

## ARTICLE 3

### SUBMISSION AND PLAN PROCESSING PROCEDURES

#### **SECTION 301. ADHERENCE TO PROCEDURES REQUIRED.**

Whenever a land development is desired in East Pennsboro Township, Cumberland County, Commonwealth of Pennsylvania, a plan for the layout of such land development shall be prepared, filed and processed according to the requirements of this Ordinance. Before acting on any land development plan, the Board of Commissioners may hold a public hearing.

Each applicant shall follow the procedures for the submission and processing of Plans and the specifications for such Plans, as set forth in this Article.

The Township Engineer shall have the right to reject any plan, if in his/her opinion, the plan is administratively incomplete due to the omission of any criteria required in either Section 305, 307 or 309. Any such rejected plan shall not be considered to have been filed.

#### **SECTION 302. PRE-SUBMISSION CONSULTATION**

- A. Prior to filing an application for the approval of a land development with the Township, the owner or his authorized agent shall contact the Township Code Administrator for an official classification of the proposed land development. The Township Codes Enforcement Officer shall determine whether the proposal shall be classified as a MINOR or MAJOR land development. At that time, the Township Codes Enforcement Officer shall: (1) advise the applicant as to which of the processing procedures and plan specifications contained herein MINOR (FINAL) (Section 305), PRELIMINARY (Sections 306 and 307), and FINAL (Sections 308 and 309) must be followed; and (2) in the case where the application and plan are suitable for submission to the Township, a pre-submission conference shall be scheduled, as necessary.
- B. During the pre-submission stage of the land development application process, the applicant is strongly encouraged to submit a sketch plan to the Township in accordance with the guidelines set forth in Section 303 of this Ordinance.
- C. Prior to the preparation of any plan, the applicant is advised to consult with all appropriate agencies with respect to, but not limited to:
  - 1. Zoning Ordinance compliance;
  - 2. Erosion and Sediment Pollution Control measures;
  - 3. Stormwater Management Control measures;
  - 4. Public Utilities;
  - 5. Water Service;
  - 6. On-lot Sewage Disposal;
  - 7. Flood Plain Development measures;
  - 8. Archaeological and Historic Sites;
  - 9. Wetlands.

### **SECTION 303. SKETCH PLAN (OPTIONAL).**

Prior to the filing of a land development plan for review and approval, the applicant is strongly encouraged to submit a sketch plan to the Planning Commission for advice on the requirements necessary and to achieve conformity with the standards of this and other applicable municipal ordinances, as well as to alert the applicant to other factors which must be considered in the design of the land development. The following procedures and information should be considered during the preparation of a sketch plan:

- A The plan should be clearly labeled "SKETCH PLAN" and include sufficient information to clearly indicate the character and extent of the proposed land development and its relationship to existing conditions and facilities within the area in which it is to be located. The following data should be provided:
1. General information - The applicant shall provide a narrative describing the overall project and addressing the following items:
    - a. Purpose of the Development;
    - b. Existing Land Use conditions;
    - c. Major Development Feature;
    - d. Provisions for Sanitary Sewer and Water Supply; and
    - e. Unique property features such as historical buildings, sensitive natural features, wetlands, flood plains, hazardous waste and other conditions which would have major impact on development.
  2. Location map - Provide a map (minimum scale 1"=2000') showing the proposed land development's location with respect to existing community facilities, the local street systems and Township boundaries.
  3. Sketch Plan - Provide a drawing with a plan of the proposed and existing site features. The plan may be in simple sketch form on a topographic map. The following minimum data shall be provided:
    - a. Title, scale, north arrow and date of preparation;
    - b. Property boundaries and easements (existing and proposed) with approximate dimensions;
    - c. Ground contours (may be traced from a 1"=2000' USGS quadrangle map);
    - d. Existing and proposed structures;
    - e. Existing and proposed streets and parking areas;
    - f. Topographic features such as water courses, rock outcroppings, steep slopes, wetlands and flood plain areas.
    - g. Proposed grading and drainage concepts.

## **SECTION 304. PRE-APPLICATION CONFERENCE**

As part of the land development process, a pre-application conference shall be scheduled with the Township Codes Administrator and/or the Township Plan Review Committee prior to submission of the minor (final), preliminary and final land development plan. The purpose of the pre-application conference is to: (1) foster an informal plan review between the applicant and the Township staff; (2) reduce the processing time and costs for the applicant; and (3) expedite the Township's review and approval process once the plan is formally submitted. The following procedures and information should be addressed in the pre-application conference:

- A. The applicant shall have prepared a complete land development plan in accordance with the provisions of Article 3,4, 5, 6, 7, 8 and 9, as necessary;
- B. The pre-application conference shall be scheduled at least twenty-eight (28) days prior to the Township Planning Commission meeting.
- C. The applicant may be charged reasonable fees in accordance with Article 10 for Engineering related services.
- D. Due to the informal nature of the pre-application conference, the applicant or the Township shall not be bound by any determination of the pre-application conference.

## **SECTION 305. MINOR PLAN PROCEDURES AND SPECIFICATIONS**

In response to a written request by the Applicant, the Board of Commissioners, being advised by the Planning Commission and the Township Engineer following any pre-submission consultation and pre-application conference, may waive the requirements for a Preliminary Plan provided that: (1) the plan involves only the subdivision of three (3) or fewer lots or where land is being transferred to be combined with an existing lot; (2) the lots are subdivided on an existing street and no new streets are proposed; (3) existing public utilities are present and no extensions are proposed; (4) installation of public infrastructure improvements is not proposed by the applicant or required by this Ordinance.

In such cases, a MINOR Plan shall be submitted and processed as required by Section 308 "FINAL PLAN: PROCEDURE," and contain the following data and plan specifications:

- A. The Applicant shall submit to the Township Department of Housing and Community Development the appropriate filing fees, one (1) reproducible mylar copy and twelve (12) prints of the Minor (Final) Plan of the proposed land development on sheets at a size of "18 x 24" and clearly labeled " FINAL PLAN," and one (1) set of 8 1/2" by 11" transparencies and one (1) electronic media formatted copy as specified in Section 310 and other data and maps required in accordance with this Ordinance. The Minor (Final) Plan shall be submitted not less than thirty (30) calendar days prior to the regular meeting of the Planning Commission at which consideration is desired. The plan shall be submitted with the information required below:
  - 1. Name or identifying title of the proposed land development.
  - 2. A lot plan depicting the outline of the property from which the lot or lots are being subdivided with lot areas, lot numbers, lot dimensions, bearings and deflection angles and radii, arc lengths and control angles of all curves for the proposed lots; distances of lot lines taken from the property deed and indicating the Primary Control Point which shall be approved by the Township Engineer; existing street right-of-way width, street name and/or route number; existing traffic regulatory signs and required minimum building setback lines.

3. A location map on the plan (minimum scale 1" = 2,000') labeled "Location Map", illustrating the property location, streets and other pertinent information, in sufficient detail to adequately identify the property location.
4. Adjacent landowners' names with abutting lot lines.
5. The source and exact location of existing and proposed water supply facilities including fire hydrants. Location of existing and proposed well and on-lot septic systems. Proposed perc and probe sites, where applicable. Location of existing and proposed sanitary and storm sewer lines.
6. The zoning district in which the property and adjoining land are located, including information in tabular form describing the total acreage, number of lots proposed, minimum lot areas, density, proposed use of the land, and minimum building setbacks, impervious lot coverage, building height and required parking spaces.
7. Name, address, and telephone number of owner or applicant.
8. Name, address, and telephone number and seal of professional engineer certifying engineering aspects and professional land surveyor certifying accuracy of plan survey.
9. Date of plan preparation and dates of any subsequent revisions to the plan during the review process, if any.
10. Tax Parcel Number.
11. Municipality where property is located.
12. North point and written and graphic scale.
13. Certification of ownership and dedicatory statement signed by owner. The owner's name and title should be clearly printed or typed under the signature line.
14. Notary public and recording statement. (Example contained in Exhibit 3-1 herein).
15. Approval blocks to be signed by the Planning Commission and the Board of Commissioners and Cumberland County Planning Commission (Example contained in Exhibit 3-2 herein).
16. Location on the property map of existing buildings, structures and parking facilities, required buffer yards, required screening, lighting standards for security, parking or other facilities, dumpster pads and enclosures.
17. Location and description of survey monuments and markers clearly indicated on the plan.
18. Reference to recorded land development plans of adjoining platted land by Plan Book and Page Number.
19. Existing public or private easements, such as but not limited to utility, streams and water features, stormwater, sanitary sewer, erosion control, access, pedestrian, conservation and the location of any public utilities.

20. Reference to any approved modifications of requirements, variances, special exceptions, conditional uses and/or any non-conforming structures.
21. Purpose Statement describing the proposed use of the project.

B. These additional Plan Specifications for buildable lots shall accompany the plan:

1. If a driveway is being constructed, a separate drawing, (minimum scale 1"=10') titled "Driveway Profile," depicting the driveway profile, drainage conditions, and entry to the street. Proposed driveway locations shall be shown depicting sight distance(s) and sight triangle in accordance with Section 506.D.4.f and EXHIBIT 5-1.
2. Existing contours at vertical intervals of two (2) feet, except where the slope is greater than 20 percent in which case the contour interval shall be five (5) feet. Datum to which contour elevations refer shall be US Coast and Geologic Survey datum or other source approved by the Township Engineer.
3. An erosion and sediment pollution control plan in accordance with Subsection 702.A.1 of this Ordinance.
  - a. For land development plans for sale of lots only with no development and/or earthmoving, provide a note on the plan ensuring the implementation of Erosion and Sediment Pollution Control and Stormwater Management plans by individual lot owners and/or developers.
4. The exact location of water mains, sanitary sewers and stormwater catch basins and lines. The intended size of each line should be indicated, as well as the sizes of existing lines in the vicinity. The locations of or distances to any existing lines to which the land development will be connected.
5. Parcels of land intended to be dedicated or reserved for street rights-of-way, schools, parks, playgrounds, parking areas, common areas, open space, or other public, semi-public or community purposes.
6. Existing natural features such as alluvial soils, flood plain (one hundred year flood elevations), rock outcroppings, steep slopes, wooded areas, water courses, marshes, wetlands delineated in accordance with the Federal Manual for Identifying and Delineating Jurisdictional Wetlands (January 1989), and other features of note.
7. Where the proposed land development abuts a State Highway, evidence in writing from the Pennsylvania Department of Transportation indicating the Department's concurrence with the proposed design for driveway access and drainage required for issuance of the Department's Highway Occupancy permits, and notes added to the plan as follows:

"A Highway Occupancy Permit is required pursuant to Section 420 of the Act of June 1, 1945, (P.L. 1242, NO. 428)"

"No building permit will be issued for any lot or parcel which will require access to a State Highway until authorized by a Pennsylvania Department of Transportation Highway Occupancy Permit."

8. Where the proposed land development abuts a Township street, evidence in writing indicating proposed driveway and street intersections comply with clear sight distance standards contained in this ordinance, and a note added to the plan as follows:

"No building permit will be issued until the Township Engineer has verified the sight distance for proposed driveways."

9. A standard note regarding public improvements shall be added as follows:

"All public improvements shown shall comply with the Township's Standard Material and Construction Specifications for Public Improvements."

10. Provide notes for bicycle safe grates on storm inlets in paved areas and manhole type steps for storm inlets more than five (5) feet in depth.
11. Such other data which may be required by the Board of Commissioners and Township Engineer in the administration and enforcement of this Ordinance.

C. Modifications of the Requirements

Requests for modifications of the land development ordinance requirements shall be submitted in writing at the time of the submission of the MINOR (FINAL) Plan in accordance with Article 11.

D. The MINOR (FINAL) Plan shall also be accompanied by the following ancillary data, as applicable:

1. Project Description

The applicant shall submit a written project overview which describes the overall purpose of the project.

2. When sewage planning is required, a copy of the letter from the PA Department of Environmental Protection approving the "Sewage Module for Land Development", exemption letter, or other equivalent documentation in compliance with the requirements of the Pennsylvania Sewage Facilities Act and Chapter 71 of Title 25 of the Pennsylvania Code.

3. Prior to final approval, the applicant shall certify that title to any street rights-of-way to be dedicated are free and clear of all liens and encumbrances and that no prior right-of-way has been granted to any utility or other person.

4. Development in Flood Plains

When any portion of the tract proposed for land development is located within an identified flood district or flood plain area, the following information shall be provided as part of the Final Plan and shall be prepared by a registered professional engineer or surveyor:

- a. The exact location and elevation of all proposed buildings, structures, roads, and public utilities to be constructed within any identified flood plain area or district. All such maps shall show contours at vertical intervals of two (2) feet and identify accurately the boundaries of the flood plain area, and shall be verified by the Township Engineer.

- b. The one-hundred (100) year flood elevations which shall be certified by the applicant's engineer.
  5. Grading and Earth Moving

A Grading Plan depicting the existing and proposed contours at vertical intervals of two (2) feet, except where the slope is greater than 20 percent in which case the contour interval shall be five (5) feet. Datum to which contour elevations refer shall be US Coast and Geologic Survey datum or other source approved by the Township Engineer
  6. A final wetlands delineation in accordance with the requirements of this Ordinance shall be provided. Wetlands shall be delineated by metes and bounds in order to properly reference and describe any related easements.
  7. Certificates of agreement to provide service from applicable utility companies and authorities.
  8. Such other certificates, affidavits, endorsements, or dedications as may be required by the Board of Commissioners and Township Engineer in the enforcement of this Ordinance.
  9. For development in the Forest Slope (F-S) and/or Residential Conservation (R-C) Districts, required Soils and Geologic Reports, Grading and Drainage Plans and Landscape Plans in accordance with Section 307.A.6.f, g and p of this Ordinance.
- E. Minor (Final) Plans approved with conditions require the Applicant's written acceptance of the conditions.

#### **SECTION 306. PRELIMINARY PLAN PROCEDURES**

- A. The Applicant shall submit to the Township Department of Housing and Community Development the appropriate filing fees and twelve (12) copies of a Preliminary land development plan on sheets at a size of "18 x 24" and clearly labeled "PRELIMINARY PLAN", one (1) set of 8 ½ by 11" transparencies and one (1) electronic media formatted copy as specified in Section 310 and other data and maps required in accordance with this Ordinance. The Preliminary Plan shall be submitted not less than thirty (30) calendar days prior to the regular meeting of the Planning Commission at which consideration is desired.
- B. Upon filing the plan with the Township and within seven (7) working days, the Township shall forward a copy of the Preliminary Plan to the Cumberland County Planning Commission with the appropriate review fee. The Township shall not approve applications for a Preliminary Plan until a County report has been received or until the expiration date of thirty (30) days from the date the application was forwarded to the County.
- C. The Township shall forward copies of the plan to the Planning Commission, Board of Commissioners, Environmental Advisory Council and Fire Marshal.
- D. When a sewage planning module is required, the applicant shall submit concurrently, with the Preliminary Plan, five (5) copies of the appropriate "Planning Module Component" as required by the PA Department of Environmental Protection compliance with the requirements of the Pennsylvania Sewage Facilities Act and Chapter 71 of Title 25 of the Pennsylvania Code. A completed module package or

exemption letter should accompany the Preliminary Plan.

- E. Before the Planning Commission makes its recommendation and the Board of Commissioners takes final action on any submitted plan, the Township Code Administrator and Engineer shall review the plans and advise the Planning Commission and Board of Commissioners as to the suitability of all engineering details and specifications as per this Ordinance. As deemed necessary by the Township Codes Enforcement Officer and Engineer, the applicant shall submit copies of the Preliminary Plan to all affected public utilities who shall be requested to make recommendations as to the utility easements. The applicant shall submit copies of the Preliminary Plan to Pennsylvania Department of Transportation, when the land development will front on an existing or proposed State highway, or has a proposed street entering such highways.
- F. The Board of Commissioners, upon the recommendation of the Planning Commission, shall act on the Preliminary Plan and communicate their decision to the applicant not later than ninety (90) days following the date of the regular meeting of the Board of Commissioners or the Planning Commission (whichever first reviews the application) following the date the application is filed. Should the next regular meeting of the Planning Commission occur more than thirty (30) days following the filing of the application with the Board of Commissioners, the said ninety (90) day period shall be measured from the thirtieth day following the day the application has been filed with the Board of Commissioners.

In the event that any modification of requirements from the Land Development Ordinance is requested by the Applicant or is deemed necessary for approval, the details of the modification request and the reasons for its necessity shall be submitted in writing to the Township in accordance with Article 11 and will be entered in the records of the Board of Commissioners.

- G. The Board of Commissioners shall determine whether the Plan shall be approved, approved with conditions acceptable to the Applicant, or disapproved. The decision of the Board of Commissioners shall be in writing and shall be communicated to the Applicant personally. A letter will be mailed to him/her at the last known address, not later than fifteen (15) days following the Board's decision. If the plan is approved with conditions, the Applicant shall respond to the Board of Commissioners indicating acceptance or rejection of such conditions. Such response shall be in writing, signed by the Applicant, and be received by the Township Secretary within 10 calendar days of receipt by the Applicant of the Board of Commissioners decision to approve the plan with conditions. Approval of the plan shall be rescinded automatically upon the Applicant's failure to accept or reject such conditions in the manner and within the time frame noted above.
- H. When the Preliminary Plan application is not approved by the Board of Commissioners in terms as filed, the decision shall specify the defects found in the application and shall, in each case, cite the applicable provisions of the Ordinance. A plan which is revised and submitted after disapproval shall be processed as a new application in accordance with the procedures and specifications of this Ordinance.
- I. Failure of the Board of Commissioners to render a decision and communicate it to the applicant within the time and in the manner required herein shall be deemed an approval of the application in terms as presented unless the applicant has agreed in writing to an extension of time or change in the prescribed manner of presentation or communication of the decision.

- J. Approval of the Preliminary Plan constitutes approval of the proposed land development with respect to the general design, the approximate dimensions and other planned features. Preliminary approval binds the developer to the general scheme of the Plan as approved. Preliminary approval does not authorize the recording, sale or transfer of lots.

### **SECTION 307. PRELIMINARY PLAN SPECIFICATIONS**

- A. A "Preliminary Plan" shall be submitted and processed as required in Section 306 "PRELIMINARY PLAN PROCEDURE" and shall be submitted containing the following information:

1. Cover Sheet
  - a. Name or identifying title of the proposed land development;
  - b. A location map on the plan (minimum scale 1" = 2,000') labeled "Location Map", illustrating the property location, streets and other pertinent information, in sufficient detail to adequately identify the property location, north point and written and graphic scale;
  - c. Source of the proposed water supply and location of proposed wells;
  - d. The zoning district in which the property and adjoining land are located, including information in tabular form describing the total acreage, number of lots proposed, minimum lot areas, density, proposed use of the land, and minimum building setbacks.
  - e. Name, address, and telephone number of owner or applicant.
  - f. Name, address, and telephone number and seal of professional engineer certifying engineering aspects and professional land surveyor certifying accuracy of plan survey.
  - g. Date of plan preparation and dates of any subsequent revisions to the plan during the review process, if any
  - h. Tax Parcel Number.
  - i. Municipality where property is located.
  - j. Proposed Protective Covenants running with the land, if any.
  - k. Certification of ownership and dedicatory statement signed by owner. The owner's name and title should be clearly printed or typed under the signature line.
  - l. Notary public and recording statement. (Example contained in Exhibit 3-1 herein)
  - m. Review and approval blocks to be signed by the Cumberland County Planning Commission, the Township Engineer, the Township Planning Commission, the Township Board of Commissioners and the Cumberland County Recorder of Deeds. (Example contained in Exhibit 3-2 herein).

- n. A standard note regarding public improvements shall be added as follows:  
  
"All public improvements shown shall comply with the Township's Standard Material and Construction Specifications for Public Improvements."
- o. Reference to any approved modifications of requirements, variances, special exceptions, conditional uses and/or any non-conforming structures.
- p. A sanitary sewer index drawing showing the property boundary, street rights-of-way, the location of sanitary sewer manholes with corresponding identification numbers and the location, size and direction of flow of all sanitary sewer lines proposed at a scale of one inch equal to four hundred feet (1"=400').
- q. Total length in feet of all proposed and/or improved streets.

## 2. Property Plans

- a. A separate drawing of the proposed lots (minimum scale 1" = 100') with north point, written and graphic scale, lot area, lot numbers, lot dimensions, bearings and distances of lot lines taken from the property deed including the primary control point, existing street right-of-way, street name and number, existing traffic regulatory signs, minimum required front, side and rear building setback lines.
- b. Adjacent landowner's names with abutting lot lines.
- c. Existing natural features such as alluvial soils, flood plain (one hundred year flood elevations), rock outcroppings, steep slopes, wooded areas, water courses, marshes, wetlands delineated in accordance with the Federal Manual for Identifying and Delineating Jurisdictional Wetlands (January 1989), and other features of note.
- d. Existing public or private easements, such as but not limited to utility, streams and water features, stormwater, sanitary sewer, erosion control, access, pedestrian, conservation and the location of any public utilities.
- e. Parcels of land intended to be dedicated or reserved for street rights-of-way, schools, parks, playgrounds, parking areas, common areas, open space, or other public, semi-public or community purposes.
- f. Location and description of survey monuments and markers shown on the plan.
- g. If phasing of the development and improvements is proposed, the land development plan shall meet the following requirements and/or indicate the following information:
  - (1) Reference on the plan indicating all lots in each phase of the development;

- (2) Each phase, except the last phase, shall contain a minimum of twenty-five (25) percent of the total number of dwelling units, unless a lesser percentage is approved by the Board of Commissioners at its discretion.
  - (3) A schedule indicating the intended deadlines for filing a FINAL PLAN for each phase shall be provided. The schedule shall be updated annually by the applicant on or before the anniversary of the PRELIMINARY PLAN approval until approval of the FINAL PLAN is granted by the Township. Schedule modifications shall be subject to approval by the Board of Commissioners.
- h. Reference to recorded land development plans of adjoining platted land by record Plan Book and Page Number.
  - i. Provide notes for bicycle safe grates for storm inlets in paved areas and manhole type steps for storm inlets more than five (5) feet in depth.
3. Construction Improvement Plans
- a. Existing and proposed driveway locations depicting sight distance(s) and sight triangle in accordance with Section 506.D.4.f and EXHIBIT 5-1.
  - b. Existing contours at vertical intervals of two (2) feet, except where the slope is greater than 20 percent in which case the contour interval shall be five (5) feet. Datum to which contour elevations refer shall be US Coast and Geologic Survey datum or other source approved by the Township Engineer.
  - c. A separate detail for individual on-lot erosion and sedimentation control.
  - d. If a driveway is to be constructed, a separate drawing, (minimum scale 1"=10') titled "Driveway Profile," depicting the driveway profile, drainage conditions, and entry to the street shall accompany the plan.
  - e. Location on the property map of existing buildings, structures, fire hydrants and parking facilities, buffer yards, screening, lighting standards for security, parking or other facilities, dumpster pads and enclosures.
  - f. Location, width and grade of all proposed streets, typical cross section, street name(s), alleys and rights-of-way, including a description of the center line of all new streets with distances and bearings.
  - g. Proposed perc and probe locations, where applicable.
  - h. Location of any proposed site improvements, such as curbs, sidewalks, street trees, buffers, screening, dumpster pads and enclosures, lighting standards for security, parking or other facilities, fire hydrants, wells, public buildings, playgrounds and other

significant man made features on or adjacent to the proposed land development.

- i. An indication of the general location of proposed water mains, sanitary sewers and stormwater catch basins and lines. The preliminary size of each line should be indicated, as well as the sizes of existing lines in the vicinity. The locations of or distances to any existing lines to which the land development will be connected should be indicated

4. Such other data which may be required by the Planning Commission or Board of Commissioners in the administration and enforcement of this Ordinance.

5. Requests for modifications of the land development ordinance requirements shall be submitted in writing at the time of the submission of the Preliminary Plan in accordance with Article 11.

6. The Preliminary Plan shall also be accompanied by the following ancillary data, as applicable:

a. Project Description

The applicant shall submit a written project overview which will describe the overall purpose of the project. The project description shall also include: (1) a statement and analysis describing the consistency between the proposed development and the Township's Comprehensive Plan; (2) a statement and analysis describing the consistency between the proposed development and the Township's Official Sewage Facilities Plan (Act 537 Plan).

b. Storm Water Management and Erosion and Sediment Pollution Control

In accordance with the specification of Article 7 of this Ordinance, a Storm Water Management (SWM) Plan and an Erosion and Sediment Pollution Control (E&SPC) Plan shall be jointly submitted. The Erosion and Sediment Pollution Control Plan shall be prepared as required by the "Pennsylvania Clean Streams Law", and the Pennsylvania Department of Environmental Resources "Erosion and Sediment Pollution Control Program Manual" (April 1990): (Title 25, PART I, Subpart C, Article II, Chapter 102 - EROSION CONTROL).

The SWM and E&SPC Plans shall also include general plans for the proposed conveyance and treatment of stormwater which may include, but not be limited to, the collection, detention, or retention of run-off of surface water and its out fall together with design analysis and other supporting data for the Township Engineer's review. The plan shall indicate the general location of proposed storm water catch basins and pipe lines. The size of each line shall be shown, as well as the location and distances to any existing line to be connected to, with the size of existing lines indicated.

c. Highway Occupancy Permits

Where the proposed land development abuts a State Highway (Pennsylvania Route or United States Route), the Applicant shall begin the preparation of an application for a Highway Occupancy Permit to be submitted to the Pennsylvania Department of Transportation for review.

d. Development in Flood Plains

When any portion of the tract proposed for land development is located within an identified flood district or flood plain area, the following information shall be provided as part of the Preliminary Plan and shall be prepared by a registered professional engineer or professional land surveyor:

- (1) The exact location and elevation of all proposed buildings, structures, roads, and public utilities to be constructed within any identified flood plain area or district. All such maps shall show contours at intervals of two (2) feet and identify accurately the boundaries of the flood plain area, and shall be verified by the Township Engineer
- (2) The one-hundred (100) year flood elevations which shall be certified by the applicant's engineer

e. Grading and Earth Moving

A Grading Plan depicting the existing and proposed contours at vertical intervals of two (2) feet, except where the slope is greater than 20 percent in which case the contour interval shall be five (5) feet. Datum to which contour elevations refer shall be US Coast and Geologic Survey datum or other source approved by the Township Engineer.

f. Grading and Drainage Plan – when the land development is in the Forest Slope (F-S) and/or Residential Conservation (R-C) a grading plan prepared by a professional engineer or surveyor registered in the Commonwealth of Pennsylvania. The plan shall include the following information:

- (1) A map of the entire site showing existing details and contours of the property and proposed contour modifications using a minimum of 10 foot contour intervals at a scale of 1" = 100'.
- (2) Map(s) of area(s) to be graded showing existing details and proposed details at contours of 2 foot intervals using a scale of 1" = 20'.
- (3) An investigation of the effects of the 100 year storm evaluating how the proposed drainage system will handle the predicted flows, including effects of drainage areas outside the development, which drain through the subject area and the anticipated flow of the drainage leaving the development.

- (4) The history, including frequency and duration of prior flooding.
  - (5) Proposed plans and locations of all surface and subsurface drainage devices, walls, dams, sediment basins, storage reservoirs and other protective devices to be constructed with or as part of the proposed work, together with a map showing drainage areas, and the proposed drainage ways which may be affected by the proposed project and the estimated runoff of the areas served by the drainage path.
  - (6) A schedule showing when each stage of the project will be completed, including the total area of soil surface which is to be disturbed during each stage and an estimate of starting and completion dates. The schedule shall be drawn to limit the shortest possible period of time that soil is exposed and unprotected. In no event shall the existing "natural" vegetation or ground cover be destroyed, removed, or disturbed more than 15 days prior to commencing grading for development as scheduled.
  - (7) A written statement by the person preparing the grading and drainage plan identifying any grading and drainage problems of the development and further stating an opinion as to the ability of the proposed plan to mitigate or eliminate said problems in a manner as to prevent hazard to life or property, adverse effects to the safety, use or stability of any public improvements, and adverse impacts on the natural environment.
- g. Soils and Geologic Report - when the land development is in the Forest Slope (F-S) and/or Residential Conservation (R-C) a soils and geologic report prepared by a soils engineer and a professional geologist registered in the Commonwealth of Pennsylvania. The plan shall include the following information:
- (1) A slope analysis including a slope classification map.
  - (2) Appropriate accepted soils engineering tests to determine bearing capacity, settlement potential, and shrink/swell potential of the site soils.
  - (3) Potential frost action based on the depth to the water table and the unified soils classification.
  - (4) An analysis of the soil suitability, constraints and proposed methods of mitigation of said constraints in implementing the proposed development plan.
  - (5) A written statement by the preparer of the soils report identifying the means proposed to minimize hazard to life or property, adverse effects to the safety, use or stability of any public improvements, and adverse impacts on the natural environment.

- (6) Location and size of the subject area and its general setting with respect to major geographic, physiographic and geologic features.
- (7) Identification (including author and date) of the geologic mapping upon which the report is based.
- (8) Topography and drainage in the subject area.
- (9) Abundance, distribution and general nature of exposures of earth materials within the area.
- (10) Nature and source of available subsurface information.
- (11) Estimated depth to bedrock.
- (12) Bedrock - igneous, sedimentary, metamorphic types.
- (13) Structural features including, but not limited to, stratification, stability, folds, zones of contortion or crushing, joints, fractures, shear zones, faults, and any other geologic limitations.
- (14) Estimated normal highest elevation of the seasonal high water table.
- (15) The location and size of underground water sources. An analysis of the vegetative cover or other surface information may be used to show the presence of these sources.
- (16) Conclusions and recommendations regarding the effect of geologic conditions on the proposed development, and recommendations covering the adequacy of sites to be developed.
- (17) A written statement by the person preparing the geology report identifying the means proposed to minimize hazard to life or property, adverse effects to the safety, use or stability of any public improvements and adverse impacts on the natural environment.

h. Hydrogeologic/Water Facilities Study

Where on-site wells are proposed, a Hydrogeologic/Water Facilities Study shall be prepared by a professional firm experienced in the field and procedures involved. The study shall focus on the development site and an area of 1/4 mile surrounding the site. The study shall be prepared in accordance with the requirements outlined in Article 5, Section 513 of this Ordinance.

i. Public Water and Public Sewer Service

- (1) If water is to be provided by means other than private wells owned and maintained by the individual owners of lots within the land development, applicants shall present evidence to the Board of Commissioners that the land development is to be supplied by a certified public utility, a bona fide

cooperative association of lot owners, or by a municipal corporation, authority or utility. A copy of a Certificate of Public Convenience from the Pennsylvania Public Utility Commission or an application for such certificate, a cooperative agreement or a commitment or agreement to service the area in question, which ever is appropriate, shall be acceptable.

- (2) If public sewers are proposed, a certification letter from the Township designated wastewater Engineer indicating that there is sufficient capacity available for the land development is required.
- j. Where any alteration or relocation of a stream or watercourse is proposed, the applicant shall provide evidence that (1) all affected adjacent municipalities have been notified of the proposed alteration or relocation; (2) the Department of Community and Economic Development and the Flood Insurance Administrator shall also be notified; (3) all required permits and related documentation from the Department of Environmental Protection, and any other Commonwealth agency, or local municipality have been initiated.
- k. Any wetland areas determined in accordance the environmental protection overlay requirements of the East Pennsboro Township Zoning Ordinance and the appropriate conservation easements shall be shown.
- l. Where 25 or more dwelling units are proposed in a land development, evidence in writing shall be provided indicating that the school district in which the development will be located has been notified of the development and has been provided an opportunity to review and comment on the proposed development.
- m. A Traffic Impact Study as required in accordance with Article 8 of this Ordinance shall be provided.
- n. The Developer will obtain, as necessary, evidence in writing from the Post Master of the postal district in which the proposed land development is located, indicating that any proposed street names are acceptable and not duplicated.
- o. Any archeological and historical land mapped by the Pennsylvania Historical and Museum Commission as containing potential or known site of archeological significance. Historical features involving structures or land that: (1) are listed on the National Register of Historical Places, (2) receive a determination of eligibility from the National Register and the National Park Service; and (3) are listed on the Cumberland County Historical Society Register.
- p. Landscape Plan

When the land development is in the Forest Slope (F-S) and/or Residential Conservation (R-C) a landscape plan prepared by a landscape architect, arborist, or other professional qualified by training and experience to have expert knowledge of the subject shall include the following data:

- (1) A survey of existing trees, large shrubs and ground covers.
- (2) A plan of the proposed re-vegetation of the site detailing existing vegetation to be preserved, new vegetation to be planted and any modifications to existing vegetation.
- (3) A plan for the preservation of existing vegetation during construction activity.
- (4) A vegetation maintenance program including initial and continuing maintenance necessary.
- (5) A written statement by the person preparing the vegetation plan and report identifying any vegetation problems, and further stating an opinion as to the ability of the proposed plan to mitigate or eliminate said problems in a manner as to prevent hazard to life or property, adverse effects on the safety, use, or stability of any public improvements and adverse impacts on the natural environment.

For all multi-family dwelling, office, commercial and industrial land developments in any zone, a landscaping plan shall be provided as required in Section 519 F to include the information required in subsection (2) above.

- q. Such other certificates, affidavits, endorsements, or dedications as may be required by the Planning Commission or Board of Commissioners in the enforcement of this Ordinance.

### **SECTION 308. FINAL PLAN PROCEDURES**

- A. The applicant shall, not later than one (1) year after the date of approval of the Preliminary Plan, file with the Township a Final Plan for that portion intended to be developed. Such filing shall include, as part of the formal submission, all the material and other data required under the Final Plan specifications as listed in Section 309 of this Ordinance and appropriate review fees. Failure to comply with the time limitation herein provided shall make the approval of the Preliminary Plan null and void.
- B. The Final Plan shall incorporate all the changes and modifications required by the Board of Commissioners; otherwise it shall conform to the approved Preliminary Plan, and it may constitute only that portion (Phase) of the approved Preliminary Plan which the applicant proposes to record and develop at the time, provided that such portion conforms with all of the requirements of this Ordinance and the phasing agreed upon with the Board of Commissioners and requirements of the Municipalities Planning Code, Act 247, as amended.
- C. The Applicant shall submit to the Township Department of Housing and Community Development the appropriate filing fees, one (1) reproducible mylar copy and twelve (12) prints of the Final Plan of the proposed land development on sheets at a size of "18 x 24" and clearly labeled "FINAL PLAN," and one (1) set of 8 1/2" by 11" transparencies and one (1) electronic media formatted copy as specified Section 310 and other data and maps required in accordance with this Ordinance. The Final Plan shall be submitted not less than thirty (30) calendar days prior to the regular meeting of the Planning Commission at which consideration is desired.
- D. Within seven (7) working days of receipt of the Final Plan, the Township shall forward

a copy of the Final Plan to the Cumberland County Planning Commission with the appropriate review fee. The Township shall forward copies of the plan to the Planning Commission, Board of Commissioners, Environmental Advisory Council and Fire Marshal.

- E. The Board of Commissioners will not take official action on a Final Plan until the Applicant and the Township agree on the terms for completion of all public improvements or guarantee thereof. The agreements and improvement and/or maintenance guarantee shall be prerequisite to Final Plan Approval and shall be in accordance with Article 4 of this Ordinance.
- F. The Board of Commissioners, upon the recommendation of the Planning Commission, shall act on the Final Land Development Plan within ninety (90) days following the date of the regular meeting of the Board of Commissioners or the Planning Commission (whichever first reviews the application) following the date the application is filed. Should the next regular meeting of the Planning Commission occur more than thirty (30) days following the filing of the application with the Board of Commissioners, the said ninety (90) day period shall be measured from the thirtieth day following the day the application has been filed with the Board of Commissioners.

In the event that any modification of requirements from the Land Development Ordinance is requested by the Applicant or is deemed necessary for approval, the details of the modification request and the reasons for its necessity shall be submitted in writing to the Township in accordance with Article 11 and will be entered in the records of the Board of Commissioners.

- G. Before the Planning Commission makes its recommendation and the Board of Commissioners takes final action on any submitted plan, the Township Code Administrator and Engineer shall review the plans and advise the Planning Commission and Board of Commissioners as to the suitability of all engineering details and specifications as per this Ordinance.
- H. The Board of Commissioners shall determine whether the Final Plan shall be approved, approved with conditions acceptable to the Applicant, or disapproved. The decision of the Board of Commissioners shall be in writing and shall be communicated to the Applicant personally. A letter will be mailed to him/her at the last known address, not later than fifteen (15) days following the Board's decision. If the plan is approved with conditions, the Applicant shall respond to the Board of Commissioners indicating acceptance or rejection of such conditions. Such response shall be in writing, signed by the Applicant, and be received by the Township Secretary within 10 calendar days of receipt by the Applicant of the Board of Commissioners decision to approve the plan with conditions. Approval of the plan shall be rescinded automatically upon the Applicant's failure to accept or reject such conditions in the manner and within the time frame noted above.
- I. No changes, erasures, modifications, or revisions shall be made on any Final Plan of a land development after approval has been given by the Board of Commissioners, and endorsed in writing on the plan, unless the plan is first resubmitted to the Board of Commissioners.
- J. Within ninety (90) days after the date of approval of a Final Plan by the Board of Commissioners, and upon all conditions being met, the Township Engineer, Solicitor or assigned Township Official shall record an approved duplicate copy thereof in the Office of the Recorder of Deeds of Cumberland County, retain two recorded copies signed for the Township records and return the mylar and any remaining recorded copies to the Applicant with the Plan Book number and appropriate page numbers

indicated on the plan.

- K. Whenever plan approval by the Board of Commissioners is required, the Cumberland County Recorder of Deeds shall not accept any plan for recording unless such plan officially notes the approval of the Board of Commissioners and review by the Cumberland County Planning Commission. After the plan has been approved and recorded as provided in this Ordinance, all streets and public grounds on such plan shall become a part of the Official Map of the Township.
- L. When the Final Plan application is not approved by the Board of Commissioners in terms as filed, the decision shall specify the defects found in the application and shall, in each case, cite the applicable provisions of the Ordinance. A plan which is revised and submitted after disapproval shall be processed as a new application in accordance with the procedures and specifications of this Ordinance.

## SECTION 309. FINAL PLAN SPECIFICATIONS

- A. The Final Plan shall be submitted and processed as required by Section 308 "FINAL PLAN: PROCEDURE" and shall be submitted containing the following data and plan specifications:
1. Cover Sheet
    - a. Name or identifying title of the proposed land development;
    - b. A location map on the plan (minimum scale 1" = 2,000') labeled "Location Map", illustrating the property location, streets and other pertinent information, in sufficient detail to adequately identify the property location, north point and written and graphic scale;
    - c. Source of existing and proposed water supply and existing and proposed sewage disposal;
    - d. The zoning district in which the property and adjoining land are located, including information in tabular form describing the total acreage, number of lots proposed, minimum lot areas, density, proposed use of the land, and minimum building setbacks, impervious lot coverage, building height and required parking spaces;
    - e. Name, address, and telephone number of owner or applicant;
    - f. Name, address, and telephone number and seal of professional engineer certifying engineering aspects and professional land surveyor certifying accuracy of plan survey;
    - g. Date of plan preparation and dates of any subsequent revisions to the plan during the review process, if any;
    - h. Tax Parcel Number;
    - i. Municipality where property is located;
    - j. Certification of ownership and dedicatory statement signed by owner. The owners name and title should be clearly printed or typed under the signature line;
    - k. Notary public and recording statement. (Example contained in Exhibit 3-1 herein);
    - l. Review and approval blocks to be signed by the Cumberland County Planning Commission, the Township Engineer, the Township Planning Commission, the Township Board of Commissioners and the Cumberland County Recorder of Deeds. (Example contained in Exhibit 3-2 herein);
    - m. Proposed Protective Covenants running with the land, if any;

- n. In the case of land development plans proposed for the sale of lots only, the subdivider shall include on the final plan, a note ensuring the implementation by the lot owners of the Erosion and Sediment Pollution Control and Storm Water Management Plan;
- o. Where the proposed land development abuts a State Highway, evidence in writing from the Pennsylvania Department of Transportation indicating the Department's concurrence with the proposed design for driveway access and drainage required for issuance of the Department's Highway Occupancy permits, and notes added to the plan as follows:
 

"A Highway Occupancy Permit is required pursuant to Section 420 of the Act of June 1, 1945, (P.L. 1242, NO. 428)"

"No building permit will be issued for any lot or parcel which will require access to a State Highway until authorized by a Pennsylvania Department of Transportation Highway Occupancy Permit."
- p. Where the proposed land development abuts a Township street, evidence in writing indicating proposed driveway and street intersections comply with clear sight distance standards contained in this ordinance, and a note added to the plan as follows:
 

"No building permit will be issued until a Township Engineer has verified the sight distance for proposed driveways."
- q. A standard note regarding public improvements shall be added as follows:
 

"All public improvements shown shall comply with the Township's Standard Material and Construction Specifications for Public Improvements."
- r. Reference to any approved modifications of requirements, variances, special exceptions, conditional uses and/or any non-conforming structures.
- s. A sanitary sewer index drawing showing the property boundary, street rights-of-way, the location of sanitary sewer manholes with corresponding identification numbers and the location, size and direction of flow of all sanitary sewer lines proposed at a scale of none inch equal to four hundred feet (1"=400').

2. Property Plans

- a. A separate drawing of the proposed lots (scale 1" = 100'), with north point, written and graphic scale, lot areas, lot numbers, lot dimensions, bearings and deflection angles, and radii, arcs, and control angle of all curves; distances of lot lines taken from the property deed including the primary control point which shall be approved by the Township Engineer, existing street right-of-way, street cross sections for each type of street

proposed, street name and/or route number, existing traffic regulatory signs, required minimum front, rear and side building setback lines.

- b. Adjacent landowners' names with abutting lot lines.
  - c. Existing natural features such as alluvial soils, flood plain (one hundred year flood elevations), rock outcroppings, steep slopes, wooded areas, water courses, marshes, wetlands delineated in accordance with the Federal Manual for Identifying and Delineating Jurisdictional Wetlands (January 1989), and other features of note.
  - d. Existing public or private easements, such as but not limited to utility, streams and water features, stormwater, sanitary sewer, erosion control, access, pedestrian, conservation and the location of any public utilities
  - e. Exact location of existing and proposed water supply facilities should be identified. Location of existing and proposed well and on-lot septic systems. Proposed perc and probe sites, where applicable. Location of existing and proposed sewer lines should be identified.
  - f. Typical cross section(s) for each type of street proposed for construction.
  - g. Parcels of land intended to be dedicated or reserved for street rights-of-way, schools, parks, playgrounds, parking areas, common areas, open space, or other public, semi-public or community purposes.
  - h. Location and description of survey monuments and markers clearly indicated on the plan.
  - i. Reference to recorded land development plans of adjoining platted land by record Plan Book and Page Number.
3. Construction Improvement Plans
- a. Existing and proposed driveway locations depicting sight distance(s) and sight triangle in accordance with Section 506.D.4.f. and Exhibit 5-1.
  - b. Existing contours at vertical intervals of two (2) feet, except where the slope is greater than 20 percent in which case the contour interval shall be five feet (5). Datum to which contour elevations refer shall be US Coast and Geologic Survey datum or other source approved by the Township Engineer.
  - c. A separate detail for individual on-lot erosion and sediment pollution control.
  - d. When a driveway is constructed, a separate drawing, (minimum scale 1"=10') titled "Driveway Profile," depicting the driveway profile, drainage conditions, and entry to the street.

- e. Location on the property map of existing buildings, structures, fire hydrants, and parking facilities, buffer yards, screening, lighting standards for security, parking or other facilities, dumpster pads and enclosures.
  - f. Location, width and grade of all proposed streets, street name(s), alleys and rights-of-way, including a description of the center line of all new streets with distances and bearings.
  - g. Location of any proposed site improvements, such as curbs, sidewalks, street trees, buffers, screening, dumpster pads and enclosures, lighting standards for security, parking or other facilities, fire hydrants, wells, public buildings, playgrounds and other significant man made features on or adjacent to the proposed land development.
  - h. The exact location of proposed water mains, sanitary sewers and stormwater catch basins and lines. The intended size of each line should be indicated, as well as the sizes of existing lines in the vicinity. The locations of or distances to any existing lines to which the land development will be connected.
  - i. Provide notes for bicycle safe grates for storm inlets in paved areas and manhole type steps for storm inlets more than five (5) feet in depth.
- 4. Such other data which may be required by the Board of Commissioners and Township Engineer in the administration and enforcement of this Ordinance.
  - 5. Requests for modifications of the land development ordinance requirements shall be submitted in writing at the time of the submission of the Final Plan in accordance with Article 11.
  - 6. The Final Plan shall also be accompanied by the following ancillary data, as applicable.
    - a. Project Description
 

The applicant shall submit a written project overview which will describe the overall purpose of the project. The project description shall also include: (1) a statement and analysis describing the consistency between the proposed development and the Township's Comprehensive Plan; (2) a statement and analysis describing the consistency between the proposed development and the Township's Official Sewage Facilities Plan (Act 537 Plan).
    - b. When sewer planning is required, a copy of the letter from the PA Department of Environmental Protection approving the "Sewage Module for Land Development", exemption letter, or other equivalent documentation in compliance with the requirements of the Pennsylvania Sewage Facilities Act and Chapter 71 of Title 25 of the Pennsylvania Code.
    - c. Storm Water Management and Erosion and Sediment Pollution Control

In accordance with the specification of Article 7 of this Ordinance, a final Storm Water Management (SWM) Plan and an Erosion and Sediment Pollution Control (E&SPC) Plan shall be jointly submitted. The erosion and sediment pollution control plan shall be prepared as required by the "Pennsylvania Clean Streams Law", and the Pennsylvania Department of Environmental Resources "Erosion and Sediment Pollution Control Program Manual" (April 1990): (Title 25, PART I, Subpart C, Article II, Chapter 102 - EROSION CONTROL).

The SWM and E&SPC Plans shall include the finalized plans for the proposed conveyance and treatment of stormwater which may include, but not be limited to, the collection, detention, or retention of run-off of surface water and its out fall together with design analysis and other supporting data for the Township Engineer's review. The plan shall indicate the exact location of proposed storm water sewers and catch basins and lines. The size of each line shall be shown, as well as the location and distances to any existing line to be connected to, with the size of existing lines indicated.

A legally binding agreement between the owner and the Township shall be prepared by the applicant and submitted with the Final Plan in accordance Article 7, Section 706 and Exhibits 7-5 and 7-6 of this Ordinance. A note shall be added to the Final Plan describing the ownership and maintenance arrangement for all SWM facilities proposed.

For subdivision plan for sale of lots only with no development and/or earth moving, provide a note on the plan insuring the implementation of Erosion and Sediment Pollution Control and Stormwater Management plans by individual lot owners and/or developers.

d. Highway Occupancy Permits

Where the proposed land development abuts a State Highway, the Applicant shall provide evidence that an approved Highway Occupancy Permit has been obtained for the land development.

e. Street Construction/Improvement

Engineering data and specifications for the construction and improvement of public streets associated with the land development shall accompany the final plan. At a minimum, the data shall include:

- (1) Profiles of all streets and alleys with appropriate slopes and grades.
- (2) Typical cross-sections of each type of street (minor, collector, minor arterial, etc.) indicating the right-of-way width, cartway width, location and width of sidewalks and the location and size of utility mains.
- (3) Pavement markings

f. Street Signage Plan.

A street signage plan depicting the location of street signs and traffic control signs as approved by the Township Police Chief and Engineer shall accompany the final Plan. At a minimum, the data shall include:

- (1) The location of each type of sign described on the land development plan;
- (2) A table indicating the number of street and traffic control signs to be installed;
- (3) A detail describing the installation specifications to be used

g. Lighting Plan

Where public streets are to be developed and where required in accordance with Article 5, Section 510, a lighting plan for street lights shall accompany the Final Plan. At a minimum, the data shall include:

- (1) The location of each street light facility;
- (2) The type of light standard and luminaire for the lights described on the land development plan.

h. Prior to Final approval, the applicant shall certify that title to any street rights-of-way to be dedicated are free and clear of all liens and encumbrances and that no prior right-of-way has been granted to any utility or other person.

i. Development in Flood Plains

When any portion of the tract proposed for land development is located within an identified flood district or flood plain area, the following information shall be provided as part of the Final Plan and shall be prepared by a registered professional engineer or professional land surveyor:

- (1) The exact location and elevation of all proposed buildings, structures, roads, and public utilities to be constructed within any identified flood plain area or district. All such maps shall show contours at intervals of two (2) feet and identify accurately the boundaries of the flood plain area, and shall be verified by the Township Engineer
- (2) The one-hundred (100) year flood elevations which shall be certified by the applicant's engineer

j. Grading and Earth Moving

A Grading Plan depicting the existing and proposed contours at vertical intervals of two (2) feet, except where the slope is greater than 20 percent in which case the contour interval shall be five (5) feet. Datum to which contour elevations refer shall be US Coast and Geologic Survey datum or other source approved by the Township Engineer

k. Hydrogeologic/Water Facilities Study

Where on-site wells are proposed, a Hydrogeologic/Water Facilities Study shall be prepared by a professional firm experienced in the field and procedures involved. The study shall focus on the development site and an area of 1/4 mile surrounding the site. The study shall be prepared in accordance with the requirements outlined in Article 5, Section 513 of this Ordinance.

l. Public Water and Public Sewer Service

(1) If water is to be provided by means other than private wells owned and maintained by the individual owners of lots within the development, applicants shall present evidence to the Board of Commissioners that the land development is to be supplied by a certified public utility, a bona fide cooperative association of lot owners, or by a municipal corporation, authority or utility. A copy of a Certificate of Public Convenience from the Pennsylvania Public Utility Commission or an application for such certificate, a cooperative agreement or a commitment or agreement to service the area in question, which ever is appropriate, shall be acceptable

(2) If public sewers are proposed, a certification letter from the Township designated wastewater Engineer indicating that there is sufficient capacity available for the land development.

m. Where any alteration or relocation of a stream or watercourse is proposed, the applicant shall provide evidence that (1) all affected adjacent municipalities have been notified of the proposed alteration or relocation; (2) the Department of Community and Economic Development and the Flood Insurance Administrator shall also be notified; (3) all required permits and related documentation from the Department of Environmental Protection, and any other Commonwealth agency, or local municipality have been initiated.

n. A final wetlands delineation in accordance with the requirements of this Ordinance. Wetlands shall be delineated by metes and bounds in order to properly reference and describe any related easements.

o. Where 25 or more dwelling units are proposed in a land development, evidence in writing shall be provided indicating

that the school district in which the development will be located has been notified of the development and has been provided an opportunity to review and comment on the proposed development.

- p. A Traffic Impact Study as required in accordance with Article 8 of this Ordinance.
  - q. Certificates of agreement to provide service from applicable utility companies and authorities.
  - r. Any archeological and historical land mapped by the Pennsylvania Historical and Museum Commission as containing potential or known site of archeological significance. Historical features involving structures or land that: (1) are listed on the National Register of Historical Places; (2) receive a determination of eligibility from the National Register and the National Park Service; and (3) are listed on the Cumberland County Historical Society Register.
  - s. For development in the Forest Slope (F-S) and/or Residential Conservation (R-C) Districts, Grading and Drainage Plans, Soils and Geologic Reports, and Landscaping Plans as required by Section 307.A.6.f,g and p of this Ordinance.
  - t. Such other certificates, affidavits, endorsements, or dedications as may be required by the Board of Commissioners and Township Engineer in the enforcement of this Ordinance.
7. Final Plans may be approved with conditions upon the Applicant's written acceptance of the condition.
  8. Before acting on a FINAL land development plan, the Board of Commissioners may hold a public hearing.

**SECTION 310. ELECTRONIC MEDIA REQUIRED FORMAT**

A certified copy of the associated electronic data file (disk) shall be given to East Pennsboro Township, in order to expedite the review and entry of the land development plan into the Township's records.

- A. Electronic disk shall contain all cross reference items listed in the Table of Layers shown below, which table may be revised from time-to-time by the Township Engineer.

TABLE OF LAYERS

<u>Item</u>	<u>Drawing Layer (Name)</u>
Boundary (line)	
Property Line (line)	
Road Centerline (line)	
Road Right-of-Way (line)	
Road Edge (line)	
Curb (line)	
Stormwater Inlets/Catch Basins (line)	

Stormwater Manholes (point)	
Stormwater Piping (line)	
Stormwater Detention/Retention (line/polygon)	
Stormwater BMPs (line or point)	
Stormwater Easements (line or polygon)	
Sanitary Sewer Easements (line or polygon)	
Utility easements (line or polygon)	
Access Easements (line or polygon)	
Sidewalk (line)	
Contours (line)	
Wetlands (line or polygon)	
Fencing (line)	
Paving - parking lot and drives (line)	
Parking Line Striping (line)	
Guide Rails (line)	
Sanitary Sewer Mainlines (line)	
Fire Hydrants (point)	
Sanitary Sewer Manholes (point)	
Sanitary Sewer Force Mains (line)	
Sanitary Sewer Laterals (line)	
Sanitary Sewer Pump Stations (point)	
Sanitary Sewer Grinder Pump Locations (point)	

B. Disk requirements:

1. Compatible with AutoCAD in the version designated by the Township Engineer (no add on packages).
2. Text shall appear only on a separate TEXT layer and shall not be attached to the ITEM layers.
3. Drawing layer name shall be provided for all cross reference items (see table above).

EXHIBIT 3-1

SAMPLE CERTIFICATION AND DEDICATORY BLOCKS

COMMONWEALTH OF PENNSYLVANIA, COUNTY OF CUMBERLAND

ON THIS THE \_\_\_ DAY OF \_\_\_\_\_ 2 \_\_\_ BEFORE ME THE UNDERSIGNED PERSONALLY APPEARED

OWNER(S) NAME (PRINTED/TYPED) \_\_\_\_\_

OWNER(S) SIGNATURE \_\_\_\_\_

OWNER(S) NAME (PRINTED/TYPED) \_\_\_\_\_

OWNER(S) SIGNATURE \_\_\_\_\_

WHO BEING DULY SWORN ACCORDING TO LAW, DEPOSE AND SAY THAT THEY ARE THE OWNERS OF THE PROPERTY SHOWN ON THIS PLAN AND THAT THEY ACKNOWLEDGE THE SAME TO BE THEIR ACT AND DEED AND DESIRE THE SAME TO BE RECORDED AS SUCH ACCORDING TO LAW.

WITNESS MY HAND AND NOTARIAL SEAL THE DAY AND DATE ABOVE WRITTEN,

\_\_\_\_\_  
MY COMMISSION EXPIRES

\_\_\_\_\_  
NOTARY PUBLIC

IT IS HEREBY CERTIFIED THAT THE UNDERSIGNED ARE THE LEGAL/ EQUITABLE OWNERS OF THE PROPERTY SHOWN ON THIS PLAN AND THAT ALL STREETS OR PARTS THEREOF AND RIGHTS-OF-WAY, IF NOT PREVIOUSLY DEDICATED, ARE HEREBY TENDERED FOR DEDICATION TO PUBLIC USE.

OWNER(S) NAME (PRINTED/TYPED) \_\_\_\_\_

OWNER(S) SIGNATURE \_\_\_\_\_

OWNER(S) NAME (PRINTED/TYPED) \_\_\_\_\_

OWNER(S) SIGNATURE \_\_\_\_\_

I HEREBY CERTIFY THIS PLAN TO BE CORRECT AS SHOWN.

\_\_\_\_\_  
REGISTERED SURVEYOR

NAME OF SURVEYOR  
ADDRESS TELEPHONE  
NUMBER

EXHIBIT 3-2

SAMPLE PLAN APPROVAL  
BLOCKS

THIS PLAN REVIEWED BY THE CUMBERLAND COUNTY PLANNING COMMISSION THIS  
DAY OF \_\_\_\_\_ 2 \_\_\_\_\_

CHAIRMAN \_\_\_\_\_

SECRETARY \_\_\_\_\_

THIS PLAN REVIEWED BY THE EAST PENNSBORO TOWNSHIP ENGINEER THIS DAY OF

TOWNSHIP ENGINEER

THIS PLAN RECOMMENDED FOR APPROVAL BY THE EAST PENNSBORO TOWNSHIP  
PLANNING  
COMMISSION THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2 \_\_\_\_\_

CHAIRMAN \_\_\_\_\_

SECRETARY \_\_\_\_\_

THIS PLAN APPROVED BY THE BOARD OF COMMISSIONERS OF EAST PENNSBORO  
TOWNSHIP  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2 \_\_\_\_\_

PRESIDENT \_\_\_\_\_

SECRETARY I

THIS PLAN RECORDED IN THE OFFICE OF THE RECORDER OF DEEDS IN  
AND FOR CUMBERLAND COUNTY THIS \_\_\_\_\_ DAY OF 2

PLAN BOOK

VOLUME

PAGE