



COLLEGE TOWNSHIP

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LAND DEVELOPMENT and SUBDIVISION CHECKLIST TO BE FULLY COMPLETED

Chapter 180. Subdivision and Land Development, Article II. Plan Review Procedures, §180-9. Contents of Preliminary Plan

All preliminary plans submitted for review shall be drawn to a scale of one inch equals sixty feet or larger (one inch equals twenty feet). Plans shall be submitted on the following sheet size: 18 inches by 24 inches, 24 inches by 36 inches, and 36 inches by 42 inches. All lettering shall be drawn to a size to be legible if the plans are reduced to half size. All sheets comprising a submission shall be on one size and shall contain the following information:

A. General Notes and Data

(1) Name of the proposed development

(2) Date of the application for land development and/or subdivision

(3) Name and address of the owner and deed book and page numbers of the deeds conveying the property to the owner; name and address of the developer and billing address (if different)

(4) Tax parcel number(s)

(5) Zoning district(s)

(6) Required setbacks (front, side, and rear; by ordinance and deed if different)

(7) Maximum height allowed in zoning district

(8) Current use of property

(9) Proposed use of property

(10) Number of required parking spaces with calculations

(11) Base or benchmark for topography on plan

(12) Act 172 list of utility companies

(13) The name and address of the individual or firm preparing the plan

(14) Density calculation

(15) Narrative statement

(16) Development schedule

(17) If a land development or subdivision plan proposes common elements as defined in Chapter 180, an association must be performed pursuant to § 180-27 of the College Township Code and the Uniform Planned Communities Act, 68 Pa C.S. § 5101 et seq. with the following submission requirements:

a. Declaration of the planned community pursuant to the Uniform Planned Communities Act, 68 Pa. C.S. § 5205

b. Association bylaws of all associations, including all mandatory bylaws pursuant to the Uniform Planned Communities Act, 68 Pa. C.S. § 5306

c. The following notes shall be added to the plan:

[1] This plan represents a development with common elements that shall be governed by an association

[2] Any land governed by this association shall be permitted to develop pursuant to College Township requirements, this land development/subdivision plan, the Declaration of Planned Community for this tract, and/or any deed restrictions. Common elements shall be permitted to be improved as required

[3] Note the date of the planned formation of the association

B. Graphic information and plan content. The following information shall be provided:

(1) North point, graphic scale and legend describing all symbols shown on the plan

(2) A key map showing the location of the proposed development, driveways, roads and all major developments (within 2,500 feet therefrom at a scale of one inch equals 400 feet)

(3) The day, month and year that the plan was prepared and the date and a description of revisions to the plan occurring after initial submission

(4) The names of abutting property owners, their mailing addresses, tax parcel numbers and deed book and page numbers

(5) Existing features

(6) Natural features

(7) Man-made features (in or within 150 feet of the property)

(8) Proposed development

a. Street information

b. Lot lines to the nearest foot and areas of each lot to the nearest square foot to be subdivided or leased

c. Sidewalks, walkways and bike paths, including location, width, grades, surfacing materials and ramps for the handicapped

d. Yard setbacks lines as required by Chapter 200, Zoning

e. Lighting

f. Lot numbers

g. Utility and drainage easements

h. Location and species of shade trees within street rights-of-way

i. Location and size of utilities servicing developments

j. Regional fire protection requirements

k. Land to be reserved or dedicated for public use

l. The approximate location, total ground floor area, height and use of the buildings and other structures (all area dimensions shall be indicated in square feet)

m. Geodetic GPS locations

(9) All fire lanes as stipulated in Chapter 105, Fire lanes

(10) All outdoor storage facilities: i.e., bulk trash containers and raw material storage

(11) Motor vehicle access to site:

a. All setbacks required for private driveways or property access

b. Driveway throat widths, including radius (show vehicle turning radius of largest trucks servicing the site)

c. Standards and information concerning the construction of driveways or accesses

(12) Off-site parking

a. Location, including setbacks

b. Standard and information concerning the construction of parking lot, including traffic control painting and line layout of spaces

c. All handicapped spaces

d. All curbing and raised islands

e. Storm drainage facilities

f. All perimeter planting, such as, shrubs, deciduous and coniferous trees, include size of quality plants used for headlight screening and installation methods

g. Location of all loading spaces required

h. Information concerning the construction and landscaping of the parking lots, including section elevations, plans and detail of all landscaping elements

(13) Buffer yards and screening: the location of all buffer yards required, including the following:

a. Graphically depict on the plan the location, width and type of buffer yard

b. Graphically depict the location and type of landscaping, if a fence is required as part of the buffer yard, it shall be depicted on the plan, including a sample elevation drawing of said fence

c. Place a summary table on the plan summarizing the quantities of landscaping by type in each buffer yard

d. Note any substitution of landscaped material, as permitted under § 200-36K, if applicable

e. Graphically depict the location of any required screening, including noting the height and materials of said screen

(14) Man-made items: A list placed on the plan stating the quantity and name of man-made items, either existing or proposed, in building setback areas, excluding parking lots and plantings

(15) Grading plan: A general grading plan showing any major alterations to the topography of the site

(16) Parkland and open space

(17) Stormwater management plan, prepared in accordance with College Township Stormwater Management Ordinance, Chapter 175

(18) A transportation impact report (it is highly recommended that the developer's engineer consult with Township staff prior to the start of the impact report to determine the extent of the study, study area, and size of study to be done, if any)

(19) Signatures

a. Signature(s) and seal(s) of a licensed engineer and/or architect or landscape architect who prepared and/or supervised the preparation of the plan

b. Signed, notarized statement by the landowner certifying ownership of the property.

c. Space for approval signatures by the Chairman and Secretary of the Council and Chairman and Secretary of Planning Commission, including the date of such approval

d. Signed, notarized statement by the owner certifying ownership of the property and acknowledging all offers of dedication of land or facilities to the municipality and acknowledging that the owner will be responsible for maintenance of lands or facilities until they are completed and accepted for dedication by the municipality

e. The Fire Chief's signature

f. Subdivisions add a note: Approval of the preliminary plan and the final stormwater management plan grants the developer the right to construct the public improvements for this development. Only after final approval can the developer construct, offer for sale, transfer, agree or enter into an agreement to sell any lot or unit.

g. Land developments add a note: Preliminary approval shall not authorize construction or the issuance of any building or zoning permit.

(20) Fire protection plan procedures

C. Workforce housing units. Subdivision/land development plans which propose dwelling units which meet the requirements of §200-38.4 shall provide the following documentation in addition to the above requirements:

(1) Identification of all lots or dwelling units to be sold or rented as workforce housing units as well as any market-rate units which take advantage of the zoning relief provided for those units less than 100% of the area median income as defined in Chapter 200, Zoning.

(2) Workforce housing plan. The developer shall submit with the subdivision/land development plan a document containing all required information pertaining to the regulations

(3) All legally binding agreements in regards to affordability assurance shall be included pursuant of § 200-38.4 for review by the Township Solicitor and potential approval by the College Township Council

(4) All deed restrictions required shall be included as part of the plans

(5) For those workforce housing units to be sold, purchase agreements that are approved as to form by the Township and include language provided by the Township that require that an appropriate disclosure form be provided to and explained to the affordable unit buyer prior to execution of the contract. The disclosure form shall explain any deed restrictions, restrictive covenants, and/or liens that are placed on the affordable unit to ensure long-term affordability.

(6) For those workforce housing units to be rented with an option to purchase, an agreement between which will be signed by both the developer (or its designee) and the tenant shall be provided to the Township for review to ensure compliance with § 200-38.4D(12)
