

SUBDIVISION AND LAND DEVELOPMENT

*22 Attachment 3*

Township of Sandy

**Exhibit 3**

**Application Form and Checklist for Subdivision and  
Land Development Ordinance.**

The Sandy Township Planning Commission meets on the third Wednesday of each month at 7:00 p.m. All applications must be present at least five days prior to their meeting to be considered.

Property Owner\*

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

\*Unless otherwise specified, all correspondence will be sent to this address.

Applicant - if other than the owner

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Applicants Interest \_\_\_\_\_

Surveyor/Engineer:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Signature of Owner/Applicant \_\_\_\_\_ Date \_\_\_\_\_

SANDY CODE

Note: ALL PLANS MUST BE FILED WITH THE SANDY TOWNSHIP CODE (ZONING) OFFICER. This application/checklist is for the purpose of review only. It is the developer's responsibility to comply with the Township's Ordinance.

INCOMPLETE PLANS WILL BE RETURNED — the official review begins only with a complete submission.

Development Description:

Location or Street Address \_\_\_\_\_

Tax Assessment Parcel Number(s) \_\_\_\_\_

County Deed Book \_\_\_\_\_ Page \_\_\_\_\_

Deed Date \_\_\_\_\_ Date of Recording \_\_\_\_\_

Total Property Area \_\_\_\_ Areas cover by this proposal:

Zoning District \_\_\_\_\_

Has a plan been submitted for this property before? Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, when? \_\_\_\_\_

Fee \$ \_\_\_\_\_ Paid\$ \_\_\_\_\_ (Date) \_\_\_\_\_

Township Action:

Initial Submission \_\_\_\_\_

Reviewed \_\_\_\_\_ Found Complete \_\_\_\_\_

Returned as Incomplete \_\_\_\_\_

Sandy Township Planning Commission Action:

Preliminary \_\_\_\_\_ Date \_\_\_\_\_ Action \_\_\_\_\_

Final \_\_\_\_\_ Date \_\_\_\_\_ Action \_\_\_\_\_

Referred to the Clearfield County Planning Commission on \_\_\_\_

Preliminary \_\_\_\_\_ Date \_\_\_\_\_ Action \_\_\_\_\_

Final \_\_\_\_\_ Date \_\_\_\_\_ Action \_\_\_\_\_

Sandy Township Board of Supervisors Action:

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Preliminary \_\_\_\_\_ Date \_\_\_\_\_ Action \_\_\_\_\_

Final \_\_\_\_\_ Date \_\_\_\_\_ Action \_\_\_\_\_

- This is a:
- Minor Subdivision \_\_\_\_\_ (Use Form 1)
  - Major Subdivision \_\_\_\_\_ (Use Form 2)
  - Land Development \_\_\_\_\_ (Use Form 3)
  - Minor Land Development \_\_\_\_\_ (Use Form 3A)
  - Mobile Home Park \_\_\_\_\_ (Use Form 4)

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### **Checklist (Form 1.) Minor Subdivision (see § 22-408).**

Preface. Minor subdivisions are filed in only the final. Plans may be approved, approved conditionally, or denied for cause. Any conditional approval must be formally accepted in writing by the developer. If not accepted, it will be a denial per state law.

Plans must be submitted at least five days in advance of the next regular Planning meeting — the third Wednesday of the month.

Plans which are incomplete, lack supporting documentation, or fail to pay the required fee may be returned as incomplete.

Decisions are made at public meetings — you are welcome to attend.

The Township Code (Zoning) Officer and Township Engineer will provide assistance to you - (814) 371-4220.

All drawings must be on approved media.

- Prepared by Registered Surveyor/Seal
- Scale one inch = 100 feet (or as approved)

Certifications:

- Clearfield County
- Sandy Township Planning Commission [Ord. No. 2005-7, 12/19/2005]
- Sandy Township Board of Supervisors
- Tract and Lot
  - Bearings and distances
  - Lot area
  - Pins and markers
  - Closure (1:15,000 required)
- Sanitary Sewer
  - DEP Module
  - Sanitary sewer system connection, access confirmed

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- Water
  - Well
  - Public water system, access confirmed

### Located in Floodplain

- No
- Yes - comply with § 603?

## SANDY CODE

### **Form 2. Major Subdivision.**

Preface: Major subdivisions are filed in two phases - Preliminary and Final. Plans may be approved, approved conditionally, or denied for cause. Any conditional approval must be formally accepted in writing by the developer. If not accepted, it will be a denial per state law.

Plans must be submitted at least five days in advance of the next regular Planning meeting. The Sandy Township Planning Commission meeting are every third Wednesday of the month at 7:00 p.m.

Plans which are incomplete, lack supporting documentation, or fail to pay the required fee may be returned as incomplete.

Decisions are made at public meetings — you are welcome to attend.

The Township Code (Zoning) Officer and Township Engineer will provide assistance to you - (814)371-4220.

1. Plat map must list the following items:
  - A. Location map.
  - B. Building setback lines.
  - C. Proposed building location.
  - D. Adjoining property owners.
  - E. Tract and lot boundaries (closure requirement 1:15,000 feet). See the Township Engineer for location of markers (pins) and monuments.
  - F. Scale, north arrow and title block (one inch = 100 feet unless otherwise approved).
  - G. Address and phone number of owners.
  - H. Existing and proposed right-of-way of utilities, roads, and easements.
  - I. Certificates for review by Township and County Planning Commission (see attached sheets).
  - J. Certificate of Approval by the Board of Township Supervisors.
  - K. Location of floodplain boundaries, if any, within the proposed subdivision.
  - L. Certificate of ownership duly notarized.
  - M. Assessment number(s) and deed book and page references.

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2. Plat Map maximum size 24 inches wide by 36 inches long.
3. Five copies of plat map with certification by registered surveyor (and engineer if needed) and each copy sealed.
4. The filing fee.
5. New Streets. The general design criteria are in Part 6. See the Township Engineer for details of design criteria and construction specifications. **ALL NEW PUBLIC STREETS MUST MEET PENNDOT “liquid fuels” requirements.**
6. Sanitary Sewer Systems. (see §§ 22-502 and 22-705) Note: All developments must provide onlot or community sanitary sewerage disposal. Proof of DEP compliance is necessary. Evidence of acceptance by the public system is also necessary. If required, attach a copy of DEP Planning Module I completed and the site investigation and percolation test report from the SEO. Must show sewage system on existing lots subdivided from the tract since May 15, 1972, with location.
7. Water Supply. (see §§ 22-502 and 22-706) If connection is to be a public system, evidence of acceptance is required. If a new system is to be built, compliance with DEP regulations is required.
8. Storm Drainage. (see § 22-604) If storm drainage improvements are required, please see the Township Engineer.
9. Sedimentation and Erosion Control Plan. If required, is to be reviewed by the Clearfield County Conservation District.
10. Copies of any proposed covenants are required.
11. All subdivision are to be submitted to the Sandy Township Zoning Office five days before the Planning Commission meeting, for review. Only one copy is needed at this time. [Ord. No. 2005-7, 12/19/2005]
12. Recording of Plat Map. Within 90 days after the date of approval by the governing body of Sandy Township of the final plat, the owner shall record an approved duplicated copy thereof in the office of the Clearfield County Recorder of Deeds, and forthwith file with the governing body of Sandy Township a recorder's certificate that the approval plat has been recorded with the deed book and page numbers indicated and two copies of the recorded plat.

Note: No building permit will be issued until proof of County recording of subdivision and deed. Form 3

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### **Form 3. Land Development Checklist.**

Preface. The size of the land development will affect the detail of the submission. Please consult with the Zoning Officer before you prepare any submission. Certain land development site plans may be required to be recorded. Whether recorded or not, the approved plan must be adhered to.

Site Plan (see § 22-903)

- Scale, may vary within given limits. Note: 1" to 10' to 1" to 50" acceptable in 10 feet increments.
  - Show existing conditions, including topography drainage, utilities, roads, etc. of the parcel.
  - Conditions on land within 100 feet.
  - Proposed development (see §§ 22-903 and 22-904).
    - Building footprint and elevations
    - Parking plan
    - Vehicular and pedestrian access plan
    - Storm drainage plan
    - Landscaping plan
    - Lighting plan
    - Utilities plan
- Assurances of Completion (if needed).
- Assurances/Plan for Maintenance.
- Certifications:
  - Clearfield County
  - Sandy Township Planning Commission
  - Sandy Township Board of Supervisors



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**Form 3A**  
**MINOR LAND DEVELOPMENT CHECKLIST**

**For developments less than 20,000 square feet**

- Name and Purpose of Minor Land Development
- Stormwater Management Plan (if applicable)
- Municipal or Private Sewerage Approval
- Municipal Water Approval (if applicable)
- PennDOT or Sandy Township Highway Occupancy Permit (if applicable)
- Site Plan Showing (three copies)
  - Parking Requirements/Loading-Unloading Requirements
  - Road/Driveway Access
  - Sign Locations(s)
  - Building Location
  - Yard Setback Lines
  - Show or Display Areas
  - Certifications
    - Owner and Notary
    - Sandy Township Planning Commission
- Department of Labor and Industry Approval
- Plans/Descriptions of controls relative to § 27-406 of the Zoning Ordinance
- Projected Employment

All Minor Land Development Plans must be submitted to the Sandy Township Zoning and Engineering Offices for their preliminary review at least five days before the Planning Commission meeting.

Sandy Township Planning Commission meetings are on the third Wednesday of every month at 7:00 p.m. Requests to be placed on the agenda must be in writing and must be received at least one day before the meeting.

SANDY CODE

**CERTIFICATION OF OWNERSHIP AND ACKNOWLEDGMENT OF LAND DEVELOPMENT PLANS:**

On this, the \_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_, who being duly sworn according to law, deposes and says that he is the owner and/or equitable owner of the property shown on this Plan, and that he acknowledges the same to be his act and plan.

Witness my name and seal the day and date above written.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Seal

\_\_\_\_\_  
My Commission Expires

**SANDY TOWNSHIP PLANNING COMMISSION APPROVAL**

The Planning Commission of Sandy Township, Clearfield County hereby approves this Land Development Plan this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

## SUBDIVISION AND LAND DEVELOPMENT

### **Form 4. Mobile Home Park Checklist (see Part 8).**

Preface: Please consult with the Zoning Officer before submission - (814) 371-4220.

Size. 5 acres minimum requirement

- Grading and Ground Cover Plan
- Individual lot sizes (60 x 100 feet)
- Lot access
- Drainage Plan
- Street names and lot numbers
- Setbacks
- Screening, as needed
- Roads:
  - Entrance - 24 feet required
  - Internal - 20 feet required
- Off-street parking (must conform to zoning ordinance)
- Provisions for:
  - Foundations and anchoring
  - Skirting
- Utilities (as needed):
  - Water supply
  - Sanitary sewage
  - Electric
  - Natural gas
  - LPG system
  - Fuel oil
  - Fire protection

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- Recreation area 6% of tract or at least 1/2 acre required.
- Certifications:
  - Clearfield County
  - Sandy Township Planning Commission
  - Sandy Township Board of Supervisors