

SALDO Section	Requirement	Complete	Incomplete	Not Applicable
306.B.1	Six (6) copies submitted of the plan in permanent ink.			
306.B.2	Three (3) copies submitted of all reports, deed covenants, notifications, regulatory permit applications and review, and certifications.			
306.B.3	One (1) copy of a completed "Venango County Subdivision and Land Development Application" form. All information is legible. Signatures are complete.			
306.B.4	Two (2) CD's/DVD's containing Adobe PDF digital copies of all submitted documents.			
306.B.5	Appropriate filing fee submitted.			
306.B.6	Plan review escrow fees submitted in the correct amount.			
306.C	For phased developments, entire land area proposed for development shall be shown on preliminary plan.			
402.A	Plans shall be prepared and sealed by an Engineer, Surveyor, or Landscape Architect as required by law.			
402.B	Sheet size no smaller than 18"x24"; no larger than 24"x36".			
402.B	Sheets shall be numbered with a key map as appropriate.			
402.C	Scale shall be 1:20, 1:50, 1:100, or 1:200.			
402.D	Dimensions shall be in feet and decimals to the nearest 100th of a foot; bearings with directions shall be in degrees, minutes, and seconds.			
402.E 404.A.4	A directional arrow showing North shall be placed on all plan pages.			
402.F	Lot line descriptions shall read in a clockwise direction.			
402.G	Surveys and other professional services associated with plan preparation shall be consistent with prevailing professional standards and the Laws of the Commonwealth.			
402.H	Plans must close within a limit of error 1 to 10,000. A designated starting point must be shown with bearings and distances from the established starting point.			
404.A.1	A brief narrative describing the proposed project must be identified on the plan.			

404.A.2	<p>A Title Block must be on the plan containing the following:</p> <ul style="list-style-type: none"> a. Project name or identifying title including the words "Final Plan" b. Municipality in which it is located c. Plan date and dates of all revisions d. Name, address, and phone number of the owner or applicant 			
404.A.3	Name, address, and telephone number of the individual or firm preparing the plan, including assigned project number, name signature, registration number, and seal of engineer, surveyor or landscape architect involved.			
404.A.5	Graphic and written scale.			
404.A.6	Site location map.			
404.A.7	Deed book and page number and tax parcel identification number of the tract to be subdivided or developed.			
404.A.8	Total acreage of the entire existing tract.			
404.A.9	The entire tract boundary with bearings and distances showing the relationship of the proposed development to the entire tract and all prior conveyances, including acreage made from the parent tract since the inception of first Venango County Subdivision and Land Development Regulations.			
404.A.10	Owners names, deed book and page numbers, and parcel identification numbers of adjacent unplotted land and the names, deed book and page numbers of all abutting recorded subdivisions.			
404.A.11	Schedule or table of zoning district requirements, including lot area and bulk regulations, density, building and impervious coverage, and yard requirements. Show zoning for adjacent lands if different for tract to be subdivided or developed.			
404.A.12	List of any variances or other zoning approvals that have been granted or are being requested which have not been granted by the municipality.			
404.A.13	List, with supporting evidence for the request, of any modifications that are requested in accordance with this Ordinance. Modifications granted shall be so noted on the Final Plan.			

404.B.1	Topographic contours shown at five (5) foot vertical intervals for land with average undisturbed slope less than twenty-five percent (25%) and, at a minimum, vertical intervals of ten (10) feet for slopes greater than 25%. One (1) or two (2) foot topographic contours may be required for more densely developed projects or when deemed appropriate by the Commission. Contours shall be accompanied by the location of the benchmark and notation indicating the datum used.			
404.B.2	Steep Slopes delineated as those areas 16 to 25 percent and those areas greater than 25 percent.			
404.B.3	Soil types and boundaries as shown in the Venango County Soil Survey.			
404.B.4	Prominent natural and topographic features including but not limited to watercourses, wetlands, drainage channels, sinkholes, rock outcroppings, regulatory 100-Year floodplains and floodways, tree masses, plant and wildlife habitat for rare, threatened, or endangered species, areas identified in the Venango County Natural Areas Inventory, and other pertinent elements that may influence design. Additionally the Preliminary Plan shall indicate any proposed disturbance, encroachment, or alteration to such features when located upon the site proposed for development.			
404.B.5	General vegetative cover of the site including a brief description and type (i.e. meadow, woodland, transitional).			
404.B.6	A note on the plan indicating whether the site is/is not underlain by carbonate geology (limestone and dolomite).			
404.B.7	Location of quarry sites, solid waste disposal areas, illegal dumps, EPA Superfund sites, hazardous waste contamination, and other potentially hazardous conditions on the site and on adjacent tracts.			
404.B.8	Show approximate location and cite source information for significant historic and cultural features such as cemeteries, burial sites, archaeological sites, historic buildings, structures, plaques, markers, or monuments on the subject tract and within 200 feet on adjacent tracts.			
404.B.9	All existing or recorded streets, roads, alleys, or other means of access and easements on or adjacent to the tract; including name or number, jurisdiction of ownership, right-of way or easement width, width and condition of pavement and grades and, in the case of easements, the purpose for which it was created.			

404.B.10	The location, ownership, and width of associated right-of-way or easement for any of the following features: existing buildings, storm and sanitary sewers, water supply lines, culverts, natural gas lines, on-lot sewage facilities, petroleum or petroleum products lines, power transmission and telephone lines, fire hydrants, stormwater management facilities, cellular towers, railroads, trails, wellhead protection areas and other significant manmade features on or adjacent to the site.			
404.B.11	Location and material of all existing permanent monuments and lot line markers.			
404.C.1	Tabulation of site data, including total acreage of land to be subdivided or developed, number of lots, proposed density, number of dwelling units, existing land use, proposed land use, acreage of any proposed open space or other public/common areas, amount of impervious area and the amount of tract residual. Multi-Family and non-residential site plans shall also show the total square footage of all proposed buildings, percent of lot coverage, and number of parking spaces required and the number provided.			
404.C.2	All required yards and building setback lines, with distances from the street centerline or street right-of-way lines, whichever is required by this Ordinance or applicable municipal Ordinances.			
404.C.3	Lot layout with lot lines, exact dimensions, lot square footage, lot acreage and location and material of all permanent monuments and lot line markers, including a note that all monuments and lot line markers are set.			
404.C.4	Block and lot numbers in a consecutive and clockwise or left to right order.			
404.C.5	Exact location, name, width, and grade of proposed streets, alleys, driveways, or other means of access.			
404.C.6	Location and width of rights-of-way and cartways along with sight distances.			
404.C.7	Delineation of clear sight triangles and sight distances.			
404.C.8	Design information for horizontal curves (i.e. degree of curvature, point of tangents, radius, arc length, chords, etc.).			
404.C.9	Length of tangents between reverse curves.			
404.C.10	Curb radii at intersections and intersection equalities between streets.			

404.C.11	Curb and gutter location.			
404.C.12	Location of sidewalks and/or trails showing width, grades, and ramps for ADA accessibility requirements.			
404.C.13	Location of streetlights, street name signs, and traffic control devices and/or signs and pavement markings.			
404.C.14	Location and type of vegetation to be planted between curb and shoulder and right-of way line.			
404.C.15	Location and species of shade trees within street rights-of-way.			
404.C.16	Lighting plan in accordance with this Ordinance indicating the types, size, quantity and location of light fixtures.			
404.C.17	Proposed public buildings and areas, playgrounds, reserved areas, open space areas, and any related conditions or restrictions.			
404.C.18	Identification of buildings and historic features proposed for demolition.			
404.C.19	Location, width, and intended use of utility, drainage, and all other proposed easements.			
404.C.20	Location and pipe diameter (I.D.) of storm water, sanitary sewer, and water mains and laterals to each lot.			
404.C.21	Final vertical and horizontal alignment for sanitary sewer, water distribution system, and storm sewer drainage systems. Manhole locations, size and type of material shall be shown.			
404.C.22	Location of fire hydrants and other operational water main infrastructure.			
404.C.23	Location of all proposed stormwater management and erosion control facilities.			
404.C.24	Deep-probe and soil percolation test sites and proposed absorption field areas if on-lot sewage disposal facilities are proposed, including showing of applicable isolation distances.			
404.C.25	Assigned tax parcel identification numbers from the Venango County Tax Assessment Office and addresses for each parcel as issued by the Venango County Emergency Communications Center.			
404.D.1	Copies of private deed restrictions, covenants, grants of easements, homeowner and business association agreements or other restrictions.			
404.D.2	Final design of proposed bridges and culverts.			

404.D.3	Typical street cross-section for each proposed street, and typical cross section for any existing street that will be improved as part of the application. Each cross section shall include the entire right-of-way width and show materials for base and surfacing, and method of construction.			
404.D.4	Street centerline profile for each proposed street showing finished grade at a scale of one inch equals fifty feet (1" = 50') horizontal and one inch equals five feet (1" = 5') vertical or other appropriate legible scales.			
404.D.5	A grading plan showing all final topographic contours and cross sections for cut and fill areas for general site development activities including parking areas, buildings, stormwater facilities, etc.			
404.D.6	Typical curb and gutter design, materials, and method of construction.			
404.D.7	Typical sidewalk or trail design, materials, and method of construction.			
404.D.8	A Sewage Facilities Plan, Engineering Feasibility Study and required documentation in accordance with this Ordinance.			
404.D.9	A Water Facilities Plan and required documentation in accordance with this Ordinance.			
404.D.10	For proposals to be served by an existing utility, water and/or sewer service provider(s), a letter of intent or an executed agreement to provide service shall be provided from the service provider(s).			
404.D.11	A Stormwater Management and Drainage Plan and narrative including runoff calculations with complete hydrologic and hydraulic design and analysis of all conveyance and control facilities in accordance with this Ordinance.			
404.D.12	When the Final Plan covers only a part of the applicant's holdings, a sketch of proposed streets, sanitary and storm sewer and water lines for the remainder of the tract may be required.			
404.D.13	Final cost of all improvements, including an itemized list of components of work, with quantities, unit cost, and total cost.			
404.D.14	An appropriately executed Improvements Guarantee Agreement that sets forth the responsibilities of all parties regarding the installation and inspection of the required improvements.			

404.D.15	A fully executed improvements guarantee in accordance with this Ordinance.			
404.D.16	A landscaping plan in accordance with this Ordinance, including the names, sizes, quantities, and approximate location of all proposed plant materials, if required.			
404.D.17	Where applicable by law, an Erosion and Sedimentation Pollution Control Plan showing all erosion and sedimentation control measures, temporary as well as permanent, and a letter from the Venango Conservation District stating that the proposed measures meet all state requirements.			
404.D.18	If any portion of the project is in a floodplain area, then documentation shall be submitted indicating compliance with all applicable laws and regulations of the municipality in which the project is located and of the PA DEP.			
404.D.19	Copies of required permits from the PA DEP and/or other appropriate regulatory agencies for any proposed alteration, excavation, relocation, encroachment or obstruction of a watercourse.			
404.D.20	A Community Impact Analysis and Natural Features shall be submitted in accordance with this Ordinance for all subdivision or land development plans. In accordance with PennDOT Publication 170, a Traffic Impact Study (TIS) shall be submitted when the project meets the warrant requirements of the latest PennDOT TIS Guidelines when a project involves state OR local roads. When required, the TIS shall be prepared in accordance with the PennDOT TIS Guidelines. If these documents were submitted during the preliminary plan process and the preliminary plan was approved, these documents will not be required during the final plan process.			
404.D.21	When the tract contains a natural gas pipeline, petroleum or petroleum products pipeline, an electric transmission line, telecommunications line, or other utility, a letter shall accompany the application from the owner or lessee of such utility stating the minimum setback distance and other requirements pertaining to such features. A valid occupancy permit from such utility provider would also be acceptable.			
404.D.22	Zoning compliance from the municipal zoning officer is required for Final Plan approval. The Zoning Officer's signature shall be affixed to the title sheet of the Plan.			

404.D.23	Letter(s) from the appropriate Venango County agencies verifying approval of final subdivision or land development name and road names, assigned lot addresses and tax parcel identification numbers.			
404.D.24	When the land included in the subject tract has agricultural, woodland, or other natural resource protection easement(s) located within the tract, the application shall be accompanied by a letter from the party holding the easement(s) stating any conditions on the use of the land.			
404.D.25	For lots requiring access onto a state route or highway, a PennDOT Highway Occupancy Permit (HOP) or a letter from PennDOT indicating a HOP can be obtained shall be submitted. For lots requiring access onto a Township or Borough street the appropriate municipal Driveway Permit shall be submitted if applicable.			
404.D.26	When the proposed subdivision or land development site contains or formerly contained hazardous substances or groundwater contamination a geotechnical report and a remedial investigation/feasibility study shall be provided. For sites that formerly contained hazardous substances or groundwater contamination, a letter from applicable state and federal agencies verifying that the site meets the remediation standards for the proposed use will suffice in lieu of a remedial investigation/feasibility report.			
404.D.27	All applicable plan processing applications and review fees in accordance with this Ordinance.			
404.E.1	Certificate, signature and seal, of the professional land surveyor certifying the accuracy of the survey.			
404.E.2	Certificate, signature, and seal of the landscape architect, surveyor, or professional engineer that all other details on and accompanying the plan is correct.			
404.E.3	Certification of Ownership in the form of a notarized statement by the owner(s) certifying ownership of the property.			
404.E.4	Final Plan Certification for Notification of Municipal Governing Body. This is required when improvements are being offered for dedication.			
404.E.5	Final Plan Approval Certification block for Venango County Regional Planning Commission.			

404.E.6	A four inch (4") x two inch (2") space in the upper left hand corner to accommodate the Certification Block of the Venango County Recorder of Deeds Office.			
404.E.7	A certificate of dedication of streets, sidewalks, and other public property.			
404.E.8	A notification placed on the Plan indicating any area and/or improvement(s) that are not to be offered for dedication.			
404.E.9	Notation on the plan of any modifications granted by the Commission pursuant to this Ordinance.			
404.E.10	Notation on the plan of any variances granted in accordance with the applicable zoning ordinance.			