

MILFORD TOWNSHIP  
SUBDIVISION ORDINANCE  
ARTICLE IV  
PLAN REQUIREMENTS

401. Sketch Plan Requirements

A Sketch Plan shall show or be accompanied by the following data, legible in every detail and drawn to scale but not necessarily showing precise dimensions.

- A. Name of the subdivision and/or development.
- B. Name and address of land owner and/or land developer. (if corporation give name of officers.)
- C. Location map at a scale of 1" = 2000'.
- D. North arrow (true or magnetic).
- E. Graphic scale.
- F. Written scale.
- G. Date sketch plan was completed.
- H. Names of adjacent property owners and tax map numbers, including those across adjacent roads.
- I. Proposed and existing street and lot layout on immediately adjacent tracts including street and subdivision names and right-of-way widths.
- J. Existing man-made and/or natural features:
  - 1. Water courses, lakes and swamps (with names).
  - 2. Rock outcrops and stone fields.
  - 3. Buildings and structures.
  - 4. Approximate location of tree masses.
  - 5. Any and all other significant features.
- K. Location of permanent and seasonal high water table areas and 100 year flood zones.
- L. Tract boundaries accurately labeled.
- M. General street and lot layout showing approximate widths, depths and areas.



- N. Location and extent of various soil types and the Department of Environmental Resources classification and rating for each.
- O. Location and type of rights-of-way or other restrictive covenants which might affect the subdivision and/or development.
- P. The following site data shall be labeled on the plan:
  - 1. Total acreage of the subdivision and/or development.
  - 2. Total number of lots proposed.
  - 3. Total lineal feet of new roads.
  - 4. County property tax assessment number.
  - 5. Zoning district of the subdivision and/or development.
  - 6. Any and all other significant information.
- Q. A map of the entire contiguous holding of the owner and/or developer showing the plan for any future development.
- R. A statement of the type of water supply and sewage disposal proposed.

#### 402 Preliminary Plan Requirements

Preliminary Plans shall be prepared by a Professional Engineer or a Registered Land Surveyor. Preliminary Plans shall be submitted pursuant to the following:

##### 402.1 Drafting Standards

- A. The plan shall be clearly and legibly drawn at a scale of 10 feet, 20 feet, 30 feet, 40 feet, 50 feet, 60 feet, 80 feet, 100 feet or 200 feet to the inch.
- B. Dimensions shall be in feet and decimals; bearings shall be in degrees, minutes and seconds. Lot line descriptions shall read in a clockwise direction.
- C. The survey shall not have an error of closure greater than one (1) foot in ten thousand (10,000) feet.
- D. The sheet size shall be no smaller than twelve by eighteen (12 x 18) inches and no larger than twenty-four by thirty-six (24 x 36) inches. If the Plan is prepared in two (2) or more sections, a key map showing the location of

the sections shall be placed on each sheet. If more than one (1) sheet is necessary, each sheet shall be the same size and numbered to show the relationship to the total number of sheets in the plan (e.g. Sheet 1 of 5), and a key diagram showing the relative location of the several sections shall be drawn on each sheet.

E. Plans shall be legible in every detail.

#### 402.2 Plan Information

The Preliminary Plan shall contain the following information:

- A. Name of project.
- B. Name and address of the owner of record (if a corporation give name of each officer) and deed book and page where the deed of record is recorded.
- C. Name and address of developer if different from land owner (if a corporation give name of each officer).
- D. Name, address, license number and seal of the Registered Professional Engineer or the Registered Professional Land Surveyor responsible for the preparation of subdivision and/or development plan.
- E. Date, including the month, day and year that the Preliminary Plan was completed and the month, day and year for each Plan revision along with a description of the revision.
- F. A key map for the purpose of locating the property being subdivided drawn at a scale of one (1) inch equals two thousand (2000) feet and showing the relation of the property, differentiated by tone or pattern, to adjoining property and to all streets, roads, municipal boundaries, zoning districts, water courses and any area subject to flooding and all recorded subdivision plans existing within one thousand (1000) feet of any part of the property.
- G. North arrow (true or magnetic).
- H. Graphic scale and written scale.
- I. Names of adjoining property owners and the names of all adjoining subdivisions, if any, including property owners and/or subdivisions across adjacent roads, along with the tax map number for each property shown.

- J. Proposed and existing street and lot layout on immediately adjacent tracts including names and right-of-way and pavement widths of all streets and/or roads.
- K. Existing man-made or natural features including but not limited to the following:
  - 1. Water courses, lakes, and swamps (with names).
  - 2. Rock outcrops and stone fields.
  - 3. Buildings and other structures.
  - 4. Approximate location of tree masses.
  - 5. Location and description of any certified historic site or structure.
  - 6. Location and size of culverts with the direction of water flow.
  - 7. All other significant man-made or natural features within the proposed subdivision and one hundred (100) feet beyond the boundaries of the proposed subdivision and/or development.
- L. Location of permanent and seasonal high water table areas and 100 year flood zones.
- M. Location and extent of various soil types, S.C.S. classification and D.E.R. grouping for each soil type and location of soil test pits and perlocation test locations.
- N. Location, width and purpose of any existing rights-of-way or other easements.
- O. Location, width and purpose of any proposed rights-of-way or other easements.
- P. Proposed areas for location of wells and subsurface sewage disposal fields when on site disposal is proposed.
- Q. Contour lines, at an interval of not more than twenty (20) feet as accurately superimposed from the latest U.S.G.S. Quadrangle map. In the event contour lines at a closer interval are available, such contours shall be shown.
- R. The full plan of the proposed subdivision and/or development, including:

1. Location and widths of all streets, suggested types (major, collector, minor) and all rights-of-way with a statement of any conditions governing their use.
  2. Suggested street names.
  3. Building setback lines.
  4. Lot lines with approximate dimensions.
  5. Approximate lot and/or parcel areas.
  6. Lot numbers.
  7. A statement of number of lots and/or parcels.
  8. A statement of the intended use of all non-residential lots and/or parcels.
  9. A statement of the total acreage in the proposed subdivision and/or development.
  10. County tax assessment property number.
  11. Any and all other significant information.
- S. Zoning data, including all of the following, when applicable:
1. Zoning district designations.
  2. Zoning district boundary lines transversing the proposed subdivision and/or development.
  3. Zoning district boundary lines within one thousand (1000) feet of the proposed subdivision and/or development. (Show on location map)
- T. A title block shall be included on the lower right corner of all Preliminary Plans.
- U. Approval/Signature blocks for the Planning Commission and Board of Supervisors.
- V. In the case of land developments, the location and configuration of project buildings, parking compounds, streets, access drives, driveways and all other planned facilities.

#### 402.3 Supporting Documents and Information

The following supporting documents, plans and information shall be submitted with Preliminary Plans for all major subdivisions and land developments.

- A. Typical street cross-section drawings for all proposed streets showing the following:
  - 1. Typical cut sections.
  - 2. Typical fill sections.
  - 3. Superelevated sections.
  - 4. Typical parallel drainage.
- B. Tentative profiles along the top of the cartway (pavement) center-line showing existing and proposed grade lines and printed elevations of the proposed grade lines at fifty (50) foot intervals.
- C. Any existing or proposed deed restrictions, protective and restrictive covenants that apply to the subdivision and/or development plan.
- D. All proposed offers of dedication and/or reservation of rights-of-way and land areas with conditions attached.
- E. Existing documents of dedication and/or reservation of rights-of-way and land areas with conditions attached.
- F. The latest deed of record.
- G. Water Supply Information
  - 1. A statement from a Professional Engineer of the type and adequacy of the water supply system proposed to serve the project.
  - 2. Preliminary design of the water supply system.
  - 3. Public system - A letter from the water company or authority stating that the said company or authority will supply the development including a verification of the adequacy of service.
  - 4. Private system - A statement setting forth the proposed ownership of the system and responsibility for operation and maintenance.



#### H. Sewage Disposal Information

1. Completed sewage planning module for land development and other required sewage planning documents.
  2. Public treatment system - A letter from the sewer company or authority stating that said company or authority will provide sewer service to the development including a verification of treatment capacity adequate to serve the development.
  3. Private sewage treatment plants and community on-lot systems - A preliminary design of the system and a statement setting forth the proposed ownership of the system and responsibility for operation and maintenance.
- I. A statement from a Professional Engineer relative to any environmental permits (e.g. wetlands, streams, State or Federal encroachment) required and if none are required a statement to that effect.
- J. Soil erosion and sedimentation control plan.
- K. Preliminary drainage/stormwater management plan approved by the Pike County Conservation District.
- L. Preliminary bridge designs and a statement of state or federal approvals required.
- M. A statement indicating any existing or proposed zoning variances or subdivision waivers/modifications.
- N. Where the land included in the subject application has an electric transmission line, a gas pipeline, or a petroleum or petroleum products transmission line located within the tract, the Preliminary Plan shall be accompanied by a letter from the owner or leasee of such right-of-way stating any conditions on the use of the land and the minimum building setback and/or right-of-way-lines. This requirement may also be satisfied by submitting a copy of the recorded agreement.

#### 402.4 Additional Information

The Planning Commission and/or the Board of Supervisors shall request any other necessary information based on the specific characteristics of the proposed project.



#### 402.5 Application Forms and Certifications

The applicant shall complete and submit such application forms and certifications as prescribed by the Township for submittal with Preliminary Plan applications.

#### 403 Final Plan Requirements

Final Plans shall be prepared by a Professional Engineer or a Registered Land Surveyor. Final Plans shall be submitted pursuant to the following:

##### 403.1 Drafting Standards

- A. The plan shall be clearly and legibly drawn at a scale of 10 feet, 20 feet, 30 feet, 40 feet, 50 feet, 60 feet, 80 feet, 100 feet or 200 feet to the inch.
- B. Dimensions shall be in feet and decimals; bearings shall be in degrees, minutes and seconds. Lot line descriptions shall read in a clockwise direction.
- C. The survey shall not have an error of closure greater than one (1) foot in ten thousand (10,000) feet.
- D. The sheet size shall be no smaller than twelve by eighteen (12 x 18) inches and no larger than twenty-four by thirty-six (24 x 36) inches. If the Plan is prepared in two (2) or more sections, a key map showing the location of the sections shall be placed on each sheet. If more than one (1) sheet is necessary, each sheet shall be the same size and numbered to show the relationship to the total number of sheets in the plan (e.g. Sheet 1 of 5), and a key diagram showing the relative location of the several sections shall be drawn on each sheet.
- E. Plans shall be legible in every detail.

##### 403.2 Plan Information

The Final Plan shall contain the following information:

- A. Name of project.
- B. Name and address of the owner of record (if a corporation give name of each officer) and deed book and page where the deed of record is recorded.

- C. Name and address of developer if different from land owner (if a corporation give name of each officer).
- D. Name, address, license number and seal of the Registered Professional Engineer or the Registered Professional Land Surveyor responsible for the preparation of subdivision and/or development plan.
- E. Date, including the month, day and year that the Final Plan was completed and the month, day and year for each Plan revision along with a description of the revision.
- F. A key map for the purpose of locating the property being subdivided drawn at a scale of one (1) inch equals two thousand (2000) feet and showing the relation of the property, differentiated by tone or pattern, to adjoining property and to all streets, roads, municipal boundaries, zoning districts, water courses and any area subject to flooding and all recorded subdivision plans existing within one thousand (1000) feet of any part of the property.
- G. North arrow (true or magnetic).
- H. Graphic scale and written scale.
- I. Names of adjoining property owners and the names of all adjoining subdivisions, if any, including property owners and/or subdivisions across adjacent roads, along with the tax map number for each property shown.
- J. Proposed and existing street and lot layout on immediately adjacent tracts including names and right-of-way and pavement widths of all streets and/or roads.
- K. Existing man-made or natural features including but not limited to the following:
  - 1. Water courses, lakes, and swamps (with names).
  - 2. Rock outcrops and stone fields.
  - 3. Buildings and other structures.
  - 4. Approximate location of tree masses.
  - 5. Location and description of any certified historic site or structure.
  - 6. Location and size of culverts with the direction of water flow.

7. All other significant man-made or natural features within the proposed subdivision and one hundred (100) feet beyond the boundaries of the proposed subdivision and/or development.
- L. Location of permanent and seasonal high water table areas and 100 year flood zones.
- M. Location and extent of various soil types, S.C.S. classification and D.E.R. grouping for each soil type and location of soil test pits and perlocation test locations.
- N. Location, width and purpose of any existing rights-of-way or other easements.
- O. Location, width and purpose of any proposed rights-of-way or other easements.
- P. Location of wells and subsurface sewage disposal fields when on site disposal is proposed.
- Q. Contour lines, at an interval of not more than twenty (20) feet as accurately superimposed from the latest U.S.G.S. Quadrangle map. In the event contour lines at a closer interval are available, such contours shall be shown.
- R. The total tract boundary lines of the project with distances accurate to hundredths of a foot and bearings accurate to seconds of an arc. The location of all perimeter monuments shall be shown and described.
- S. The name and/or number and pavement width and right-of-way lines of all existing public streets and/or roads and the name and location of all other streets and/or roads within the property.
- T. The full plan of the proposed development, including but not limited to the following information and data:
  1. Sufficient bearings, lengths of lines, radii, arc lengths and chords of all lots, streets, rights-of-way, easements, community or public areas and areas to be dedicated to accurately and completely reproduce each and every course on the ground.
  2. All dimensions in feet and hundredths of a foot.
  3. All bearings to the nearest one second of the arc.
  4. Street names.

5. Street widths and right-of-way and easement widths.
  6. A clear sight triangle shall be shown for all street intersections.
  7. Block and lot numbers.
  8. Total tract area and area of each lot in square feet or acres.
  9. Location and type of permanent monuments and markers which have been set in place.
  10. Building setback lines for each lot or the proposed placement of each building.
  11. Excepted parcels or sections shall be marked "not included in this plat" and their boundary completely indicated by bearings and distances.
  12. A statement of intended use of all non-residential lots, with reference to restrictions of any type which exist as covenants in the deed for the lots contained in the subdivision and if the covenants are recorded, including the book and page.
  13. The deed book volume and page number, as entered by the Conty Recorder of Deeds, referencing the latest source(s) of title to the land being developed.
  14. Pike County tax assessment number.
- U. Zoning data, including all of the following, when applicable:
1. Zoning district designations.
  2. Zoning district boundary lines transversing the proposed subdivision and/or development.
  3. Zoning district boundary lines within one thousand (1000) feet of the proposed subdivision and/or development. (Show on location map)
- V. The following items and notes shall be on all Final Plans when applicable, in the form of protective and/or restrictive covenants:
1. Building setbacks.
  2. Corner lot sight easements.

3. Corner lot driveway locations.
  4. Utility and drainage easements including ownership and maintenance responsibility.
  5. "All lots shown on this plan are subject to the rules and regulation contained in the Milford Township Zoning Ordinance."
  6. "Wells and sewage disposal systems shall be constructed in accord with the current standards of the Pennsylvania Department of Environmental Resources and Milford Township."
  7. "Individual owners of lots must apply to the Township for a sewage permit and well permit prior to the construction of any on-lot sewage disposal system or well".
  8. "In granting this approval the Township has not certified or guaranteed the feasibility of the installation of any type of well or sewage disposal system on any individual lot shown on this plan."
- W. A title block shall be included on the lower right corner of all Final Plans.
- X. Approval/Signature blocks for the Planning Commission and the Board of Supervisors.
- Y. The following general notes shall be included on all Final Plans, if applicable:
1. When all roads and/or streets are to remain private, "All roads and/or streets shall remain private, shall not be open to public travel and shall not in the future be offered for dedication to Milford Township by the Developer, his heirs, successors or assigns, unless such roads and/or streets comply with all current requirements of the Township Road Dedication Ordinance or any amendment thereto."
  2. In the event the subdivision incorporates a private access street as defined in this Ordinance, the following, "The improvement and maintenance of any private access street shall be the sole responsibility of those persons benefitting from the use thereof".
  3. In the event of a "lot improvement" proposal, "Lot/parcel \_\_\_\_ shall be joined to and become an

inseparable part of lot/parcel\_\_\_\_ as recorded in Deed Book Volume\_\_\_\_, page\_\_\_\_ and cannot be subdivided, conveyed or sold separately or apart therefrom without prior Township approval" and "Approval is granted for recording purposes only."

4. "Highway occupancy permits are required for access to roads under the jurisdiction of the Pennsylvania Department of Transportation pursuant to the State Highway Law (P.L. 1242, No. 428, Section 420) and for access to road under the jurisdiction of Milford Township pursuant to Milford Township Ordinance No. 10, Road Encroachment."
- Z. In the case of land developments, the location and configuration of project buildings, parking compounds, streets, access drives, driveways and all other planned facilities.

403.3 Supporting Documents and Information - The following supporting documents and information shall be submitted with the Final Plan for major subdivisions and land developments:

- A. Typical final street cross-section drawings for all proposed streets and/or roads showing the following:
  1. Typical cut sections.
  2. Typical fill sections.
  3. Typical superelevated sections.
  4. Typical parallel drainage.
- B. Final profiles along the top of the cartway (pavement) center-line showing existing and final grade lines and printed elevations of the final grade line at fifty (50) foot intervals.
- C. Any existing and finally proposed deed restrictions, protective and restrictive covenants that apply to the subdivision and/or development plan.
- D. All existing and offers of dedication and/or reservation of rights-of-way and land areas with conditions attached.
- E. The latest deed of record.
- F. Water Supply and Sewage Disposal Information



1. Final plan of any proposed central water supply and/or sewage disposal system showing all pertinent details.
2. All other documentation required to demonstrate compliance with Section 607 of this Ordinance.
- G. All required state or federal environmental permits.
- H. Highway occupancy permits.
- I. Approved soil erosion and sedimentation control plan.
- J. Final drainage/stormwater management plan.
- K. Final bridge designs and required state or federal approvals.
- L. A statement setting forth any zoning variances or subdivision waivers/modification obtained.
- M. Where the land included in the subject application has an electric transmission line, a gas pipeline, or a petroleum or petroleum products transmission line located within the tract, the Final Plan shall be accompanied by a letter from the owner or leasee of such right-of-way stating any conditions on the use of the land and the minimum building setback and/or right-of-way-lines. This requirement may also be satisfied by submitting a copy of the recorded agreement.
- N. Improvements construction documentation required by Article V.

#### 403.4 Additional Information

The Planning Commission and/or the Board of Supervisors shall request any other necessary information based on the specific characteristics of the proposed project.

#### 403.5 Application Forms and Certifications

The applicant shall complete and submit such application forms and certifications as prescribed by the Township for submittal with Final Plan applications.

#### 403.6 Maintenance of Development Improvements

The Developer shall provide a proposed plan for the succession of ownership and continued operation and maintenance of all development improvements, amenities and common use or open space areas. The Township shall determine the adequacy of the



plan and shall require any additional assurance to provide for proper operation and maintenance.

#### 404 Minor Subdivision, Final Plan Requirements

Final Plans for minor subdivision shall be prepared by a Professional Engineer or Registered Land Surveyor and shall be submitted pursuant to the following:

##### 404.1 Drafting Standards

- A. The plan shall be clearly and legibly drawn at a scale of 10 feet, 20 feet, 30 feet, 40 feet, 50 feet, 60 feet, 80 feet, 100 feet or 200 feet to the inch.
- B. Dimensions shall be in feet and decimals; bearings shall be in degrees, minutes and seconds. Lot line descriptions shall read in a clockwise direction.
- C. The survey shall not have an error of closure greater than one (1) foot in ten thousand (10,000) feet.
- D. The sheet size shall be no smaller than eight and one-half by eleven (8 1/2 x 11) inches and no larger than twenty-four by thirty-six by (24x36) inches.
- E. Plans shall be legible in every detail.

##### 404.2 Plan Information

- A. Name of subdivision
- B. Name and address of owner of record. (if a corporation give name of each officer).
- C. Name and address of Developer if different from land owner. (if a corporation give name of each officer).
- D. Name, address, license number and seal of the Registered Professional Engineer or Registered Land Surveyor responsible for the preparation of the subdivision plan.
- E. Date, including the month, day and year that the Final Plan for the minor subdivision was completed and the month, day and year of each Plan revision along with a description of the revision.
- F. The Deed Book Volume and page number reference of the latest source(s) of title to the land being subdivided.
- G. North arrow (true or magnetic).

- H. Graphic scale and written scale.
- I. Lots numbered in consecutive order.
- J. A plat of the area proposed to be subdivided, including the tract boundaries, if appropriate, street lines and names, lot lines, rights-of-way or easements (existing and/or proposed, if any ).
- K. Sufficient data, acceptable to the Township, to determine readily the location, bearing and length of every boundary, street or lot line. All dimensions shall be shown in feet and hundredths of a foot. All bearings shall be shown to the nearest one second of the arc.
- L. The area of each lot or parcel shall be shown within each lot or parcel.
- M. Reference monuments and/or lot markers shall be shown on the plan and shall be placed as required by this Ordinance.
- N. Any existing buildings located on the tract being subdivided shall be platted to demonstrate compliance with setback requirements.
- O. The proposed building reserve (setback) lines for each lot, or the proposed placement of each building.
- P. The name and/or number and pavement width and right-of-way lines of all existing public streets and the name, location and width of all other roads within or abutting the property.
- Q. Names of adjoining property owner including those across adjacent roads, and the names of all adjoining subdivisions including those across adjacent roads with the book and page where each property and/or subdivision is recorded; along with the tax map number for each property shown.
- R. Water courses, lakes, streams, ponds and swamps, with names, rock outcrops and stone fields, approximate location of existing tree masses and other significant features, man-made or natural.
- S. A clear sight triangle shall be clearly shown for all street intersections.
- T. Site data including, total acreage, number of lots, existing zoning district and tax map number.

- U. Contour lines at an interval of not greater than twenty (20) feet as superimposed from the latest U.S.G.S. quadrangle or from a field survey. A minimum of two contour lines are required to show direction and amount of slope.
- V. Location of all flood hazard areas.
- W. The location and extent of various soil types together with the Pennsylvania Department of Environmental Resources group classification for each type.
- X. The location of any soil test pits and/or percolation tests. The logs of the test pit evaluations and the results of the percolation tests shall accompany the plan.
- Y. The proposed areas for location of wells and subsurface sewage disposal fields when on-site disposal is proposed.
- Z. A key map for the purpose of locating the property being subdivided at a scale of one (1) inch equals two thousand (2000) feet.
- AA. Approval/signature blocks for the Planning Commission and Board of Supervisors.
- BB. A title block on the lower right corner.

404.3 General Notes - The following general notes shall be on all final plans, if applicable:

- A. In the event the subdivision incorporates a private access street as defined in this Ordinance, the following: "The improvement and maintenance of any private access street shall be the sole responsibility of those persons benefitting from the use thereof."
- B. In the event of a "lot improvement" proposal, "Lot/parcel \_\_\_\_ shall be joined to and become an inseparable part of lot/parcel \_\_\_\_ as recorded in Deed Book Volume \_\_\_\_, page \_\_\_\_ and cannot be subdivided, conveyed or sold separately or apart therefrom without prior Township approval" and "Approval is granted for recording purposes only."
- C. "Highway occupancy permits are required for access to roads under the jurisdiction of the Pennsylvania Department of Transportation pursuant to the State Highway Law (P.L. 1242, No. 428, Section 420) and for access to road under the jurisdiction of Milford Township pursuant to Milford Township Ordinance No. 10, Road Encroachment."

#### 404.4 Supporting Documents and Information

- A. Sewage planning modules
- B. Typical cross-sections for any private access streets of a design adequate for anticipated traffic along with center-line profiles and vertical curve data.

#### 404.5 Additional Information

The Planning Commission and/or the Board of Supervisors shall request any other necessary information based on the specific characteristics of the proposed project.

#### 404.6 Application Forms and Certifications

The applicant shall complete and submit such application forms and certifications as prescribed by the Township for submittal with minor subdivision applications.

#### 405 Plan Requirements for Lot Improvement Subdivisions

The plan requirements set forth in Section 404 of this Ordinance for Minor Subdivisions shall also apply to Lot Improvement Subdivisions.

