

TOWNSHIP OF UPPER ST. CLAIR

CHECKLIST FOR SIMPLE SUBDIVISIONS and/or SIMPLE LAND DEVELOPMENTS

Date Filed _____

Plan Name _____ PLC# _____

Applicant's Name _____ Phone _____

The application and plans for a simple subdivision and/or simple land development must include the following:

- Application form.
- Four (4) copies of plans.
- Application fee and escrow.
- Boundary survey of total proposed subdivision at a scale 1"=50'.
- Survey:
 - A precise legal description of a lot and the graphic delineation of precise lot boundaries.
 - Lot dimensions and areas.
 - All easements and public and private rights-of-way.
 - North point.
 - Graphic scale.
 - Prepared by a professional land surveyor licensed and registered in the Commonwealth of Pennsylvania.
 - The linear closure accuracy shall be in 1:10,000.
 - Drawn on sheets of twenty-two by thirty-four (24" by 36") inches.
- Name of subdivision.
- Name and address of registered surveyor who did survey shown on the plat.
- Lot numbers.
- Area of lots in square feet and acres.
- Legend and notes.
- Front building lines.
- Perimeter setbacks, if any.
- Location map (source: Township Zoning Map).
- Existing streets and rights-of-way on or adjoining the site, including dedicated widths.
- Landowners name(s).
- Landowners address(s).
- Zoning district designations and, if any, boundaries.
- All certifications and clauses as required in Article VIII of the Subdivision and Land Development Code.

If any:

- Existing structures.
- Areas within identified floodplain areas.
- Existing watercourses.
- A statement of modifications granted to the Zoning Code or Subdivision and Land Development Code requirements by the Board of Commissioners, and variances granted to Zoning Code requirements by the Zoning Hearing Board.

NOTE: IN ORDER TO COMPLETE THE TRANSFER OF THE PROPERTY INVOLVED IN THIS PLAN, A NEW DEED MUST BE RECORDED WITH THE ALLEGHENY COUNTY RECORDER OF DEEDS OFFICE. THIS COULD BE DONE AT THE SAME TIME AS THE PLAN IS RECORDED, BUT IN ANY EVENT, IT MUST BE DONE IN ORDER TO COMPLETE THIS TRANSFER. THE ALLEGHENY COUNTY ASSESSMENT OFFICE WILL NOT COMBINE THESE PIECES INTO ONE BLOCK/LOT NUMBER UNTIL A NEW DEED IS RECORDED.