

LAND DEVELOPMENT

158 Attachment 1

Borough of Palmyra

**Exhibit 158-34
Required Submission Documents**

KEY:

PA - Preliminary Application

CP - Conceptual Plan,

App - Application

SD - Subdivision

SP - Site Plan

PR - Preliminary

FI - Final

*Denotes item required for application

Item No.	Item	Minor App.			Major App.			
		PA CP	SD	SP	SD PR	SD FI	SP PR	SP FI
1.	Application form	*	*	*	*	*	*	*
2.	Affidavit of ownership or consent of owner	*	*	*	*	*	*	
3.	Variance application form, if necessary		*	*	*		*	
4.	List of required regulatory approvals		*	*	*		*	
5.	List of requested or obtained design waivers		*	*	*	*	*	*
6.	Application and escrow fees		*	*	*	*	*	*
7.	Proof that taxes, water and sewer and assessments, site plan fees are paid	*	*	*	*	*	*	*
8.	Name and address of owner and applicant	*	*	*	*	*	*	*
9.	Names and addresses of all property owners within 200 feet of the subject property	*	*	*	*	*	*	*
10.	Name, signature, seal and license number of engineer, land surveyor, architect, professional planner, and/or landscape architect, as appropriate	*	*	*	*	*	*	*
11.	Title block denoting type of application, Tax Map sheet, county, municipality, block and lot, and street address	*	*	*	*	*	*	*
12.	Key Map not less than one inch equals 1,000 feet showing location of subject property relative to surrounding streets, municipal boundaries, features on official map and zoning district boundaries within 500 feet	* Gen.	*	*	*	*	*	*
13.	Schedule of all required and proposed zone requirements for lot area, yards, frontage, impervious coverage, buffering, etc.		*	*	*	*	*	*
14.	North arrow to top of sheet, scale and graphic scale	*	*	*	*	*	*	*

PALMYRA CODE

Item No.	Item	Minor App.			Major App.			
		PA CP	SD	SP	SD PR	SD FI	SP PR	SP FI
15.	Signature block for Board Chair, Secretary, Engineer, and Borough Clerk		*	*	*	*	*	*
16.	Certification block as required by Map Filing Law	*		*	*			
17.	Monumentation as required by Map Filing Law		*		*			
18.	Date of property survey	*	*	*	*	*	*	*
19.	One of four standardized sheets as required by Map Filing Law:	*		*	*			
	● 30 inches by 42 inches							
	● 24 inches by 36 inches							
	● 15 inches by 21 inches							
	● 8.5 inches by 13 inches							
20.	Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all center lines and rights-of-way, and center-line curves on streets		*	*		*		*
21.	Lot area of subject property to the nearest tenth in square feet	*	*	*	*	*	*	
22.	Date of original and all revisions	*	*	*	*	*	*	*
23.	Size and location of existing or proposed structures on site and their dimensioned setbacks along with the size and location of existing buildings within 200 feet	*	Gen.	*	*	*	*	*
24.	Location and dimensions of any existing or proposed streets	Gen.	*	*	*	*	*	*
25.	All existing and proposed lot lines, area of lots in square feet and setback lines	*	*	*	*	*	*	*
26.	Copy of, and plan delineation of, any existing or proposed deed restrictions or covenants	Existing only	*	*	*	*	*	*
27.	Any existing or proposed easements on land reserved or dedicated for public use	*	*	*	*	*	*	*
28.	Plan delineation of any proposed development phasing				*	*	*	*
29.	Lot lines, block and lot numbers within 200 feet of subject property in correct reference to subject	*	*	*	*	*	*	*
30.	All existing streets, rights-of-way, and easements on the subject property and within 200 feet	*	*	*	*	*	*	*

LAND DEVELOPMENT

Item No.	Item	Minor App.			Major App.			
		PA CP	SD	SP	SD PR	SD FI	SP PR	SP FI
31.	All watercourses, floodplains, wetlands, wooded areas or other natural features on the subject property and within 200 feet of any existing or proposed streets	*	*	*	*	*	*	*
32.	Nature, extent and boundary limits of wooded areas, dripline of all trees within four inch DBH and other significant features on the subject property	*	*	*	*	*	*	*
33.	Topographical features of subject property from USGS 7.5 minute map	*	*					
34.	Existing and proposed contours at one-foot intervals on subject property and within 200 feet	*			*	*	*	*
35.	Grading plan			*	*	*	*	*
36.	Existing drainage system on site and within 200 feet, including any larger tract on which the property is a part along with a drainage divide map				*	*	*	*
37.	Drainage calculations			*	*	*	*	*
38.	Location and design of proposed stormwater systems	*		*	*	*	*	*
39.	Existing and proposed utilities with details for sanitary sewer, water, telephone, cable TV, and electric on site and within 200 feet				*	*	*	*
40.	Percolation tests for existing and proposed septic disposal areas		*	*	*	*	*	*
41.	Proposed septic system plans			*	*	*	*	*
42.	Soil borings to determine suitability to support construction			*	*	*	*	
43.	Soil erosion and sediment control plan			*	*	*	*	*
44.	Spot and finished elevations at all property corners, corners of all structures and existing or proposed first floor elevations			*	*	*	*	
45.	Road paving and sidewalk cross sections and profiles				*	*	*	*
46.	Construction details as required by ordinance			*	*	*	*	*
47.	Proposed street names				*	*	*	*
48.	New block and lot numbers confirmed by Tax Assessor		*			*		
49.	Landscape and buffer plans showing existing and proposed landscaping, fences, landscaping to be removed, common and botanical names, and maintenance program			*	*	*	*	*

PALMYRA CODE

Item No.	Item	Minor App.			Major App.			
		PA CP	SD	SP	SD PR	SD FI	SP PR	SP FI
50.	Lighting plan and details including the location, height, and type of standards, radius of light and intensity in footcandles			*	*	*	*	*
51.	Solid waste storage and disposal plan			*			*	*
52.	Site identification signs, traffic control signs and directional signs including their location, lighting, dimensions and details			*	*	*	*	*
53.	Sight triangles		*	*	*	*	*	*
54.	Traffic study				*	*	*	*
55.	Vehicular and pedestrian circulation patterns	* Gen.		*	*	*	*	*
56.	Parking plan indicating loading/unloading areas, parking spaces, size and type, aisle width, internal collectors, curb cuts, drives and driveways, and all ingress and egress areas with dimensions including compliance with barrier-free codes			*	*	*	*	*
57.	Preliminary architectural floor plan and elevations (all sides)			*			*	*
58.	Building elevations along each street abutting the property showing all proposed and existing improvements on the subject property and all properties within 100 feet of street frontage on each side of the property						*	*
59.	Statement addressing the standards of conditional uses, as appropriate	*		*			*	*
60.	Letter on behalf of the Borough Council accepting maintenance guarantees					*		*
61.	Affidavit that final plat is exactly the same as the approved preliminary plat. Any changes shall be set forth in the affidavit as exceptions					*		
62.	Borough Engineer's certification relative to improvements					*		*