____ Date of notification to applicant.
 (UNLESS AN EXTENSION IS GRANTED, APPLICANT MUST BE NOTIFIED WITHIN 15 DAYS OF DECISION, WITHIN THE OVERALL 90 DAY PERIOD.)

_____ verbal notification of approval at meeting.
 _____ written approval with conditions stated.
 _____ written denial with reasons stated, certified mail.

CHECKLIST

____ Drafting Standards 1" = 50' or 1" = 100'.

PRELIMINARY PLAN INFORMATION

- ____ A. Name of project.
- ____ B. Name and address of the owner of record and deed book and page.
- ____ C. Name and address of developer if different from land owner.
- ____ D. Name, address, license number, seal and signature of the Registered Professional Engineer or the Registered Professional Land Surveyor.
- ____ E. Date the Preliminary Plan was completed and for each Plan revision along with a description of the revision.
- ____ F. A key map.
- ____ G. North arrow (true or magnetic).
- ____ H. Graphic scale and written scale.
- ____ I. Adjoining property owners and current tax map number.
- ____ J. Proposed and existing street and lot layout on immediately adjacent tracts.
- ____ K. Existing man-made or natural features:
- ____ Water courses, ponds and lakes, with name of each.
 - ____ Rock outcrops and stone fields.
 - ____ Buildings and other structures.
 - ____ Approximate location of tree masses.
 - ____ Utilities, wells and sewage systems.
 - ____ Location and description of any certified historic site or structure.
 - ____ Location and size of culverts with the direction of water flow.
 - ____ Wetlands.
 - ____ All other significant man-made or natural features.
- ____ L. Permanent and seasonal high water table areas and flood zones.
- ____ M. Soil types by SCS classification and the location of soil test pits and percolation test locations.
- ____ N. Location, width and purpose of any existing rights-of-way or other easements.
- ____ O. Location, width and purpose of any proposed rights-of-way or other easements.
- ____ P. Proposed wells and subsurface sewage disposal fields and other utilities.
- ____ Q. Contour lines.
- ____ R. The full plan including:
- ____ Location and widths of all streets, suggested types (major, collector, minor) and all rights-of-way with a statement of any conditions governing their use.
 - ____ Proposed street names.
 - ____ Building setback lines.
 - ____ Lot lines with dimensions.
 - ____ Lot and/or parcel sizes.
 - ____ Lot numbers.
 - ____ A statement of number of lots and/or parcels.
 - ____ A statement of the intended use of all non-residential lots and/or parcels.
 - ____ A statement of the total acreage in the proposed subdivision and/or development.
 - ____ County tax assessment property number.
 - ____ Any and all other significant information.
- ____ S. Zoning data.
- ____ Zoning district designations.
 - ____ Zoning district boundary lines.
 - ____ Zoning district boundary lines within one thousand (1000) feet of the proposal shown on location map.
 - ____ Applicable bulk and density standards.
- ____ T. A title block on the lower right.

____U. Signature blocks.

____V. In the case of land developments, the location and configuration of project buildings, parking areas, streets, access drives, driveways and all other planned facilities.

COMMENTS / CONDITIONS - Please check appropriate box

Submission Deficiencies (Note specific Ordinance sections).

Conditions of Approval.

Reasons for Denial (Note specific Ordinance sections).