

## **SUBDIVISION AND LAND DEVELOPMENT SUBMISSION CHECKLIST**

The Elk County Planning Commission will use this checklist as a guide to determine if a Subdivision & Land Development submission has all items required for processing under the requirements of The Elk County Subdivision & Land Development Ordinance 2003 as enacted and amended.

The following items must be included in the formal submission package to be considered a “complete submission”:

- \_\_\_\_\_ Completed Application Form signed by the applicant or authorized agent
- \_\_\_\_\_ Required review fee
- \_\_\_\_\_ Appropriate number of plan prints
- \_\_\_\_\_ DEP Sewage Planning Module (If Applicable)
- \_\_\_\_\_ Approval/review from local municipality
- \_\_\_\_\_ Letters of acceptance from utility companies
- \_\_\_\_\_ Private Right-of-Way Agreement (If Applicable)
- \_\_\_\_\_ Utility easements(If Applicable)
- \_\_\_\_\_ Memorandum of Understanding for Construction of Required Improvements
- \_\_\_\_\_ Engineering Details: (If Applicable)
  - \_\_\_\_\_ Roads – profiles & cross-sections
  - \_\_\_\_\_ Soil Erosion & Sediment Control Plan
  - \_\_\_\_\_ Stormwater Management Plan
  - \_\_\_\_\_ Supporting Calculations
  - \_\_\_\_\_ Written Narrative
  - \_\_\_\_\_ Utilities
  - \_\_\_\_\_ Miscellaneous Improvements
- \_\_\_\_\_ Deed Restrictions

- \_\_\_\_\_ Owners Association Agreement (If Applicable)
- \_\_\_\_\_ Improvement Surety Package (If Applicable)
- \_\_\_\_\_ PennDOT review – Traffic Study or Highway Occupancy Permit (If Applicable)
- \_\_\_\_\_ Postal Service/Elk County 9-1-1 Street Naming/Address Review (If Applicable)
- \_\_\_\_\_ Other (specify) \_\_\_\_\_
- \_\_\_\_\_

**NOTE:** This listing is not to be considered inclusive of all requirements, and is to be used as an in-house guide, only.

APPLICANT:

**PROJECT NAME:** \_\_\_\_\_

**MUNICIPALITY:** \_\_\_\_\_

**ECPC File #** \_\_\_\_\_

\_\_\_\_\_ **Complete Submission**

\_\_\_\_\_ **Incomplete Submission**

**COMMENTS:** \_\_\_\_\_

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