CHADDS FORD TOWNSHIP PRELIMINARY PLAN CHECKLIST

For Subdivision and/or Land Development Plans - Processing and Review

Name of Subdivision and/or Land Development _____

Name of Applicant _____

Application No. _____

Date of Filing _____

Plan Requirements	Concurrence Yes	Concurrence No	Concurrence N/A	COMMENTS
SECTION 110-19 - PRELIMINARY PLAN				
The Preliminary Subdivision and/or Land Development Plan and all accompanying maps and plans required by this Ordinance shall be drawn to a scale of not more than one (1) inch equals fifty (50) feet and shall be submitted on black line prints no smaller than seventeen (17) by twenty-two (22) inches and no larger than twenty-four (24) by thirty-four (34) inches. If two (2) or more sheets are required, a key shall be shown on each sheet, and an overall index sheet (24" x 34") shall be submitted. An "electronic" copy of all plans, documents and submissions in Adobe® PDF format shall be submitted on CD-R media. The Preliminary Plan shall reflect the following:				
A. Conformance with Article III, Section 110-10 regarding Preliminary Plan procedure, and in particular:				
1. The completion of the application form.	☐	☐	☐	
2. The submission of twenty (20) copies of the plans forming a part of the Preliminary Plan as well as twenty (20) copies of all other required documents and submissions.	☐	☐	☐	
3. Evidence of notification of the plan submission to the abutting owners.	☐	☐	☐	
4. The filing at least twenty-one (21) days prior to the regular monthly public meeting of the Planning Commission.	☐	☐	☐	
B. Illustrations and notes including the following:				
1. A location map which highlights the location of the tract within the Township and depicts properties of abutting owners and adjoining and nearby roads. The location map shall be drawn at a scale of not smaller than 1" = 2000'.	☐	☐	☐	
2. Proposed subdivision or land development name or identifying title.	☐	☐	☐	
3. North arrow, scale and date.	☐	☐	☐	
4. Name, address and telephone number of the Applicant, landowner, developer, and the authorized agent, if any.	☐	☐	☐	
5. Name and signature of Engineer, Surveyor, Landscape Architect, Land Planner or Architect responsible for having prepared the plans forming a part of the Preliminary Plan and any other documents or submissions forming a part of the Preliminary Plan.	☐	☐	☐	
6. Tract boundaries, with dimensions, bearings and distances.	☐	☐	☐	
7. When the Preliminary Plan includes only a portion of a landowner's or developer's entire tract or such portion is contiguous to another tract of the landowner or developer, the dimensions, bearings and distance of the balance of such entire tract or other tract, shall also be shown.	☐	☐	☐	
8. Names and addresses of abutting owners.	☐	☐	☐	

Plan Requirements	Concurrence			COMMENTS
	Yes	No	N/A	
SECTION 110-19 - Continued				
9. Zoning on and adjacent to the tract, including notes regarding the relevant area and bulk regulations for each zoning district that pertains to the tract, with an indication of conformance to same, such as the percent of any lot area covered by impervious surface and the percent of any lot covered by buildings. In addition, should the Flood Control District overlay tract, the following shall apply:				
a. Within the Flood Control District, flood hazard areas and flood fringe areas shall be accurately and conspicuously delineated, depicted and otherwise noted in accordance with same as described in Article XV Section 135 of the Township Code and shown on the Floodplain Conservation District Map. Such delineation and notation shall include: graphic symbolism to distinguish the flood hazard area and the flood fringe area and a brief but accurate summary of the regulations pertaining to such areas.	☐	☐	☐	
10. The use(s) proposed in the Chadds Ford Township Comprehensive Plan which pertain to the tract.	☐	☐	☐	
11. Existing contours at vertical intervals of two (2) feet based on contour information derived from the most recent U.S. Geological Survey Quadrangles for West Chester, PA and Wilmington North, DE, PA, unless the slope of the subject property is either steep or very steep, in which case the contour information shall be derived from an actual topographic survey for the property consistent with National Mapping Accuracy Standards, due evidence of which may be required by the Planning Commission. Slopes shall be accurate and conspicuously directed as follows:				
a. Very steep slopes (25% & greater) and steep slopes (15 to 25%) shall be shown for all portions of the tract on the basis of a two (2) foot contour interval.	☐	☐	☐	
b. Slopes from zero to four percent (0-4%), four to ten percent (4-10%) and ten to fifteen percent (10-15%) shall be shown for all portions of the tract that are proposed for streets and individual and shared driveways.	☐	☐	☐	
12. Datum to which contour elevations refer, and reference to known, established benchmarks and elevations.	☐	☐	☐	
13. All existing surface water resources such as watercourse, ponds and springs and other natural drainage features.	☐	☐	☐	
14. Existing wooded areas, hedgerows and free standing trees generally indicating which are to be removed and which are to remain.	☐	☐	☐	
15. Soil types as indentified in the Soil Survey of Chester and Delaware Counties including a listing of the soil characteristics pertaining to slope, depth to seasonal high water table and depth of bedrock.	☐	☐	☐	
16. All existing man-made features such as buildings, storm and sanitary sewers, water mains, culverts, utility lines and pipe lines, fire hydrants and the like.	☐	☐	☐	
17. All existing streets on or adjacent to the tract, including name, right-of-way width and cartway width.	☐	☐	☐	
18. All existing property lines, easements and rights-of-way, and dimensions, bearings and distance for same, and the purpose for which such easements or rights-of-way have been established.	☐	☐	☐	
19. Total acreage of the tract and the acreage and square footage of the individual lots proposed therein and the number of lots, dwelling units, buildings and other structures proposed.	☐	☐	☐	

Completed by:_____ Date: _____

Plan Requirements	Concurrence			COMMENTS
	Yes	No	N/A	
SECTION 110-19 - Continued				
20. A full plan of land development including the following:				
a. Proposed lot lines with dimensions, proposed minimum setback areas, the proposed buildable area (using a dashed line to reflect the minimum yard and setback requirements), end lines of all shared driveways and lot numbers in consecutive order.	☐	☐	☐	
b. Proposed contours at vertical intervals of two (2) feet.	☐	☐	☐	
c. The first floor elevation of each proposed building.	☐	☐	☐	
d. Location, alignment and width of all proposed streets, alleys, driveways, rights-of-way and easements and, the identification of street names and the purpose for which private rights-of-way or other easements are proposed.	☐	☐	☐	
e. Location, size and invert elevation of all sanitary and storm sewers and location of all manholes, inlets and culverts.	☐	☐	☐	
f. Building locations and parking areas in relation to industrial, commercial or institutional land development and, when applicable, provisions for traffic control, loading areas, docks and lighting.	☐	☐	☐	
g. A preliminary landscaping plan depicting proposed street trees, plantings within cul-de-sac turnaround areas, buffer area plantings, and other plantings as required.	☐	☐	☐	
h. Proposed public buildings, public areas, playgrounds, and parcel of land proposed to be offered for dedication or reserved for public use.	☐	☐	☐	
i. Any proposed structures, improvement and/or construction in addition to the above.	☐	☐	☐	
21. Proposed location and method of water supply and sanitary sewage disposal on each lot.	☐	☐	☐	
C. The Preliminary Plan shall also be accompanied by the following materials:				
1. A copy of the deed for the subject tract.	☐	☐	☐	
2. A statement on the types of buildings, other structures, and/or dwelling units proposed to be constructed, indicating whether same will be of uniform construction or different in design, and whether same will be custom or production styled.	☐	☐	☐	
3. An Environmental Impact Assessment (EIA) report as set forth in Article VII, Section 110-52 therein.	☐	☐	☐	
4. A preliminary timetable for the proposed sequence of the subdivision and/or land development. The timetable shall indicate the order in which construction activities will occur, and may either be in letter form or shown as an overlay to the plan.	☐	☐	☐	
5. A planning module for land development as required by Act 537, the Pennsylvania Sewage Facilities Act.	☐	☐	☐	
6. A written report indicating the feasibility of proposals for water supply and sanitary sewage disposal.	☐	☐	☐	
a. With regard to water supply, there shall be an objective description of the ability of achieving a successful system for an individual or community well, whenever such well is proposed. The description shall reference geologic and hydrogeologic data relative to groundwater conditions and potential yields. In addition to such information regarding water supply, the description shall indicate the demand for water from the proposed subdivision and/or land development and its related uses and users.	☐	☐	☐	

Completed by:_____ Date: _____

Plan Requirements	Concurrence			COMMENTS
	Yes	No	N/A	
SECTION 110-19 - Continued				
b. With regard to sanitary sewage disposal, there shall be an objective description of the ability of achieving a successful system for the on-site disposal of sewage whenever such a system is proposed. The description shall make reference to soils data relative to limitations for septic tank filter fields, and indicate various indices of suitability for such a system, such as permeability and depth to seasonal high watertable. In addition, percolation test results shall be discussed and exhibited.	☐	☐	☐	
7. A Preliminary Conservation plan in accordance with Section 110-20 herein.	☐	☐	☐	
8. Whenever improvements are to be constructed or installed, a Preliminary Improvements Construction Plan in accordance with Section 110-21 herein.	☐	☐	☐	
9. A draft of any proposed covenants or restrictions upon or against the subdivision or any lot thereof, or upon or against any land development subject to the approvals of the Township Solicitor.	☐	☐	☐	
10. When connection to public water and/or public sewer facilities is proposed, assurance of the availability of such service should be included. This assurance shall be in the form of a letter signed by an officer of the company or authority concerned, indicating their ability and willingness to make such service available within the timetable cited under Section 110-19.C.4. herein.	☐	☐	☐	
11. When the proposed tract involves a gas pipeline, petroleum products transmission line, electric power transmission line, or any other pipeline or cable located thereon, a letter from the owner or authorized agent of such a facility indicating minimum setback distance requirements or a true and correct copy of the easement or grant of record shall be filed.	☐	☐	☐	
12. When the Preliminary Plan includes only a portion of the entire or contiguous tract, a Sketch Plan which shows the prospective future street system and other improvements of the remaining land.	☐	☐	☐	
13. A list of all permits, agreements, approvals, clearances and the like required to be obtained in connection with the proposed subdivision and/or land development and the governmental agencies, authorities and companies from which same are to be obtained.	☐	☐	☐	
14. A draft of all other plans, document and submissions which by terms of any Township ordinance, code or regulation may be required by the Board of Supervisors for Final Plan approval, shall be required in preliminary form and shall accompany and form a part of any Preliminary Plan when the application form for approval thereof is filed.	☐	☐	☐	
15. A notarized statement indicating that the Applicant has the approval of the owner for submitting the subdivision and/or land development which shall be signed by the landowner.	☐	☐	☐	
16. If the proposed lot(s) abuts on a street under the jurisdiction of the state, a note shall be added to the preliminary plan to indicate that a highway occupancy permit is required before a driveway or a street can acess a state highway.	☐	☐	☐	
SECTION 110-20 - CONSERVATION PLAN A Conservation Plan, which shall accompany and become a part of the Preliminary and Final Subdivision and/or Land Development Plan, shall be drawn at the same scale as that of other plans forming a part of the Preliminary Plan and the Final Plan. The Conservation Plan shall be filed as a separate sheet or drawing in addition to that submitted in accordance with Sections 110-19 and 110-22 herein. However, the information contained in said plan shall be added so as to overlay with that delineated in conformance with the requirement of Sections 110-19 and 110-22 herein, whereby the attributes of the proposal such as tract boundaries, existing and proposed contours, existing natural features, proposed subdivision and land				

Completed by:_____ Date: _____

Plan Requirements	Concurrence			COMMENTS
	Yes	No	N/A	
SECTION 110-20 - Continued				
development layout, and the like are reflected. In addition to the foregoing, the Conservation Plan shall reflect the following:				
A. The Conservation Plan shall be in complete conformance with the design standards of Article V, in particular Sections 110-34 and 110-35. The Conservation Plan shall indicate measures to be taken to protect surface and groundwater resources, topography, vegetation and other natural features through the control of grading, soil erosion and sedimentation and stormwater management.	☐	☐	☐	
B. The plan, map, report, calculations and computation requirements for the control of grading, soil erosion and sedimentation and stormwater management shall be as follows:	☐	☐	☐	
1. A map depicting the total watershed. A USGS Quadrangle Map is suitable as the source for such a map. However, the watershed area must be highlighted or otherwise distinguished from other areas outside the watershed.	☐	☐	☐	
2. Maps and drawings show all existing and proposed drainage facilities affecting the subject property.	☐	☐	☐	
3. A plan of the site at a scale of no less than one inch equals fifty feet (1" = 50'), prepared by a registered engineer including the following:	☐	☐	☐	
a. All existing topographic features with a contour interval of at least two (2) feet, as per Section 110-19.B.11.	☐	☐	☐	
b. Boundary survey information as per Section 110-19.B.18.	☐	☐	☐	
c. Location and description of all vegetative characteristics as per Section 110-19.B.14., plus all other land cover characteristics.	☐	☐	☐	
d. All existing utilities, as per Section 110-19.B.16.	☐	☐	☐	
e. Soil types, as per Section 110-19.B.15.	☐	☐	☐	
f. All proposed improvements such as proposed buildings, driveways, stormwater management facilities, grading, soil erosion and sedimentation control and procedures, and the like.	☐	☐	☐	
g. Profiles of all proposed sewers, including elevation, sizes, slopes and materials, at a scale of no less than one inch equals fifty feet (1" = 50') horizontal and one inch equals five feet (1" = 5') vertical, as per Section 110-21.	☐	☐	☐	
h. Staging of earthmoving activities and program of operation.	☐	☐	☐	
i. Locations, dimensions, and design details required for the construction of all such facilities, as per Section 110-21.G.	☐	☐	☐	
j. All soil erosion and sedimentation control measures, temporary as well as permanent, and sufficient detail in order to clearly indicate effectiveness of the plan.	☐	☐	☐	
k. Project specifications relative to stormwater control, soil erosion and sedimentation.	☐	☐	☐	
l. When major control facilities, such as detention/retention basins, are planned, soil structures and characteristics shall be investigated. Plans and data shall be prepared and submitted by a licensed professional engineer or geologist with experience and education in soil mechanics. These submissions should consider and offer design solutions for frost heave potential, shrink-swell potential, soil bearing strength, water infiltration, soil settling characteristics, fill and backfilling procedures and soil treatment techniques as required to protect the improvements or structures.	☐	☐	☐	

Completed by:_____ Date: _____

Plan Requirements	Concurrence			COMMENTS
	Yes	No	N/A	
SECTION 110-20 - Continued				
4. The design computations for the stormwater drainage systems including storm drain pipes and inlets, runoff control measurers, and culverts and drainage channels.	☐	☐	☐	
5. A narrative report of the project stating the purpose and engineering assumptions and calculations for control measures and facilities. The following information shall be included:				
a. General description of the project.	☐	☐	☐	
b. General description of the accelerated runoff control plan.	☐	☐	☐	
c. General description of the soil erosion and sedimentation control plan.	☐	☐	☐	
d. Expected project time schedule, including anticipated start and completion dates.	☐	☐	☐	
e. The project's stormwater characteristics as related to its location within the watershed(s).	☐	☐	☐	
f. On-site detention methods.	☐	☐	☐	
g. Methodology and basis of design computations.	☐	☐	☐	
h. Brief description of soils and their characteristics.	☐	☐	☐	
6. Stormwater Drainage Plan				
a. A complete plan of the stormwater drainage system showing all pipes, swales, channels, structures, and detention basins shall be submitted as part of the stormwater management plan. The drainage areas and the design flow into each inlet or structure shall be delineated on a copy of the stormwater management plan.	☐	☐	☐	
SECTION 110-21 - IMPROVEMENTS CONSTRUCTION PLAN				
Whenever improvements are proposed, the Improvements Construction Plan shall accompany and become a part of the Preliminary and Final Subdivision and/or Land Development Plans. Said Plan shall be drawn at a ten to one (10:1) ratio of horizontal to vertical scale, whereby the horizontal scale shall be at least fifty (50) feet to the inch and the vertical scale shall be five (5) feet. However, the horizontal scale may be forty (40) feet to the inch with a vertical scale of four (4) feet to the inch; or twenty (20) feet to the inch and (2) feet, respectively, when directed by the Township Engineer. Said Plan shall be prepared by an Engineer and shall show thereon, or be accompanied by the following:				
A. On all plans, profiles and other sheets which depict the information required in this Section, the following shall be provided:				
1. Proposed Subdivision and/or Land Development name or identifying title.	☐	☐	☐	
2. North arrow, scale and date.	☐	☐	☐	
3. Name of the landowner, developer and the authorized agent, if any.	☐	☐	☐	
4. Name of the engineer responsible for having prepared the plans(s), profile(s), cross-section(s), documents and/or other submissions forming the Improvements Construction Plan.	☐	☐	☐	
B. The horizontal plan shall show details of the horizontal layout of streets, including:				
1. Centerline with bearings, distances, curve data and stations corresponding to the profile.	☐	☐	☐	
2. Right-of-way and curb lines with radii at intersections.	☐	☐	☐	
3. Beginning and end of proposed construction.	☐	☐	☐	

Completed by:_____ Date: _____

Plan Requirements	Concurrence			COMMENTS
	Yes	No	N/A	
SECTION 110-21 - Continued				
4. Tie-ins by bearing and distances to intersections of all public streets, with the names and widths thereof.	☐	☐	☐	
5. Location of all proposed monuments with references thereto.	☐	☐	☐	
6. Property lines and ownership of abutting properties.	☐	☐	☐	
7. Location and size of all drainage structures, public utilities, sidewalks, lighting standards, street name signs and other improvements.	☐	☐	☐	
C. The profile shall be a vertical section of streets, with details of vertical alignment including:				
1. Profiles and elevations at fifty (50) foot stations along the centerline of the existing ground surface and along both right-of-way lines as well as the profile of the nearest connecting streets for a distance of one hundred (100) feet beyond the boundary of the subdivision and/or land development.	☐	☐	☐	
2. Profiles and percentage of grade along the proposed centerline and elevations at fifty (50) foot intervals at tangent points at grade intersections and at either end of curb radii.	☐	☐	☐	
3. The length of vertical curves and elevations at twenty-five (25) foot intervals.	☐	☐	☐	
D. The cross section of street prepared in accordance with the Design Standards in Article V. including:				
1. Right-of-way width and location and width of paving within the right-of-way.	☐	☐	☐	
2. Type, thickness and crown of paving.	☐	☐	☐	
3. Type and size of curb with detail of concrete chair.	☐	☐	☐	
4. Grading of sidewalk areas.	☐	☐	☐	
5. Location, width, type, and thickness of sidewalk.	☐	☐	☐	
6. Location of sewers and underground utilities with sizes.	☐	☐	☐	
E. Horizontal plan of storm drains and sanitary sewers, which may be shown on a separate Drainage Plan including:				
1. Location and size of line with stations corresponding to the profile.	☐	☐	☐	
2. Locations of manholes or inlets with grade between and elevation of flow line and top of each manhole or inlet.	☐	☐	☐	
3. Property lines and properties of abutting owners, with details of easements.	☐	☐	☐	
4. Beginning and end of proposed construction.	☐	☐	☐	
5. Location of laterals.	☐	☐	☐	
6. Location of all other drainage facilities and utilities in the vicinity of storm and/or sanitary sewer lines.	☐	☐	☐	
7. Hydraulic design data for culverts and/or bridge structures and details of proposed handling of surface and/or subsurface drainage problems.	☐	☐	☐	
F. Profile of storm drains and sanitary sewers, which may be shown on a separate Drainage Plan, including:				
1. Profile of existing and proposed ground surface with elevations at the top of manholes or inlets.	☐	☐	☐	
2. Profile of storm drains or sewers showing the type and size of pipe, grade, cradle (if any), manhole or inlet locations with the length and slope of the pipe between structures shown, and elevations at the flow line.	☐	☐	☐	

Completed by:_____ Date: _____

Plan Requirements	Concurrence			COMMENTS
	Yes	No	N/A	
SECTION 110-21 - Continued G. Plans and details of bridges, street trees, stormwater management structures, erosion and sedimentation control structures, and all other proposed improvements, containing sufficient information which would customarily be included in working drawings and specifications for the proposed construction and which would enable the Township Engineer to perform an effective evaluation of the proposed improvements. Such information shall be provided as typical cross-sections and details, unless the Planning Commission determines that typical cross-sections and details would not be appropriate to communicate the specific measures needed to perform construction under steep slope, extreme soil moisture or other varying site conditions where special construction practices may be necessary. Such information shall also be provided whenever any proposed improvements is not depicted on any of the aforementioned plans, profiles, cross-sections, documents or other submissions forming the Improvements Construction Plan.	☐	☐	☐	

Completed by:_____ Date: _____