
ARTICLE 1345
Plan Requirements

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1345.01 PRE-APPLICATION PROCEDURE

a.) Prior to the preparation of any plans, it is suggested that prospective developers consult with the Pennsylvania Department of Environmental Resources concerning soil suitability when on-site sewage disposal facilities are proposed.

b.) Prospective developers shall consult the U.S.D.A. Natural Resources Conservation District representative concerning erosion and sedimentation control and the effect of soils conditions on the proposed development. At the same time, a determination should be made as to whether or not any flood hazards either exist or will be created as a result of the subdivision or development.

1345.02 PRELIMINARY PLAN

Each subdivider, except for a subdivision of only two (2) lots, shall submit to the City Clerk for transmittal to the City Engineer, a Preliminary Plan. Each application for approval of any Preliminary Plan shall be accompanied by four (4) prints. After the City Engineer reviews the preliminary plan, the City Engineer shall transmit it to the Planning Commission. A Preliminary Plan shall have a horizontal scale of not more than 100 feet to the inch, and a vertical scale of not more than 40 feet to the inch. The overall sheet size will be 24 inches by 36 inches and separate sheets shall be numbered to show their relation to the total sheets. The Preliminary Plan shall show the following information:

- a.) Tract Boundary Lines: Bearing and distances
- b.) Easements: (Existing) Location, width and purpose

- c.) Streets On and Adjacent to the Tract: (Existing) Name and right-of-way width and location; type, width and elevation of surfacing; and established center-line elevations; walks, curbs, gutters, culverts, etc.
- d.) Utilities On and Adjacent to the Tract: Location (Existing and Proposed), size, material, physical condition and invert elevation of sanitary, storm and combined sewers; location and size of water mains; location of gas lines, fire hydrants, electric and telephone poles, and street lights; if water mains and sewer are not on or adjacent to the tract, the direction and distance to, and size of, the nearest ones, including invert elevation and all pertinent data on the sewers.
- e.) Ground Elevations on the Tract: (Existing) (Based on U.S.G.S. datum plane 2 foot contour interval).
- f.) Subsurface Conditions on the Tract: Location and results of tests made to ascertain type and depth of soils, rock and ground water level.
- g.) Other Conditions on the Tract: Water courses, wetlands, rock outcrop, wooded areas, isolated preservable trees over one foot in diameter, house, other structures and other significant features.
- h.) Other Conditions on Adjacent Land: Approximate direction and gradient of ground slope, including any embankments or retaining walls; character and location of buildings, railroads, power lines, towers, and other nearby nonresidential land uses or adverse influences; and other significant features of adjacent unplanned land; for adjacent planned land, refer to the subdivision plan by name, recordation date and number, and show approximate percent build-up, typical lot size and dwelling type.
- i.) Zoning District Boundaries: If any on or within 300 feet of the tract.
- j.) Public Improvements: Highways or other major improvements planned by public authorities for future construction on or near the tract.
- k.) Key Map: (On the plan) Including proposed street system of any adjoining land owned by the subdivider.

- l.) Streets: (Proposed) Names; right-of-way and roadway widths; grades, cross-sections; profiles; similar data for alleys, if any; preliminary design of bridges or culverts, if any.
- m.) Other Rights-of Way or Easements: (Proposed) Location, width and purpose; including street extensions as are necessary to provide adequate street connections to adjacent land.
- n.) Lot Lines, Lot Numbers and Block Numbers.
- o.) Sites: (If any) Reserved or dedicated for parks, playgrounds, or other public uses.
- p.) Minimum Setback Building Lines.
- q.) Site Data: Including number of residential lots, typical lot size, and acres in parks, etc.
- r.) Title and Certificates: Title under which proposed subdivision is to be recorded, with names and address of owner(s) and subdivider, notation stating acreage, scale, north arrow, datum, bench marks, certification and seal of professional engineer or land surveyor, date of survey.
- s.) Approval of Certificates: 1.) A place for signature of Chairman and Secretary of the Planning Commission and date of conditional approval by the Planning Commission. 2.) A place for approval & comment of City Engineer. 3.) A place for approval & comment by the Venango County Planning Commission.

1345.03 PRELIMINARY PLAN REQUIREMENTS

The following information shall be required as part of the Preliminary Plan and shall be prepared by a professional engineer currently registered in the State of Pennsylvania:

- a.) Name of engineer responsible for providing the information required in this section.
- b.) A map showing the location of the proposed subdivision and/or land development with respect to any designated flood plain district, including information on, but not limited to, the one hundred (100) year flood elevations, boundaries of the flood plain districts, proposed lots and sites, fills, flood or erosion protective facilities, and areas subject to special deed restrictions.

- c.) Where the subdivision and/or land development lies partially or completely within any designated flood plain districts, or where the subdivision and/or land development borders on a flood plain district, the preliminary plan map shall include detailed information giving the location and elevation of proposed roads, public utilities and building sites. All such maps shall also show contours at intervals of two (2) feet depending upon the slope of the land and identify accurately the boundaries of the flood plain districts.

1345.04 FINAL PLAN

Each subdivider, except for a subdivision of only two (2) lots, shall submit to the City Clerk for transmittal to the City Engineer a Final Plan. After the city engineer receives the final plan, the City Engineer shall review it and transmit it to the Planning Commission. Each application for approval of any Final Plan shall be accompanied by four (4) prints of the drawings. A Final Plan shall have a horizontal scale of 1 inch equals 40 feet a vertical scale of not more than 40 feet to the inch; an overall sheet side of 24 inches by 36 inches; and separate sheets shall be numbered to show their relation to the total sheets. For large subdivisions, the Final Plan may be submitted for approval in contiguous sections. The Final Plan shall show the following information:

- a.) Primary Control Points (monuments) and Datum (bench marks) to which all dimensions, angles, bearings and elevations are referred.
- b.) Lines, Dimensions, Bearings or Deflection Angles, Radii, Arcs, Central Angles: Tract boundary, rights-of-way, easements, lots, and curves.
- c.) Streets: Names, cross sections, profiles
- d.) Easements: Location and purpose
- e.) Utilities: Cross sections, profiles (including inlets, manholes and culverts)
- f.) Lots: Numbers, block numbers and size of each lot in square feet or acreage.
- g.) Sites Other than Residential Lots: Name, purpose, and size in square feet or acreage.
- h.) Minimum Setback Building Lines: Lots and other sites
- i.) Monuments: Location and description
- j.) Adjoining Unplanned Land: Names of record owners as it appears

in the County Court House.

- k.) Adjoining Planned Land: Reference by record name, date and number as it appears in the County Court House.
- l.) Key Map
- m.) Titles and Certificates: Title under which subdivision is to be recorded; municipality in which subdivision is located; names and addresses of owners(s) and subdivider; notarized affidavit of applicant that he is the recorded owner(s) of the plan and he approves of the plan; scale, north arrow; name, address, certification of professional engineer or land surveyor; date of survey.
- n.) Approval Certificates: A certificate by the City Engineer that either the subdivider has installed all the improvements required by the requirements of the Land Subdivision Code or a proper completion guarantee has been posted, which is available to the City, and in sufficient amount to assure the completion of all required improvements or other method acceptable to City Council for installation of required improvements in accordance with the Third Class City Code; a place for signatures of Chairman and Secretary of the Planning Commission and date of approval and recommendation to the proper legislative body by the Planning Commission; a place for signatures of chief officer and attesting officer of the legislative body in which the subdivision is located and resolution number and date of final approval; a place for review by the Venango County Planning Commission, and a place for approval by the City Engineer.

1345.05 FINAL PLAN REQUIREMENTS

The following information shall be required as part of the Final Plan and shall be prepared by a professional engineer currently registered in the State of Pennsylvania.

- a.) All information required for the submission of the Preliminary Plan incorporating any changes requested by the Franklin Planning Commission.

- b.) A map showing the exact location and elevation of all proposed buildings, structures, roads and public utilities to be constructed within any designated flood plain district. All such maps shall show contours at intervals of two (2) feet and identify accurately the boundaries of the flood prone areas.

Submission of the Final Plan shall also be accompanied, if applicable, by all required permits and related documentation from the Department of Environmental Protection and any other Commonwealth agencies or local municipalities where any alteration or relocation of a stream or watercourse is proposed. In addition, documentation shall be submitted indicating that all affected adjacent municipalities have been notified of the proposed alteration or relocation. The Department of Community Affairs and the Federal Insurance Administrator shall also be notified whenever any such activity is proposed.

1345.06 OFFER OF DEDICATION

Streets, and/or parks and/or other public improvements shown on a subdivision plan to be recorded may be offered for dedication to the municipality by formal notation thereof on the plan or the owner may note on the plan that such improvements have not been offered for dedication to the municipality.

1345.07 IMPROVEMENTS PRIVATE UNTIL DEDICATION

Every street, park or other improvement shown on a subdivision plan that is recorded, as provided herein, shall be deemed to be a private street, park or improvement until such time as the same has been offered for dedication to the municipality and accepted by the legislative body, or until it has been condemned for use as a public street, park or other improvement, or until the proper authorities of the municipality shall have made actual appropriation of the same by acceptances, entry, use or improvement.

1345.08 TWO LOT SUBDIVISIONS

Where the proposed subdivision involves the creation of only two lots, no preliminary or final plans would be required. In lieu thereof, a dimension scale drawing showing the existing and proposed lot lines, existing public and private improvements including, but not limited to, sanitary sewers, storm sewers, other utilities and any easement associated therewith and an affidavit signed by the City Zoning Officer or representative must accompany the application for approval attesting to one of the following:

- a.) That each proposed lot contains adequate area and width to conform to the requirements of the zoning district in which the proposed lots are located; or

- b.) That the proposed lot is to be conveyed to an adjacent property owner and will become part and parcel of the adjacent property owner's existing lot. The remaining portion of the subdivided lot shall contain adequate area and width to conform to the requirements of the zoning district in which the proposed lots are located. However, if adjacent lots are redefined, there shall be no net increase of nonconforming lots. Appropriate legal documentation will be required.
- c.) Request for modifications for a two-lot subdivision shall be the same as for any other subdivision.

1345.09 SUBSEQUENT DIVISION OF LOTS

A lot may be subdivided only once following the adoption of this amendment utilizing the provisions of a two-lot subdivision. Any subsequent division must be submitted under the requirements of a preliminary and final plan review.