

I. CARRYING OUT THE PLAN

I.1 Continuing the Effort

To effectively carry out a plan, combined efforts, evaluations, investigations, and coordination is required by Municipal Supervisors and Councilmen, the Planning Commission and the appropriate agencies and citizens. The planning process must **shift from planning to organization and initiation** of individual studies and projects. As these studies and projects develop, the plan should be periodically reviewed and amended/updated to be maintained as a useful tool for planned development, **realizing the positive effects of past planned efforts and establishing the continuation of planning for the future.**

I.2 Professional Assistance

When appropriate qualified professionals are not available to the County on a full time basis for planning, intergovernmental liaison, environmental/historical/archeological coordination, and funding procurement assistance, the Planning Commission is encouraged to utilize the services of specialized consultants as need warrants.

I.3 Coordination

To realize some of the plan objectives outlined herein, coordination between the State, PennDOT, the County, the school district, railroads, regional planning organizations such as the NCRPDC, and individual municipalities will be required. Cooperation within the County to address mutual interests county wide is recommended. The Planning Commission is a good public opinion link and coordination is urged to encourage public participation by municipalities in programmed projects.

I.4 Capital Improvements Programming

Specific plans and studies (existing and proposed) should be programmed over a period of 5 to 20 years, depending on the nature, cost, and need for the project. The benefits of such programming include:

- The County can prioritize improvements in relation to long-term goals and objectives.
- Revenues can be budgeted to satisfy these needs.
- Alternative financing methods can be secured including special tax levies, sale of revenue bonds and/or general obligation bonds.

Projects should be inventoried, including cost, and then prioritized according to the annual operating budget. The projects can then be scheduled for completion in a long range program list with consideration given to financial requirements. The County can select projects according to the priority list and budget. Annually, the long-range program list should be updated at a public hearing. This provides the public an opportunity to participate in the review process.

I.5 Growth Management/Action Plan

Prioritization will be required to approach the many projects listed in the Comprehensive Plan. This Action Plan utilizes a two step process for prioritization. **The first step** is the timing step. Timing is crucial for projects because many projects build upon each other. For example, a waterline extension may be unfeasible without water system upgrades. Similarly it would be imprudent to improve a road in the year 2000, then tear it up in the year 2001 for a sewer line construction. **The second step** for prioritization uses community worth or value. Projects are evaluated for their potential affect upon the community and placed into the following hierarchy. A project can be essential/requisite, desirable, or deferrable.

Essential/Requisite projects are "essential" or "required" to the community and address such urgent needs as health and safety, requisite compliance with State/Federal regulation, or prevention of imminent economic catastrophe.

Desirable projects may not be necessary for health or safety, but are still highly recommended. These projects might have great governmental or economic ramification.

Deferrable projects are those which may result in improvements but do not respond to urgent need or result in great governmental or economic ramification. Deferrable projects are acceptable but may be implemented as the community has funds available.

Once each project is evaluated with respect to community effect, it should be evaluated in terms of available grant programs. Grant programs listed in this plan are limited to those applicable to the proposed action plan and by applicant eligibility. Grant programs change and coordination with the Planning Commission and Grants Professionals should be maintained to keep abreast of available sources.

The following Action Plan is not comprehensive given that funding sources change. The action plan is to serve as a guide for structured community planning.

The Activity list will be presented as follows:

- A. Land Use Programs Activity List
- B. Housing and Economic Programs Activity List
- C. Environmental Programs Activity List
- D. Public Utilities and Infrastructure Activity List
- E. Energy Conservation Activity List
- F. Public Services Programs Activity List
- G. Recreation Programs Activity List
- H. Transportation Programs Activity List

(List is recommended to be updated at least every two (2) years.)

A. TABLE 46 - LAND USE CONTROL ACTIVITY LIST

Activity	Funding Code (G=Grant, L=Loans)	Funding Program Desc. Appendix Page No.	Timing	Community Impact
1. Develop Countywide Subdivision and Land Use Ordinance	SPAG (G)	A-8	Spring 2000	Desirable
2. Encourage zoning to protect natural and agricultural areas, and to control residential/commercial/ industrial development locations	SPAG (G)	A-8	Fall 2000	Desirable
3. Advise Townships of Information sources related to Land Uses	N/A	N/A	On-going	Desirable
4. Encourage the establishment of growth boundaries consistent with the goals of this Comprehensive Plan	SPAG	A-8	2000	Desirable

Funding Codes:

SPAG - State Planning Assistance Grant Program

1. LAND USE ACTIVITY NO. 1: An example of a subdivision and land development ordinance checklist is provided on Page II I-5. The checklist is a sample only and is not proposed. A checklist would be specifically tailored to the Elk County Subdivision and Land Development ordinance in development of Activity 1 above.. This is provided to demonstrate the benefits to the persons involved in conveyance of or purchase of property.

Benefits to the purchaser may include such as:

- Where on-lot sewage is proposed, assurance that soils are satisfactory;
- Assurances that the lot will have adequate access by either a public road or a right-of-way agreement which also sets forth responsibility for maintenance;
- Sources of potable water are identified and assurance that suitable easements are provided to reach the land;

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- Assurance that roads will be adequate to provide for adequate fire and ambulance protection, and that fire hydrants will be provided for in large developments;
- Minimization of hidden expenses by placing the burden of providing necessary facilities on the developer, or by clearly stating on the plan who is responsible for such facilities; and
- Assurances of "sense of place" with planned green spaces, walkways, and recreational areas in residential subdivisions.

Benefits to the Subdivider or Developer may include:

- Ability to transfer development cost through the purchase price;
- Provide the developer with accurate soil descriptions and land limitations to design development;
- Establish the responsibility for right-of-way maintenance easements and ease of permit issuance, thereby reducing the potential for expensive litigation when such issues are not considered;
- Disputes over land ownership are minimized by requiring an accurate survey;
- The value of property is protected through compliance with ordinances.

Benefits to Local Governments include:

- Informs local government of current development demands and of proposed future developments;
- Assures that the road construction criteria are clearly established. Developer acknowledgment of this responsibility is obtained;
- Assures adequate rights-of-way and setbacks;
- Prevents the imposition of major development costs upon the municipality;
- Assures that emergency equipment can reach all lots;
- Reduces or eliminates the possibilities of floods, mine subsidence, erosion, pollution, lack of adequate water pressure.

**SAMPLE FINAL PLAN CHECKLIST FOR PROPOSED DEVELOPMENT
IN _____ COUNTY**

**SUBDIVISION AND LAND DEVELOPMENT
FINAL PLAN CHECKLIST**

For the County Planning Department to accept subdivision or land development plan, the following is to be provided.

THE FOLLOWING INFORMATION

(Where applicable and after obtainment of a letter stating that the nature of the proposed development is consistent with the County Comprehensive Plan, Act 247)

- ____ NAMES AND ADDRESS OF OWNERS AND DEVELOPERS
- ____ DATE
- ____ NORTH ARROW
- ____ GRAPHIC SCALE
- ____ A KEY MAP FOR THE PURPOSES OF LOCATING THE SITE IN THE COUNTY, SHOWING THE RELATION TO ADJOINING PROPERTY AND STREETS, ROADS, BODIES OF WATER, AND MUNICIPAL BOUNDARIES WITHIN TWO THOUSAND (2,000) FEET OF SAID PROPERTY.
- ____ ZONING DISTRICT (IF APPLICABLE)
- ____ BLOCK AND LOT NUMBERS
- ____ LOT LINES AND TRACT BOUNDARIES WITH ACCURATE BEARINGS AND DISTANCES
- ____ EXACT ACREAGE OF ENTIRE SUBDIVISION AND EACH INDIVIDUAL LOT

FINAL PLAN CHECKLIST

- ___ ACCURATE BEARINGS AND DISTANCES TO THE NEAREST ESTABLISHED STREET CORNERS OR OFFICIAL MONUMENTS WHERE PRACTICAL
- ___ ACCURATE LOCATIONS OF ALL EXISTING AND RECORDED STREETS INTERSECTING THE BOUNDARIES OF THE TRACT
- ___ COMPLETE CURVE DATA FOR ALL CURVES INCLUDED IN THE PLAN
- ___ STREET CENTERLINES WITH ACCURATE DIMENSIONS IN FEET AND HUNDREDTHS OF FEET, WITH BEARINGS OF SUCH STREET CENTERLINES
- ___ STREET NAMES, CARTWAY WIDTHS AND RIGHT-OF-WAY WIDTHS
- ___ LOCATION AND MATERIAL OF ALL PERMANENT EXISTING AND PROPOSED MONUMENTS AND LOT MARKERS
- ___ EASEMENTS FOR UTILITIES AND ANY LIMITATIONS ON SUCH EASEMENTS
- ___ ACCURATE DIMENSIONS OF EXISTING PUBLIC LAND AND OF ANY PROPERTY TO BE DEDICATED OR RESERVED FOR GREEN SPACE, RECREATIONAL TRAILS, PUBLIC, SEMI-PUBLIC OR COMMUNITY USE; AND ALL AREAS TO WHICH TITLE IS RESERVED BY OWNER
- ___ SOURCE OF TITLE TO THE LAND OF THE SUBDIVISION AND ALL ADJOINING LOTS, AS SHOWN BY THE BOOKS OF THE COUNTY RECORDER OF DEEDS AND NAMES OF THE OWNERS OF ALL ADJOINING UNSUBDIVIDED LAND INCLUDING DATES WHEN OUTAKE PARCELS WERE RECORDED
- ___ THE LOCATIONS AND DIMENSIONS OF ALL EXISTING STREETS, ROADS, RAILROADS, PUBLIC SEWERS, WATER MAINS, AND FEEDER LINES, FIRE HYDRANTS, GAS ELECTRIC, COMMUNICATION AND OIL TRANSMISSION LINES, STREAMS, INTERMITTENT DRAINAGE WAYS, SWALES AND OTHER SIGNIFICANT FEATURES WITHIN THE PROPERTY PROPOSED TO BE SUBDIVIDED OR WITHIN TEN (10) FEET OF SAID PROPERTY
- ___ LOCATION OF ALL BUILDINGS AND APPROXIMATE LOCATION OF TREE MASSES WITHIN THE PROPERTY
- ___ CULVERTS
- ___ PENNSYLVANIA ONE CALL SYSTEM INC. "STOP, CALL BEFORE YOU DIG" LOGO

FINAL PLAN CHECKLIST

CERTIFICATES

- _____ CERTIFICATION, WITH SEAL, BY A REGISTERED LAND SURVEYOR TO THE EFFECT THAT THE SURVEY AND PLAN ARE CORRECT
- _____ CERTIFICATE FOR APPROVAL BY THE COUNTY OF _____ PLANNING COMMISSION
- _____ A STATEMENT, DULY ACKNOWLEDGED BEFORE A NOTARY PUBLIC, WITH SEAL AND SIGNED BY OWNER OR OWNERS OF THE PROPERTY, TO THE EFFECT THAT THE SUBDIVISION SHOWN ON THE FINAL PLAN IS THE ACT AND DEED OF THE OWNER, THAT HE/SHE IS THE OWNER OF THE PROPERTY SHOWN ON THE SURVEY AND PLAN, AND THAT HE/SHE DESIRES THE SAME TO BE SUBDIVIDED AND RECORDED AS SHOWN. SAID STATEMENT TO INCLUDE AN OFFER DEDICATING OF PUBLIC ROADS, EASEMENTS OR OTHER PROPERTY IMPROVEMENTS AS NEEDED
- _____ A CERTIFICATE TO PROVIDE FOR THE RECORDING OF THE SUBDIVISION PLAN
- _____ A CERTIFICATE TO ADVISE OF THE DATE THE PLAN MUST BE RECORDED BY
- _____ A HIGHWAY OCCUPANCY PERMIT NOTICE WHEN SO REQUIRED BY SECTION 508 (6) OF THE PENNSYLVANIA MUNICIPALITIES PLANNING CODE

ADDITIONAL INFORMATION

- _____ APPLICATION FOR CONSIDERATION OF A SUBDIVISION AND/OR LAND DEVELOPMENT (SEE ATTACHED)
- _____ FILING FEE (SEE THE COUNTY PLANNING DEPARTMENT FOR FEE SCHEDULE)
- _____ APPROVAL OF SANITARY SEWERAGE SERVICE AND WATER SERVICE BY THE LOCAL MUNICIPAL ENGINEER. INCLUDE DEP SEWAGE FACILITIES PLANNING MODULES, COMPONENTS AND WAIVERS WHERE APPLICABLE (CH 94 & ACT 537)
- _____ DRAFT OF ANY PROPOSED COVENANTS TO RUN WITH THE LAND

_____ A LETTER FROM THE APPROPRIATE POSTMASTER AND THE COORDINATOR OF THE ELK COUNTY EMERGENCY OPERATION CENTER STATING THAT THE PROPOSED NAMES (EXCEPT IN THE CASE OF EXTENSION OF EXISTING OR PROPOSED STREETS) DO NOT DUPLICATE THE NAMES OF THE STREETS NOW IN USE. THE ADMINISTERING BODY OF THE COUNTY "911" SYSTEM WILL BE ASKED, BY THE DEVELOPER, TO COMMENT ON THE PROPOSED STREET NAMES

_____ WHEN WETLANDS EXIST ON PROPERTY PROPOSED TO BE SUBDIVIDED THE FOLLOWING NOTE SHALL BE RECORDED ON THE PLAN "NOTE WETLANDS EXISTS ON LOT(S) NO. _____ WETLANDS ARE PROTECTED UNDER PENNSYLVANIA CODE CHAPTER 105"

_____ FINAL PROFILES, CROSS SECTIONS, AND SPECIFICATIONS FOR STREET IMPROVEMENTS, AND SANITARY STORM SEWER, AND WATER DISTRIBUTION SYSTEMS SHALL BE SHOWN ON ONE (1) OR MORE SEPARATE SHEETS

_____ LETTER FROM THE APPROPRIATE UTILITY COMPANIES STATING THAT THEY WILL PROVIDE THE SUBDIVISION WITH SERVICE LETTER FROM THE LOCAL MUNICIPALITY STATING THAT THEY HAVE RECEIVED, AND REVIEWED THE PLAN

_____ LETTER FROM THE CONSERVATION DISTRICT STATING THAT THEY HAVE RECEIVED, REVIEWED, AND APPROVED AN EROSION AND SEDIMENTATION CONTROL PLAN, WHERE APPLICABLE

_____ A LETTER DOCUMENTING AN APPROVED STORMWATER MANAGEMENT PLAN

FOR MORE INFORMATION CALL OR WRITE:

COUNTY PLANNING DEPARTMENT

_____, DIRECTOR

PHONE _____

FAX _____

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2. LAND USE ACTIVITY NO. 3: The County intends to help to periodically inform or remind Municipalities of valuable information sources for land use issues, for example:

Newsletter	Published by	Telephone	Fee	Type of issues addressed
Water Policy News	League of Women Voters of PA	800 692 7291	None	Surface water and ground water protection
Environmental Protection Update	Dept. of Environmental Protection	717 783 2300	None	Current environmental issues and legislation
Environmental Synopsis	Joint Legislation Air & Water Pollution Control & Conservation Committee	717 787 7570	None	Environmental issues of particular interest to Local Governments
Resource	DCNR	717 772 9101	None	Environmental and Ecology, Biology

Additionally, local government Training Workshops are announced in the Pennsylvania Township News for Administration of Environmentally Related Ordinances, i.e. Floodplain Ordinances, Building Ordinances, Stormwater Ordinances. The Township News also is a good information service for legislation related to environmental issues.

Also, a list of internet sites that may be useful to persons involved in community planning is provided at the end of Appendix A.