

ARTICLE III

PRE-APPLICATION CONFERENCE

Section 300 PROCEDURES

- A. All potential subdividers are encouraged under this Article to present all information and data as described in Section 301 for review and discussion with the Planning Commission. The Planning Commission shall provide general information to the subdivider relative to the requirements of this Ordinance as related to the specific plan as proposed, and shall indicate the general suitability of the proposed development into preliminary plans.
- B. In assessing the suitability of the Plan, the Planning Commission shall consider the Township's plan of future land use, thoroughfare plan, community facilities plan or any plans of the Planning Commission, including, but not limited to, proposed roads recreation areas, drainage reservations, shopping centers and school sites.
- C. Also to be considered is whether the land is subject to hazards of health, safety and welfare. Such land shall not be subdivided until such hazards are removed. These hazards shall be interpreted to mean land subject to flooding, slides due to excessive slope or excavation, excessive erosion, improperly drained, or land unsuited for on-site sewage disposal.

Section 301 PLANS AND DATA

Submission of the following information at the pre-application conference is recommended:

- A. General Information - Describe generally existing covenants, land characteristics, community facilities and utilities, and information describing the proposed subdivision such as the possible number of residential lots, typical lot width and depth, business areas, playgrounds, park areas, other public areas, proposed protective covenants, proposed utilities and road improvements.
- B. Topographic Map - Existing U.S.G.S. Quadrangle Sheet or other acceptable map showing topographic features.
- C. Sketch Plan - A simple sketch of the tract boundaries, proposed layout of roads, lots, and other features in relation to existing conditions.

ARTICLE IV

PRELIMINARY PLANS

Section 400 PROCEDURES

A. Application - The subdivider shall prepare and submit to the Planning Commission at least 15 days prior to the regular monthly meeting of the Planning Commission, eight copies of the preliminary plans of the total land to be ultimately developed for review by the Planning Commission according to the requirements and standards contained herein. Upon receipt of the plan, the Planning Commission shall forward five copies to the Tioga County Planning Commission for a review and report at County expense: Provided, that the Township shall not approve such application until the County report is received, or until the expiration of 45 days from the date the application was forwarded to the County.

B. Planning Commission Review - The Planning Commission shall review the Plan submitted covering the requirements of this Ordinance point by point, and shall consult with the Township Engineer and officials of any other department or authority concerned.

C. Planning Commission Action - The Planning Commission will notify the Subdivider of the scheduled meeting place, date, time and agenda schedule within five days of receipt of the application. Within 30 days after this scheduled agenda review, the Planning Commission shall report to the Board of Supervisors on the subdivision, recommending approval, conditional approval or disapproval, each with reasons for action.

D. Action of Board of Supervisors - The Board of Supervisors shall act on the preliminary plan within 30 days of the receipt of the Planning Commission report stating its approval, conditional approval or disapproval, giving reasons for each, and shall notify the subdivider in writing within five days of disapproval, or if approved or conditionally approved, authorize submission of a final plan.

E. Nature of Approval - Approval of a preliminary plan shall not constitute approval of a final plan, but rather an expression of approval of the layout submitted on the preliminary plan as a guide to the preparation of the final plan.

Section 401

PLANS AND DATA

All applications for preliminary plan approval shall include but not be limited to the following information:

- A. The preliminary plan shall be drawn at a scale of one inch equals 100 feet or greater.
- B. The plan shall show or be accompanied by the following:
 - 1. Draft of protective covenants, if any.
 - 2. Title to include:
 - a. Name by which the subdivision will be recorded.
 - b. Location by municipality, county and state.
 - c. Names and addresses of the owner or owners.
 - d. Name of Registered Professional Engineer or Registered Surveyor who surveyed the property and prepared the plan.
 - e. North point, date and graphic scale.
 - 3. Tract boundaries with bearings, distances and area in acres to the nearest hundredths.
 - 4. Existing easements, their location, width and distance.
 - 5. Tract closures with an allowable error of not greater than 1:10,000.
 - 6. Contours at vertical intervals of two feet for land areas with slope of five percent or less and at five foot intervals for land areas with a slope of greater than five percent.
 - 7. Datum to which contour elevations refer.
 - 8. Bench marks.
 - 9. Existing physical features to include:
 - a. Watercourses, culverts, bridges and drains.
 - b. Buildings, sewers, water mains and fire hydrants.
 - c. Roads on or adjacent to the tract, including name, right-of-way widths and cartway widths.
 - d. Telephone conduit line, electric power transmission lines, petroleum and petroleum product lines and other significant man-made features.
 - 10. Proposed improvements shall include (in scale dimensions):
 - a. Location name and width of all proposed roads and paved cartway widths.
 - b. All rights-of-way and easements.
 - c. Lot lines.
 - d. Building lines.
 - e. Reservations of ground for public use.

- f. General drainage plan for storm water to include proposed water direction of flow for storm water in relation to natural channels with disposition controlled so as to extend damage to adjoining properties.
 - g. A plan of the proposed water distribution system or a plan showing the location of individual wells.
 - h. A plan of the proposed sanitary sewerage system or a plan, where required, showing the proposed location of on-lot sewage disposal facilities. This plan shall be in accordance with the "Pennsylvania Sewage Facilities Act", (Act 537), as amended.
 - i. Proposed land use of the improvement.
 - j. Names and addresses of abutting property owners.
 - k. Where the preliminary plat covers only a part of the subdivider's entire holding, a sketch shall be submitted of the prospective street layout of the remainder of the land.
- D. The subdivider shall provide such additional information as may be required by the Planning Commission, Board of Supervisors, or Township Engineer in order to more fully evaluate the proposed subdivision and its effect on adjacent property or the Township as a whole. Such information may include:
- 1. Road profiles showing existing ground elevations and proposed centerline road grades.
 - 2. Subsurface condition of the tract.
 - 3. Typical cross sections of roadways and sidewalks.
 - 4. Sizes of water pipes and location of valves and fire hydrants.
 - 5. Location of manholes, invert elevations, grades and sizes of sanitary sewers.

ARTICLE V

FINAL PLANS

Section 500 PROCEDURES

- A. Application - When filing an application for approval of final plan, upon approval of the preliminary plan, the Subdivider shall submit to the Planning Commission Secretary at least 15 days prior to a regular meeting of the Planning Commission, an original plus four copies of all plans and information. All final plans and other exhibits required for approval shall be submitted to the Planning Commission within three years after approval of the Preliminary Plan. Otherwise, such approval shall become null and void unless an extension of time is applied for and granted by the Planning Commission. Upon receipt of the Plan, the Planning Commission shall forward a copy to the Tioga County Planning Commission for a review and report at County expense: Provided, that the Township shall not approve such application until the expiration of 45 days from the date the application was forwarded to the County.
- B. Disposition of Plans - One (1) copy of all Final Plans submitted for approval shall be retained by the Planning Commission, one (1) copy forwarded for review and comment to the Tioga County Planning Commission, one (1) copy retained by the Board of Supervisors, one (1) copy returned to the Subdivider and the original shall be returned to the Subdivider for recording according to Article IX, Section 906 upon deposit of a fee established by the Board of Supervisors. The copy retained by the Board of Supervisors shall be an approved reproducible copy of permanent material.
- C. Planning Commission Review and Action - The Planning Commission shall review the Final Plan and prepare a written report for the Board of Supervisors. The report shall contain recommendations for approval, conditional approval or disapproval with specific reasons for the recommended action.

At the Planning Commission meeting when considering the Final Plans, the Subdivider shall be given an opportunity to discuss any matters in the Final Plan which might assist the Planning Commission in making its recommendations to the Board of Supervisors.

Unless withdrawn by the Subdivider at the meeting, the Planning Commission shall within ten (10) days after the meeting, issue its written report to the Board of Supervisors.

- D. Action of the Board of Supervisors - The Board of Supervisors shall render its decision on the Final Plan and communicate

its decision to the Subdivider not later than ninety (90) days after the application is filed.

1. The decision of the Board of Supervisors shall be in writing and shall be communicated to the applicant personally or mailed to him at his last known address not later than five (5) days following the decision.
2. When the application is not approved in terms as filed the decision shall specify the defects found in the application and describe the requirements which have not been met and shall, in each case, cite to the provisions of the statute or ordinance relied upon.
3. Failure of the Board of Supervisors to render a decision and communicate it to the applicant within the time and in the manner required herein shall be deemed an approval of the application in terms as presented unless the applicant has agreed in writing to an extension of time or change in the prescribed manner of presentation of communication of the decision, in which case, failure to meet the extended time or change in manner of presentation of communication shall have like effect.
4. From the time an application for approval of a Final Plan, is duly filed as provided in this Ordinance, and while such application is pending approval or disapproval, no change or amendment of the zoning, subdivision or other governing ordinance or plan shall affect the decision on such application adversely to the applicant and the applicant shall be entitled to a decision in accordance with the provisions of the governing ordinances or plans as they stood at the time the application was duly filed. However, if an application is properly and finally denied, any subsequent application shall be subject to the intervening change in governing regulations. When an application for approval of a final plat has been approved or approved subject to conditions acceptable to the applicant, no subsequent change or amendment in the zoning, subdivision or other governing ordinance or plan shall be applied to affect adversely the right of the applicant to commence and to complete any aspect of the approved development in accordance with the terms of such approval within three (3) years from such approval. Where final approval is preceded by preliminary approval, the three (3) year period shall be counted from the date of the preliminary approval. In the case of any doubt as to the terms of a preliminary approval, the terms shall be construed in the light of the provisions of the governing ordinances or plans as they stood at the time when the application for such approval was duly filed.
5. Before acting on any subdivision plan, the Board of Supervisors may hold a public hearing thereon after public notice.

- E. Title Certificate - No Final Plan shall be approved by the Board of Supervisors unless a certificate of title or other proof of a proprietary interest in the land on the part of the Subdivider satisfactory to the Board of Supervisors is furnished.
- F. Application Fee - At the time of filing the application of plans, the Subdivider shall pay to the Board of Supervisors for use by the Township a fee to defray the cost of processing such plans and drafting same on the official map of the Township. The fee shall be determined based on the Township Engineer's estimated cost of processing such plans, and it shall be set by Board of Supervisors.

Section 501 PLANS AND DATA

All applications for final plan approval shall include but not be limited to the following information:

- A. Shall be drawn on mylar or other comparable permanent material and shall be on sheets of at least 17 inches x 22 inches and not larger than 24 inches x 36 inches including a border of one-half inch on all sides except the binding edge which shall be one inch. More than one sheet may be used for larger tracts and must be of the same scale and indexed.
- B. Shall be drawn with waterproof black ink and all records, data, entries, statements, etc., thereon shall also be made with the same type of ink or reproducible typing, except that contour lines when shown, shall be drawn with waterproof brown ink or with diluted waterproof black ink, so that the said contour lines will shown faintly on a print made form the said plan.
- C. Shall be drawn to a scale of one inch equals 100 feet or greater and shall be of sufficient size to clearly show all notations, dimensions and entries. All dimensions shall be shown in feet and decimals of a foot.
- D. Shall contain a title block in the lower right corner with the following:
1. Name under which the subdivision is to be recorded.
 2. Date of plan, graphic scale and location of subdivision.
 3. Name of subdivision owner.
 4. Name and address of the Registered Professional Engineer or Registered Surveyor preparing plan.
- E. All final plans submitted shall be drawn according to the following:

Outside of Subdivision:

1. Roads and other ways by medium solid lines.
2. Property lines of adjacent subdivisions by medium dashed and two dotted lines.
3. Lot lines by light dashed and two dotted lines.
4. Restriction lines, easements, etc., by light dashed lines.

Within Subdivision:

1. Roads and other ways by heavy solid lines.
2. Property lines of subdivision by heavy dashed and two dotted lines.
3. Lot lines by light solid lines.
4. Restriction of building lines by light dashed lines.
5. Easements or other reserved areas by light dashed and two dotted lines.

F. The Final Plan shall show:

1. Primary control points, or benchmarks, approved by the Township Engineer or description and ties to which all dimensions, angles, bearings, and similar data shall be referred.
2. Acreage of each lot or parcel.
3. Tract boundary lines, right-of-way lines of roads, easements and their purpose, and other rights-of-way and property lines of residential lots and other sites with accurate dimensions, bearings or deflection angles, radii, arcs and central angles of all curves.
4. Name and right-of-way width of each road or right-of-way.
5. Location, dimensions, and purpose of all easements.
6. Number to identify each lot or site.
7. Purpose for which sites other than residential are to be used.
8. Building setback line on all lots and sites.
9. Location and description of survey monuments.
10. Names of recorded owners of adjoining unplotted land and zoning classification.
11. Certification of surveyor or professional engineer showing name, address, registration, number and seal.
12. Statement by the owner dedicating roads, rights-of-way, and sites for public use.
13. Protective covenants, if any, in form for recording.
14. Such other certificates, affidavits, endorsements or dedications as may be required in the enforcement of this Ordinance.
15. Certification blocks for the appropriate governing and planning bodies.
16. Street profile data showing existing ground elevations and proposed centerline road grades.

G. Submitted with the final plan shall be the following additional information:

1. Profiles showing existing ground and proposed center-line road grades.
2. Typical cross sections of roadways and sidewalks.
3. A plan showing the size of water pipes and location of valves and fire hydrants.
4. A plan showing the location of manholes, invert elevations, grades and sizes of sanitary sewers.
5. A final grading plan.
6. A sewage disposal plan approved by the Pennsylvania Department of Environmental Resources pursuant to the "Pennsylvania Sewage Facilities Act", (Act 537), as amended and all supplemental documentation which may be required to update the municipality's sewage facilities plan required under said Act.
7. A plan for placement of gas, electric, telephone and cable television service lines, as applicable, pursuant to the rules and regulations of the Pennsylvania Public Utilities Commission.

Section 502 RESUBDIVIDING OR REPLATTING

In the combination or recombination of lots or portions of previously plotted lots, when the resultant lots are increased in road frontage and total area size, so that they reach or exceed the standards of this Ordinance, and the road pattern is in conformity to the Township General Development Plan, the procedures and regulations heretofore described shall be followed except as they may be modified on application to the Planning Commission.

ARTICLE VI

SUBDIVISIONS OF THREE LOTS OR LESS

Section 600 PROCEDURES

The Planning Commission may waive the requirements of Articles IV and V for subdivisions of three lots or less requiring no additional roads or road openings upon application of the subdivider for waiver of said requirements. In the case where a waiver is granted, an application for final plan approval shall be filed with the Planning Commission Secretary along with the plans and data required in Section 601, and shall be processed according to Article V, Section 500.

Section 601 PLANS AND DATA

Plans approved for waiver under Section 600 of this Ordinance shall include but not be limited to the following information:

- A. The proposed plan shall be drawn at a scale of one inch equals 100 feet or greater.
- B. The proposed plan shall be legibly drawn on mylar or comparable permanent material of at least 17 inches x 22 inches and not to exceed 24 inches x 36 inches.
- C. The plan shall show or be accompanied by the following:
 1. Description of covenants.
 2. Title to include:
 - a. Location by municipality, county and State.
 - b. Names and addresses of the owner or owners.
 - c. Names of Registered Professional Engineer or Registered Surveyor who surveyed the property and/or prepared the plan.
 - d. North point, date and graphic scale.
 3. Proposed use of the land.
 4. Lot lines, dimensions and land area of proposed lot. Also, the area remaining in the original parcel.
 5. Existing and proposed roads and/or easements adjacent to the tract.
 6. Available utilities (if public sewer and water source and sewage disposal system should be indicated).
 7. A plan for sewage disposal which is in accordance with the "Pennsylvania Sewage Facilities Act" Act 537, as amended.
 8. Names of abutting property owners.
 9. Statement by the owner dedicating roads, rights-of-way, and sites for public use.
 10. Such other certificates, affidavits, endorsements or dedications as may be required in the enforcement of this Ordinance.

- D. The following additional data shall be submitted upon request by the Planning Commission:
1. Subsurface and drainage conditions of the tract.
 2. Any other data pertinent to the plan.

ARTICLE VII
DESIGN STANDARDS

Section 700 APPLICATION OF STANDARDS

The following minimums and subdivision principles, standards, and requirements will be applied by the Planning Commission and the Board of Supervisors in evaluating the plans for proposed subdivision.

Section 701 LAND REQUIREMENTS

- A. Land shall be suited for the purpose for which it is to be subdivided.
- B. Land subject to hazards of life, health, and safety such as quarry land, open ditches and land subject to flooding shall not be subdivided for residential purposes until all such hazards have been eliminated or unless guarantee is given that adequate safeguards against such hazards are provided by the subdivision plan.

Section 702 ROAD REQUIREMENTS

- A. Proposed roads shall be properly related to Township and State road and highway plans which have been prepared and officially adopted and/or filed as prescribed by law.
- B. Roads shall be logically related to the topography so as to produce usable lots and reasonable grades.
- C. Local roads shall be so laid out as to discourage through traffic, but provisions for road connections into and from adjacent areas will be generally required.
- D. Where a subdivision plat abuts or contains an existing or proposed arterial road, the Planning Commission and the Board of Supervisors may require local access roads, reverse frontage lots, or such other treatment which will provide protection for abutting properties, reduction in the number of intersections with arterial roads and separation of local and through traffic.
- E. Wherever a tract to be subdivided borders an existing half or partial road, the other part of the road shall be plotted within such tract.
- F. Cul-de-sac end roads may be permitted when it is clear that through traffic at such a road end is not essential to the road system in that district, or to the development of adjacent properties in the area, or the topography of the ground prohibits the future extension of the roads.

1. A turn-around with a cartway diameter of eighty (80) feet with a right-of-way diameter of one hundred (100) feet shall be required at the end of all roads.
2. Unless future extension is clearly impractical or undesirable, the turn-around right-of-way shall be placed adjacent to a property line, and a right-of-way of the same width as the road shall be carried to the property line in such a way as to permit future extension of the road into an adjoining tract.

G. If lots resulting from original subdivision are large enough to permit re-subdivision, or if a portion of the tract is not subdivided, adequate road right-of-way to permit further subdivision shall be provided as necessary.

H. Reserve strips, restricting or controlling access to adjacent roads or properties shall be prohibited.

I. Maximum Allowable Grades - Centerline of Roads

Arterial Roads	Six (6) percent
Collector Roads	Eight (8) percent
Local Roads	Ten (10) percent

J. Minimum grades on all roads shall not be less than one (1) percent.

K. Vertical curves of proper and adequate length shall be installed on all road grade changes exceeding one (1) percent.

L. Alignment

1. Whenever road lines are deflected in excess of two (2) degrees, connection shall be made by horizontal curves.
2. To ensure adequate sight distance, minimum centerline radii for horizontal curves shall be as follows:

Arterial Roads	One thousand (1,000) feet
Collector Roads	Two hundred (200) feet
Local Roads	One hundred fifty (150) feet

M. Widths - Minimum road right-of-way widths and cartway (roadway) widths shall be as follows:

<u>Type of Road</u>	<u>Cartway</u>	<u>Right-of-Way</u>
Local	20 feet	50 feet
Collector	24 feet	50 feet
Collector (Serving more than 50 lots)	30 feet	50 feet
Arterial	40 feet	60 feet

1. Additional right-of-way and cartway widths may be required by the Board of Supervisors for the following purposes:
 - a. To promote public safety and convenience.
 - b. To provide parking space in commercial districts and in areas of high density residential development.
 - c. Where a subdivision abuts or contains an existing road of inadequate right-of-way width, additional right-of-way width in conformation with the above standards may be required.

N. Road Intersections

1. Curbs, where required, shall be installed by the subdivider along the roads or where deemed necessary for public safety as determined by the Board of Supervisors. The curbs shall be of the type and material as specified and approved by the Board of Supervisors. All curbs at intersections shall be rounded by a minimum radius of twenty (20) feet.
2. Where the grade of any road at the approach to an intersection exceeds five (5) percent, a leveling area shall be provided with a transitional grade not to exceed two (2) percent for a distance of twenty-five (25) feet from the nearest right-of-way line of the intersection.
3. Multiple intersections of more than four roads shall be prohibited.

O. Road Offsets - Road offsets of less than 125 feet shall be avoided.

P. Reverse Curves - Reverse curves shall have a minimum transient between them of:

Arterial Roads	Three hundred	(300) feet
Collector Roads	One hundred-fifty	(150) feet
Local Roads	One hundred	(100) feet

Q. Alleys shall not be permitted.

R. Private roads may be approved by the Board of Supervisors for roads serving only one lot.

Driveways

1. Driveways shall be located to provide the best visibility possible within the limits of the property that each driveway serves.
2. Driveways shall be constructed not to interfere with roadway drainage. Cross drains shall be constructed beneath the driveway where required to provide adequate drainage.

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Section 703 LOTS

- A. Lots shall be subdivided in accordance with the terms of the Charleston Township Zoning Ordinance.
- B. Subdivision of land other than for residential purposes shall be subject to review by the Planning Commission and the Board of Supervisors insofar as size, depth, width of lots and parking are concerned.
- C. The frontage width of lots fronting a cul-de-sac shall be determined as the width at the building line. The side yard setback requirements will be calculated from the midpoint of the structure along the average length of both sides of the structure.
- D. All lot lines shall be set perpendicular or radial to the centerline of the road whenever possible. All nonradial lines shall be denoted as such on the plat.
- E. Lots abutting local roads shall front upon the roads which parallel the long dimension of the block, if possible.

Section 704 BUILDING LINES

The building lines shall be in accordance with the terms of the Charleston Township Zoning Ordinance.

Section 705 EASEMENTS

- A. Utility and public utility easements shall have a minimum width of fifteen (15) feet and be placed at the side or rear of lots whenever possible. When the Board of Supervisors determines that conditions are suitable for essential services an easement reservation will be required.
- B. Anchor easements shall be approximately four (4) by thirty (30) feet and placed on a lot line.
- C. Aerial easements shall be a minimum of fifteen (15) feet.
- D. Drainage easements with a minimum fifteen (15) foot width shall be provided where necessary.
- E. Where a subdivision is traversed by a water course, there shall be provided a drainage easement or right-of-way conforming substantially with the line of such water course and of such width as will be adequate to preserve natural drainage and provide sufficient width for maintenance purposes.

Section 706 RESERVED AREAS

Reserve strips surrounding the property or areas reserved for any purpose which shall make any area unprofitable for regular or special assessments or which may revert to untended nuisance areas, will not be approved by the Planning Commission and the Board of Supervisors.

Section 707 ROAD NAMES

The Subdivider may choose his road names subject to the approval of the Planning Commission and the Board of Supervisors. No road, other than an extension, may be given the name of an existing road in the Township's postal service area.

Section 708 ACCESS

In subdividing land it shall be done in a manner that will not have the effect of debarring adjacent property owners from access to the roads and ways of the alignments.