

MERCER COUNTY REGIONAL PLANNING COMMISSION

PLAN SUBMISSION CHECKLIST

TITLE OF PLAN* _____		APPLICATION DATE _____ DIGITAL _____ HardCopy _____	
		**DATE(S) OF RESUBMISSION(S) _____	
MUNICIPALITY _____		<input type="checkbox"/> Sketch/Digital <input type="checkbox"/> PRELIMINARY <input type="checkbox"/> FINAL	
PROJECT LOCATION _____		PLAN TYPE <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR <input type="checkbox"/> SUBDIVISION LAND DEVELOPMENT <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Multi-residential <input type="checkbox"/> MH/RV Park <input type="checkbox"/> Energy <input type="checkbox"/> Cell Tower	
PROJECT DESCRIPTION & PROPOSED LAND USE _____			REVIEW FEE _____ Date _____

✓ PRIMARY CONTACT FOR PROJECT MUST BE DESIGNATED BY CHECK IN APPROPRIATE BOX BELOW.

☐ PROPERTY OWNER(S) INFORMATION

NAME _____	NAME _____
ADDRESS _____	ADDRESS _____
PHONE # _____ FAX # _____	PHONE # _____ FAX # _____
<input type="checkbox"/> PROJECT DEVELOPER	<input type="checkbox"/> PROJECT SURVEYOR/ENGINEER
NAME _____	NAME _____
ADDRESS _____	ADDRESS _____
PHONE # _____ FAX # _____	PHONE # _____ FAX # _____

MODIFICATION REQUEST APPLICATION

Request for modification of specific subdivision and land development plan requirements
 ARTICLE & SECTION # _____

NOTICE: A survey or sketch of the subdivision or land development plan as proposed is required and shall be attached including \$150.00 plan fee. Modification review fee payable to MCRPC shall accompany request for modification. Fees paid are set by County Resolution and are non-refundable.

I (We) _____ (owner of property) hereby request a modification to the standards of the Mercer County Subdivision and Land Development Ordinance for the following reasons:

Appellant's legal interest in the property involved in the proposed changes: _____

MUNICIPAL ZONING INFORMATION

(Zoning Officer _____ signature/ date _____)
☐ NO ZONING

ZONING DISTRICT _____

TOTAL TRACT AREA _____	DEED REFERENCE _____
# LOTS PROPOSED _____	AREA OF DISTURBANCE _____
SETBACKS - Front _____	PROPOSED USE _____
Side Yard _____	PARKING - SPACES REQUIRED _____ SPACES PROVIDED _____
Rear Yard _____	PARCEL IDs _____

NOTE: If proposed project does not meet the requirements of the municipal Zoning Ordinance then a zoning Variance [area & lot requirements] or Rezoning [land use requirements] must requested from the municipality concurrent or prior to County review.

☐ Copy of application for variance/rezoning _____ Date of municipal meeting _____

CHECK WITH MERCER COUNTY SUBDIVISION AND LAND DEVELOPMENT ORDINANCE FOR ALL PLAN REQUIREMENTS-THAT MAY NOT BE LISTED HERE AND LOCAL ZONING

MUNICIPAL ACTIONS REQUIRED

Township Board of Supervisors,
Borough Council, OR
City Board of Commissioners

- ☐ STREETS ACCEPTED BY MUNICIPALITY as shown on plan & details
☐ MUNICIPAL REVIEW by Zoning Officer or Local representative
☐ Sewage Enforcement
☐ Stormwater Management

☐ Copy of municipal action attached

☐ APPROVED

☐ DENIED

PLAN TYPE: Please submit all permits needed and approval letter of all permits for each plan.

REQUIRED INFORMATION BY PLAN TYPE	BOUNDARY SURVEY INCLUDING LOT AREA & BEARINGS & DISTANCES	Deed and Tax ID #	2 Ft Contours, If Needed	BUILDINGS EXISTING & PROPOSED	RIGHT OF WAY INCLUDING CENTERLINE, WIDTH, WIDTH FROM CENTERLINE	PROPOSED STREET CONSTRUCTION DETAILS	SETBACKS FRONT, REAR & SIDE	EASEMENTS – labeled by width & for use	UTILITIES EXISTING & PROPOSED	SEWAGE APPROVAL (DEP or Municipal Authority)	TOPOGRAPHY & PROPOSED GRADING	Erosion & Sedimentation Control [reviewed by MCCD]	STORM WATER	SIDEWALKS, LANDSCAPING or BUFFERS	Other
Land Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Home Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Tower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recreation RV Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy Generation Facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MINOR Subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MAJOR Subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLAN REQUIREMENTS (per County SALDO)		COMPLETE	NOT APPLICABLE
NOTE: INITIAL SUBMISSION MUST INCLUDE 2 **PRINTS OR COPIES OF COMPLETE PLAN SET FOR REVIEW. **PRINTS MAY NOT INCLUDE ANY REVISIONS COMPLETED IN PENCIL OR PEN (EXCEPT FOR SIGNATURES) BUT ARE RATHER AN IDENTICAL COPY THAT CORRESPONDS TO AN ORIGINAL.		<input type="checkbox"/>	<input type="checkbox"/>
PERMANENT MYLARS FOR RECORDING & 1 COPY WITH ALL REVISIONS & ORIGINAL SIGNATURES MUST BE SUBMITTED WITHIN 14 DAYS AFTER THE PLANS ARE APPROVED.			
SHEET SIZE	<input type="checkbox"/> 18" X 24" <input type="checkbox"/> 24" X 36" <input type="checkbox"/> OTHER – may require modification request	<input type="checkbox"/>	
THE FOLLOWING INFORMATION MUST BE INCLUDED IN THE TITLE BLOCK LOCATED NEAR THE RIGHT EDGE or LOWER RIGHT CORNER OF ALL PLAN SHEETS			
SCALE	Plans must be drawn to a scale of 1"=10', 1"=20', 1"=30', 1"=40', 1"=50', or 1"=100' and must be noted on the plan by graphic and written scale.	<input type="checkbox"/>	
TITLE OF PLAN *	As indicated on page 1 of this application.	<input type="checkbox"/>	
MUNICIPALITY and ZONING DISTRICT		<input type="checkbox"/>	
PLAN TYPE	As noted above [PRELIMINARY, FINAL, SUBDIVISION, LAND DEVELOPMENT, or others]	<input type="checkbox"/>	
SHEET NUMBERS	Example: '1 of 1' or '2 of 3' etc. including the cover sheet. Cover sheet must have a list of all sheets provided in the plan set, with a note regarding which plans are being recorded if not all included.	<input type="checkbox"/>	

THE FOLLOWING INFORMATION MUST BE LOCATED <u>ON THE PLANS</u> OR COVER SHEET		COMPLETE	NOT APPLICABLE
NORTH ARROWS	Plan and Vicinity map	<input type="checkbox"/>	
VICINITY MAP	STREETS LABELED WITH NEAREST INTERSECTION SHOWN MUST be at a readable scale showing any nearby municipal boundaries and intersections with all streets, waterways or highways labeled. Black/white only	<input type="checkbox"/>	
LEGEND	For typical symbols & abbreviations used on the plans	<input type="checkbox"/>	
SURVEYOR'S STATEMENT, SEAL & SIGNATURE	"I, _____, a duly registered Land Surveyor in the Commonwealth of Pennsylvania, hereby certify to the best of my knowledge, information and belief that the survey information shown on this plan has been accurately prepared based upon a field survey and that the survey does not exceed an error of closure of 1:1000." (SEAL) _____ (Signature) _____	<input type="checkbox"/>	
ENGINEER'S STATEMENT, SEAL & SIGNATURE	"I, _____, a duly registered Professional Engineer in the Commonwealth of Pennsylvania, hereby certify to the best of my knowledge, information and belief that this plan has been accurately prepared based on sound engineering principals and on the survey of _____, Registered Land Surveyor." (SEAL) _____ (Signature) _____	<input type="checkbox"/>	<input type="checkbox"/>
OWNER'S SIGNATURE WITH NOTARY <i>1 for each owner as necessary</i>	State of (Pennsylvania) County of (Mercer) Before me the subscriber a <u> (notary) </u> in and for the said county and state personally appeared _____ and acknowledge the below. Witness my hand and seal this _____ day of _____, 20 _____. (seal) _____ (signature) _____ I, the undersigned hereby declare that I am the owner of the land shown hereon and wish it to be recorded as such. Signature _____ (owner)	<input type="checkbox"/>	
DEVELOPER'S SIGNATURE WITH NOTARY	State of _____ County of _____ Before me the subscriber a <u> (notary) </u> in and for the said county and state personally appeared <u> (name) & (title or authority) </u> and acknowledges the below. Witness my hand and seal this _____ day of _____, 20 _____. (seal) _____ (signature) _____ I, undersigned hereby declare that <u> (company) </u> is the developer of the land shown hereon and wishes it to be recorded as such. Signature _____ (name) & (title or authority)	<input type="checkbox"/>	
State Roads Require a Highway Occupancy Permit Note OR Permit Number	THE PERMIT NUMBER LISTED ON THE COVERSHEET OR Access to (this lot/these lots) from S.R. _____ (and S.R. _____) will require a Highway Occupancy Permit pursuant to section 420 of the Act of June 1, 1945 (P.L. 1242, No. 428), known as the "State Highway Law," before driveway access to a State Highway is permitted. Access to the state highway shall only be as authorized by a Highway Occupancy Permit, and planning commission approval of this plan in no way implies that such permit can be acquired.	<input type="checkbox"/>	<input type="checkbox"/>

SIGNATURE BLOCKS FOR APPROVALS must be on Cover Sheet or Final Subdivision Plan (See ____, MC-SALDO)

<input type="checkbox"/> Where Municipality has its own SALDO :	REVIEWED: _____ DATE: _____ MERCER COUNTY REGIONAL PLANNING COMMISSION _____ CHAIRMAN SECRETARY
<input type="checkbox"/> Where Municipality depends upon County SALDO	APPROVED: _____ DATE: _____ MERCER COUNTY REGIONAL PLANNING COMMISSION _____ CHAIRMAN SECRETARY
NULL & VOID BOX must be on plan for MCRPC to complete.	Plans must be recorded within 90 days of approval. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> PLAN IS NULL AND VOID UNLESS RECORDED BY _____ NO DEEDS MAY BE TRANSFERRED UNTIL PLAN IS RECORDED. </div>

Approval Boxes for Preliminary & Final Plans

For subdivisions or land developments in townships

**MCRPC WILL NOT SIGN PLANS UNTIL ALL APPLICABLE PLANS & REVIEWS ARE APPROVED
& ALL OTHER SIGNATURE BLOCKS ARE COMPLETED.**

**BUILDING CODE APPLICATIONS ARE SUBJECT TO SITE PLAN APPROVAL AND ARE THE
RESPONSIBILITY OF THE OWNER /DEVELOPER AND THE MUNICIPALITY.**

CERTIFICATION OF PLAN	
	DATE _____
By initialing each page of this application, I acknowledge that I am the owner/developer of the land shown on the referenced plan and do hereby submit for review. I verify that the information contained on this application and the submitted information is complete and true to the best of my knowledge.	_____ [OWNER SIGNATURE]
The submitted plan and all supporting information and reports are complete and true to the best of my knowledge. <i>I agree to present the fully signed final mylar plans within 14 days pending plan approval.</i>	_____ SIGNATURE OF OWNER / SURVEYOR / ENGINEER / DESIGN PROFESSIONAL
TYPE or <i>PRINT</i> neatly the name of the person completing this form. _____	

OFFICE USE ONLY

Date of plan received by Planning Commission: _____

Findings: _____

Commission Action: _____(date)

Approved; _____ Denied; _____

PLAN REVIEW PROCESS

PRELIMINARY/FINAL - MAJOR SUBDIVISION or LAND DEVELOPMENT PLAN

1. SKETCH PLAN – NO FEE

- *Recommended MCRPC staff review to discuss project, requirements and review process*

2. PLAN SUBMISSION

- *FEE required upon submission (SEE CURRENT FEE SCHEDULE)*
- *COMPLETED CHECKLIST WITH SIGNATURE OF ENGINEER OR PROJECT MANAGER FILLING OUT FORM.*
- *2 PLAN COPIES (minimum) 1 copy for MCRPC review (digital) or paper until Approval then 1 paper copy and 1 paper copy for each municipality shown on the plan. Please send directly to municipality in paper form with a note or email to MCRPC to confirm municipality's copy. [NOTE: Mylars are NOT required until comments are addressed and plan is approved]*

3. REVIEW with COMMENT LETTER from MCRPC

- *Copy of submitted plan goes to municipality for their Zoning review and infrastructure as required (with Municipal Review Form (MRF))*
- *Comment letter goes to surveyor / engineer for corrections and a copy of letter to owner/developer or other responsible party.*

3-A. * PLANS REVIEWED BY MCRPC STAFF for LOCAL SALDO

- *Copy of letter goes to engineer/surveyor for corrections*
- *Copy of letter & plan checklist goes to municipal planning commission with copy of original submission for review at their meeting*
- *DEP approvals needed prior to signing for Municipal approval*
- *Municipal planning commission recommendation forwarded to Supervisors/Council*
- *MYLAR WITH ALL NECESSARY SIGNATURES REQUIRED*
- *Notice of Municipal review & approval/denial letter is sent to MCRPC and the responsible party as identified on the application.*

4. CORRECTED PLAN SUBMISSION – MINOR PLANS

- *MYLAR WITH ALL NECESSARY SIGNATURES & SEALS AS REQUIRED*
- *RECORDING PLAN for Staff comparison to original submissions*
- *Revision notes with date & description of revisions*
- *DEP approvals required prior to MCRPC final signing*
- *MRF - Municipal signatures required prior to MCRPC final signing*

5. CORRECTED PLAN SUBMISSION – MAJOR PLANS

- *PRELIMINARY PLAN for Review by Committee*
 - *Preliminary Plan Approval which is intended for Construction – the following note must be added to the plan: “Approval of a preliminary plan by the Planning Commission shall not constitute approval of the final plan or of roads or other improvements therein but it is rather an expression of approval for the preliminary construction as submitted on the preliminary plan. Upon construction of required infrastructure improvements, the developer may apply for approval of that phase of the final plan. No lots may be sold or leased until the final plan is approved and recorded.”*
- *FINAL PLAN – COMPLETE OR IN PHASES – for Review by Committee*
 - *MYLAR WITH ALL NECESSARY SIGNATURES & SEALS AS REQUIRED*
 - *Revision notes with date & description of revisions*
 - *DEP approvals required prior to MCRPC final signing*
 - *MSRF - Municipal signatures required prior to MCRPC final signing*
- *SUBDIVISION & LAND DEVELOPMENT MAY BE SUBMITTED FOR SINGLE REVIEW – ALL COMMENTS FOR BOTH MUST BE ADDRESSED PRIOR TO APPROVAL OF EITHER OR BOTH PLANS.*