

**APPENDIX 1
APPLICATION FOR CONSIDERATION OF SUBDIVISION
AND/OR LAND DEVELOPMENT PLAN**

For Commission Use Only

ECPC FILE NO. _____ Tele. _____
Date of Receipt _____ Elec. _____
Date of Filing _____ PADOT _____
Municipality _____
Fire _____
Meeting Date _____

The undersigned hereby applies for approval/review under the Elk County Subdivision and Land Development Ordinance of 200_ for the (Subdivision) (Land Development) Plan submitted herewith and described below:

Review ____ In accordance with Section 301 of the Ordinance(PRE-APPLICATION)

Review ____ In accordance with Section 10_ of the Ordinance where a local municipal Subdivision and Land Development Ordinance is in effect.

Review ____ In accordance with Section 10_ of the Ordinance where there is NO local municipal Subdivision and Land Development Ordinance in effect.

1. Plan Name: _____

Plan No.: _____ Plan Date: _____

2. Project Location: _____

Municipality: _____ Tax Map Parcel: _____

3. Name of Property Owner (s): _____

Address: _____ Phone No: _____

4. Project Description: _____

Existing Land Use: _____ No. of Lots: _____

Proposed Land Use: _____ No. of Units: _____

Current Zoning: _____

5. Total Acreage: _____

6. Application Classification: (Check One)
 Preliminary Plan
 Final Plan
(must be accompanied by completed Verification Form) _____
 Revised Subdivision and/or Land Development Plan
7. Name of Applicant (if other than owner): _____
 Address: _____ Phone No: _____

8. Firm Which Prepared Plan: _____
 Address: _____ Phone No: _____

 Person Responsible for Plan: _____
9. Type of Sewer Service Proposed: Public Community Individual
 10. Type of Water Supply Proposed: Public Community Individual
 (Live, Capped)
11. Lineal Feet of New Street: _____
12. Identify All Streets(s) Not Proposed for Dedication: _____

13. Acreage Proposed for Park or Other Public Use: _____
14. Amount of Filing Fee Enclosed: _____

The undersigned hereby represents that, to the best of my knowledge and belief, all information listed above is true, and complete:

 Date Signature of Landowner or Applicant

For Municipal Use

We do hereby request the Elk County Planning Commission to review the enclosed subdivision or land Development Plan in accordance with the Pennsylvania Municipalities Planning Code, Act 247.

 Date Signature

 Address Title

 Phone

CERTIFICATION OF ACCURACY

I hereby certify that, to the best of my knowledge, the survey and plan shown and described hereon is true and correct to the accuracy required by the Elk County Subdivision and Land Development Ordinance.

_____ 20__

* _____

**

* Signature of Registered Surveyor

** Seal of the surveyor

STORM DRAINAGE PLAN CERTIFICATION

I hereby certify that, to the best of my knowledge, the storm drainage facilities shown and described hereon are designed in conformance with the Elk County Subdivision and Land Development Ordinance.

_____, 200__

* _____

**

* Signature of the registered professional responsible for the preparation of the storm drainage plan.

** Seal of the registered professional.

APPENDIX 4

CERTIFICATE OF OWNERSHIP, ACKNOWLEDGMENT OF PLAN

AND OFFER DEDICATION

INDIVIDUAL

COMMONWEALTH OF PENNSYLVANIA
COUNTY OF ELK

On this, the ___ day of _____ 20___ , before me, the undersigned officer, personally appeared _____ who being duly sworn according to law, deposes and says that he is the * _____ of the property shown on this plan, that he acknowledges the same to be his act and plan, that he desires the same to be recorded, and that all streets and other property identified as proposed public property (excepting those areas labeled "NOT FOR DEDICATION") are hereby dedicated to the public use.

** _____

*** _____

My Commission Expires _____, 20___

* Identify Ownership or Equitable Ownership

** Signature of the Individual

*** Signature and Seal of Notary Public or Other Officer Authorized to Acknowledge Deeds.

APPENDIX 4 (Continued)

**CERTIFICATE OF OWNERSHIP, ACKNOWLEDGMENT OF PLAN,
AND OFFER OF DEDICATION**

COPARTNERSHIP

COMMONWEALTH OF PENNSYLVANIA
COUNTY OF ELK

On this, the ____ day of 20__, before me, the undersigned officer, personally appeared _____ who being of the firm of _____, who being duly sworn according to law, deposes and says that the copartnership is the * _____ of the property shown on this plan, that the plan thereof was made at its direction, that is acknowledges the same to be its act and plan and desires the same to be recorded, and that all street and other property identified as proposed public property (excepting those areas labeled "NOT FOR DEDICATION") are hereby dedicated to the public use.

** _____

*** _____

My Commission Expires _____, 20__

- * Identify Ownership or Equitable Ownership
- ** Signature of the Individual
- *** Signature and Seal of Notary Public or Other Officer Authorized Deeds.

APPENDIX 4 (Continued)

**CERTIFICATE OF OWNERSHIP, ACKNOWLEDGMENT OF PLAN,
AND OFFER OF DEDICATION**

CORPORATE

COMMONWEALTH OF PENNSYLVANIA
COUNTY OF ELK

On this, the _____ day of _____, 200____. before me, the undersigned officer, personally appeared _____ being * _____ of ** _____ who being duly sworn according to law, deposes and says that the corporation is the *** _____ of the property shown on this plan, that he is authorized to execute said plan on behalf of the corporation, that the plan is the act and deed of the corporation, that the corporation desires the same to be recorded and on behalf of the corporation further acknowledges that all streets and other property identified as proposed public property are here dedicated to the public use - (excepting those areas labeled "NOT FOR DEDICATION").

***** _____

***** _____

My Commission Expires _____, 20____

- * Individual's Title
- ** Name of Corporation
- *** Identify Ownership or Equitable Ownership
- **** Signature of Individual
- ***** Corporate Seal
- *****Signature and Seal of Notary Public or Other Officer Authorized to Acknowledge Deeds.

APPENDIX 5

**ELK COUNTY PLANNING COMMISSION'S PRELIMINARY
PLAN APPROVAL**

CERTIFICATE

At a meeting on _____, 20____, the Elk County Planning Commission granted PRELIMINARY PLAN APPROVAL of this project, including the complete set of plans marked sheet(s) _____ through _____ which form a part of the application dated _____ last revised _____, and bearing ECPC FILE No. _____. This plan may not be recorded in the office of the Elk County Recorder of Deeds, nor may any construction be initiated.

* _____
* _____

* Signatures of the Chairman and Secretary or their designees.

APPENDIX 6

**ELK COUNTY PLANNING COMMISSION'S
REVISED FINAL PLAN APPROVAL CERTIFICATE**

On _____, 20____, the Elk County Planning Commission granted revised final plan approval for this plan, bearing ECPC File No. _____.

* _____

* _____

* Signatures of the Chairman and Secretary or their designees.

APPENDIX 7

**ELK COUNTY PLANNING COMMISSION'S FINAL PLAN
APPROVAL CERTIFICATE**

At a meeting held on _____, 20__, the Elk County Planning Commission approved this project, including the complete set of plans and information which are filed with the Commission in File No. _____, based upon its conformity with the standards of the Elk County Subdivision and Land Development Ordinance.

* _____
* _____

* Signatures of the Chairman and Secretary or their designees.

APPENDIX 8

ELK COUNTY PLANNING COMMISSION'S REVIEW CERTIFICATE

The Elk County Planning Department, as required by the Pennsylvania Municipalities Planning Code, Act 247 of 1968, as amended, reviewed this plan on _____, 200____, and a copy of the review is on file at the office of the Planning Department in ECPC File No. _____. This certificate

does not indicate approval or disapproval of the plan by the Elk County Planning Department, and the Department does not represent nor guarantee that this plan complies with the various ordinances, rules, regulations, or laws of the local municipality, the Commonwealth, or the Federal government.

Signature of Director

APPENDIX 9

RECORDER OF DEEDS CERTIFICATE

Recorded in the office for Recording of Deeds, in and for Elk County, Pennsylvania, in Subdivision Plan
Book _____ Page _____. Witness my hand and seal of office this _____ day of _____
A.D. 20____.

Recorder

APPENDIX 10

**MUNICIPAL PLAN NOTIFICATION
(Not needed on Preliminary or Final Plan)**

This officials of * _____, as required by the Elk County Subdivision and Land Development Ordinance, received a copy of this plan for their information. This certification does not indicate approval or disapproval of the plan by the local municipality, and the local municipality does not represent nor guarantee that this plan complies with the various ordinances, rules, regulations or laws of the local municipality, County, Commonwealth, or Federal government.

** _____
TITLE

* Name of local municipality

** Signature and title of the local municipal secretary or other local municipal official authorized by the local municipality, and whose name appears on the list of authorized municipal officials which can be obtained at the Commission's office.

APPENDIX 11
IMPROVEMENT AGREEMENT

Plan Name: _____

Plan Location: _____

The undersigned developer hereby agrees to provide throughout this development, as shown on the plan of _____ dated _____ the following municipal improvements:

<u>IMPROVEMENTS</u>	<u>UNITS</u>	<u>ESTIMATED CONSTRUCTION COST</u>
Street Grading		
Street Base		
Street Paving		
Curbs		
Sidewalks		
Storm Sewer Facilities		
Water Supply Facilities		
Fire Hydrants		
Survey Monuments		
Buffer Planting		
Other (Specify)		

Total Estimated Cost: \$ _____

Signature of Developer

APPENDIX 12

NOTICE OF THE COMPLETION AND APPROVAL OF IMPROVEMENTS

Date: _____

Elk County Planning Commission
P.O. Box 448
Ridgway, PA 15853

SUBJECT: Approval of Improvements

Gentlemen:

The developer of the project known as _____ has completed the installation of the following improvements in accordance with the approved plans:

- | | |
|------------------------------|---------------------------------|
| _____ Street Grading | _____ Sanitary Sewer Facilities |
| _____ Street Base | _____ Water Supply Facilities |
| _____ Street Paving | _____ Fire Hydrants |
| _____ Street Signs | _____ Survey Monuments |
| _____ Curbs | _____ Buffer Planting |
| _____ Sidewalks | _____ Other (Specify) |
| _____ Storm Sewer Facilities | |

Signature

Print Full Name

Title

Municipality/Authority

Address

Phone No.

APPENDIX 13

NOTICE OF ACCEPTANCE OF AN IMPROVEMENT GUARANTEE

Date: _____

Elk County Planning Commission
P.O. Box 448
Ridgway, PA 15853
SUBJECT: Acceptance of Improvement Guarantee

Gentlemen:

The developer of the project known as _____ had provided an improvement guarantee in the form of a _____ for the sum of _____ to assure the proper installation of the following improvements:

- | | |
|------------------------------|---------------------------------|
| _____ Street Grading | _____ Sanitary Sewer Facilities |
| _____ Street Base | _____ Water Supply Facilities |
| _____ Street Paving | _____ Fire Hydrants |
| _____ Street Signs | _____ Survey Monuments |
| _____ Curbs | _____ Buffer Planting |
| _____ Sidewalks | _____ Other (Specify) |
| _____ Storm Sewer Facilities | |

This form of improvement guarantee was accepted by resolution of the _____ at a meeting on _____, 20____.

Signature

Print Full Name

Title

Municipality/Authority

Address

Phone No.

APPENDIX 14

VERIFICATION

(if no Improvement Construction Plan has been approved)

I/We _____ do hereby verify that I/We have reviewed the Final Plan. I/We further verify that the Final Plan correctly and accurately depicts the condition of the land and there has been no site grading or construction of improvements on the property and that such statements are true and correct to the best of my/our knowledge, information and belief. These statements are being given by me/us to induce official action on the part of the County of Elk, its agents, officers servants and employees. I/We understand that any false statements made herein are being made subject to the penalties of 18 Pa. C.S. Section 4904 relating to unsworn falsification to authorities and that any false statement made herein shall be deemed to be a violation of the Elk County Subdivision and Land Development Ordinance of 200_, as amended, and subject to the penalties provided therein.

Date: _____
Landowner

Date: _____
Developer

VERIFICATION

(if an Improvement Construction Plan has been approved)

I/We _____ do hereby verify that I/We have reviewed the Final Plan. I/We further verify that the Final Plan correctly and accurately depicts the condition of the land and all site grading and construction of improvements on the property have been undertaken in accordance with an improvement Construction Plan approved by the Commission on and that such statements are true and correct to the best of my/our knowledge. These statements are being given by me/us to induce official action on the part of the County of Elk, its agents, and employees. I/We understand that any false statements made herein are being made subject to the penalties of 19 Pa. C. S. Section 4904 relating to unsworn falsification to authorities and that any false statement made herein shall be deemed to be a violation of the Elk County Subdivision and Land Development Ordinance of 1995, as amended, and subject to the penalties provided therein.

Date: _____
Landowner

Date: _____
Developer

APPENDIX 15

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into by and between the following parties:

Elk County Planning Commission, hereinafter called "Commission".

and

hereinafter called the "Municipality"
and

hereinafter called "Developer".

RECITALS

WHEREAS, Developer has submitted to the Commission, a plan and application for a Subdivision or Land Development Plan located in _____ (Municipality) known and designated as _____.

WHEREAS, Commission has required and Developer has agreed that as a condition precedent to final approval of the Developer's Subdivision or Land Development Plan, all improvements shall be completed by the Developer and approved, or, in lieu of the completion of the improvements required, the Developer shall provide a bond or other security as required by Section 509 and 510 of the Pennsylvania Municipalities Planning Code (MPC); and,

WHEREAS, Commission, _____(Municipality) and Developer desire to set forth their understanding concerning the Developer's agreement and responsibility to pay the costs involved in processing, inspecting and approving Developer's Subdivision or Land Development Plan.

NOW, THEREFORE, intending to be legally bound hereby, Commission, _____(Municipality), and Developer agree as follows:

1. The Developer, at his own cost and expense, shall proceed to perform and complete all improvements required by the Developer's Subdivision or Land Development Plan, subject to the review and approval of the plans and specifications by the _____'s (Municipality) Engineer.
2. In lieu of the completion of the improvements required as a condition for the final approval of the Developer's Subdivision Land Development Plan, the Developer SHALL PROVIDE for deposit with the _____(Municipality) financial security (consistent with Section 509 of the MPC) in an amount sufficient to cover the costs of any improvements including, but not limited to, roads, storm water facilities, utilities and other related facilities. Such bond, or other security SHALL PROVIDE for, and secure to the public, the completion of the improvements within one (1) year of the date fixed in the Land Development Plan for completion of such improvements. THE AMOUNT of financial security shall be equal to one hundred ten (110) percent of the cost of the required improvements for which financial security is to be posted. THE COST of the improvements shall be established by submission to the _____'s (Municipality) Engineer of an estimated prepared by the Developer's Engineer, subject to review, comment, and approval by the _____'s (Municipality) Engineer.
3. The _____'s(Municipality) Engineer and the Developer shall agree upon a notification procedure and a schedule of field inspections to be made during construction and upon completion of all improvements and provide copy of same to the Commission.

4. Upon completion of the improvements, the Developer shall give notice to the _____'s (Municipality) Engineer, in writing, to inspect the improvements. The _____'s (Municipality) Engineer shall inspect the improvements within ten (10) days and shall approve same if they are completed in accordance with the Subdivision Plan and acceptable engineering practices. If the _____'s (Municipality) Engineer disapproves, the Engineer shall notify the Developer promptly. The Developer shall provide copies of all correspondence to the Commission.

5. Developer agrees to reimburse the (Township or Borough) for engineering services necessitated by the review and approval of the Developer's plan and necessitated by the review and inspection of all required improvements at a the following rates: _____'s (Municipality) Engineer \$_____per hour; associated itemized expenses, where applicable. It is agreed that engineering services shall be payable by Developer within ten (10) days after date of invoice and prior to final approval of Developer's Subdivision of Land Development Plan or release of financial security.

6. Where applicable, Developer agrees to reimburse the _____(Municipality) and the Commission for Solicitor services necessitated by the review and approval of the Developer's plan and necessitated by the review of etc. It is agreed the Solicitor's services shall be payable within (10) prior to final approval of Developer's Plan or release of financial security.

7. Developer, their heirs and assigns, agree to save harmless and indemnify the Commission for any costs, damages, claims and expenses, including legal fees.

IN WITNESS WHEREOF, the parties hence caused this Memorandum Understanding to be executed, DATED this _____ day of _____ A.D., 20_____.

COUNTY:

MUNICIPALITY:

(Notary Seal)

Date: _____

DEVELOPER: _____

Date: _____

APPENDIX 16

Private Right-of-Way Agreement

A. General Provisions:

The following contains a checklist of provisions that should be incorporated into a private right-of-way agreement for ingress, egress, and regress.

1. Type of Instrument
 - a. Deed of Easement
 - b. Agreement for Easement
2. Date
3. Parties - All property owners affected
 - a. Joining spouses, if any - heirs
 - b. Corporations - designate and state of incorporation
 - c. Partnership - the partners and partner designation
4. Consideration - Is anything being paid for easement?
5. Grant
 - a. Personal to parties involved
 - b. Binding on heirs and assigns
 - c. Covenant running with the land
6. Description
 - a. Political subdivision where located
 - b. Metes and bounds
 - c. Courses and distances
 - d. Monuments, adjoining
 - e. Recorded map or plan
 - f. Surveys
 - g. Quantity
7. Recitals - Origin of the parties' title entering agreement or deed of easement.
8. Subject Matters
 - a. Purpose of right-of-way - (access and utilities)
 - b. Width - (berm, cuts, slopes, culverts)
 - c. Drainage
 - d. Maintenance, repair
 - e. Cleaning
 - f. Limitations on use
 - g. Liability of parties or land for subject matters agreed upon damages.

APPENDIX 17

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".

The following items must be included in the formal submission package (where applicable) 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
 - _____ Approval/review from local municipality
 - _____ Letters of acceptance from utility companies
 - _____ Private Right-of-Way Agreement
 - _____ Utility easements
 - _____ Memorandum of Understanding for Construction of Required Improvements
 - _____ Engineering Details:
 - _____ Roads – profiles & cross-sections
 - _____ Soil Erosion & Sediment Control Plan
 - _____ Stormwater Management Plan
 - _____ Supporting Calculations
 - _____ Written Narrative
 - _____ Utilities
 - _____ Miscellaneous Improvements
 - _____ Deed Restrictions
 - _____ Owners Association Agreement
 - _____ Improvement Surety Package
 - _____ PennDOT review – Traffic Study or Highway Occupancy Permit
 - _____ Postal Service/Elk County 9-1-1 Street Naming/Address Review
 - _____ 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: _____
