

PART 5 - INFORMATION TO BE INCLUDED ON OR WITH PLANS

SECTION 500 GENERAL

All plans shall be prepared by a qualified professional engineer, surveyor, and/or a landscape architect licensed and/or registered to practice in the Commonwealth of Pennsylvania, as applicable. The plans shall show, be accompanied by, and be prepared in accordance, with this Part and shall provide sufficient design information to demonstrate conformance with the requirements of Part 8 of this Chapter.

SECTION 501 SKETCH PLAN

A. Drafting Standards.

1. **Scale:** The plan shall be clearly and legibly drawn at a standard scale of not less one inch equals ten feet (1" = 10') to not more one inch equals two hundred feet (1" = 200').
2. **Sheets:** If the Plan is prepared in two (2) or more drawing sheets, a key map showing the location of the sheets and a match line 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).
3. **Presentation:** Plans shall be presented in a clear, legible, coherent, and organized manner.

B. Plan Information.

1. **Location and Identification.**
 - a. Sketch plans shall be clearly marked with the following note, "Sketch Plan – Not to be Recorded."
 - b. The name and address of the owner(s) of the tract (or authorized agent), the developer, and the firm that prepared the plan.
 - c. The file or project number assigned by the firm that prepared the plan, the plan date, and the date(s) of all plan revisions.
 - d. A north arrow, a graphic scale and a written scale.
 - e. A location map, drawn to a scale of a minimum of one inch equals one thousand feet (1"=1,000') relating the subdivision and/or development to at least two (2) intersections of street centerlines. The approximate distance to the intersection of the centerlines of the nearest improved street intersection shall be identified.
 - f. If the tract of land is located within two hundred (200) feet of a Borough or zoning district boundary line(s), the location of such boundary shall be shown and labeled accordingly.
 - g. The source of title (including the deed, lot, and plan of record number) to the subject tract.
 - h. The (tax) parcel identification number(s) for the subject tract.

2. Existing Features.
 - a. Existing contours. Dauphin County Geographic Information System (GIS) topography may be accepted.
 - b. The following items when located within the subject tract:
 - 1) The name and approximate location and approximate dimensions of existing rights-of-way and/or easements relating to streets, cartways, access drives, driveways, alleys, sidewalks, railroads, public utilities, stormwater management facilities, telecommunications, electric, gas, and oil transmission lines. The approximate location of buildings, environmental and topographic features, including, but not limited to, floodplains, wetlands, woodlands, habitats for threatened and endangered species, historic features, cemetery or burial sites, archeological sites, or areas with highly erosive soils.
 - c. When available, the following items when located within two hundred (200) feet of the subject tract:
 - 1) The name adjacent landowners; names and approximate location and approximate dimensions of existing rights-of-way and/or easements relating to streets, cartways, access drives, driveways, alleys, sidewalks, railroads, public utilities, stormwater management facilities, telecommunications, electric, gas, and oil transmission lines. The approximate location (and general use) of buildings, parking areas, floodplains, and wetlands.
 - d. In the case of a plan for which the Subject Tract has an Environmental Covenant executed pursuant to the Pennsylvania Uniform Environmental Covenants Act, Act No. 68 of 2007, 27 Pa. C.S. § 6501-6517 (UECA), the plan shall include the boundary limits of any contamination remaining on site. The application shall include a copy the Environmental Covenant agreement and any required engineering and institutional controls.
 - e. If applicable, proposed protective covenants running with the land.
3. Proposed Features and Plan Information.
 - a. The total approximate acreage of the entire existing tract.
 - b. The zoning district and lot size and/or density, and other requirements of the applicable zoning regulations.
 - c. The approximate layout of lots, with approximate dimensions.
 - d. The total number of lots, units of occupancy, density and proposed land use (if multiple land uses are proposed, the location of each land use shall be indicated).
 - e. The approximate layout of streets and alleys including cartway and right-of-way widths (Appendix G for reference).
 - f. The approximate location and configuration of proposed buildings, structures, parking compounds, streets, access drives, driveways, alleys, sidewalks, easements, and general stormwater facility locations.
 - g. Building setback lines.
 - h. A note on the plan indicating the types of sewer or water facilities to be provided.
 - i. A statement indicating the granting (or proposed to be requesting) of any applicable prior zoning approvals, special exceptions, variances, conditional use, and all related

conditions and dates of approvals, and if applicable all prior modifications or alterations granted by the Borough Council to sections of this Chapter.

SECTION 502 PRELIMINARY PLAN

A. Drafting Standards.

1. **Scale:** The plan shall be clearly and legibly drawn at a standard scale of not less one inch equals ten feet (1" = 10') to not more one inch equals one hundred feet (1" = 100').
2. **Dimensions and Bearings:** The subject tract boundary dimensions shall be in feet and decimals; bearings shall be in degrees, minutes and seconds. The description shall read in a clockwise direction.
3. **Survey Closure:** The survey shall not have an error of closure greater than one (1) foot in ten thousand (10,000) feet.
4. A legend of symbols, lines and appropriate explanatory notes.
5. **Sheets:**
 - a. The sheet size shall be no smaller than eighteen by twenty two (18 x 22) inches and no larger than twenty four by thirty six (24 x 36) inches.
 - b. If the plan is prepared in two (2) or more sheets, a key map showing the location of the phases 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).
6. **Presentation:** Plans shall be presented in a clear, legible, coherent and organized manner.

B. Plan Information.

1. **Location and Identification.**
 - a. Preliminary plans shall be clearly marked with the following label, "Preliminary Plan."
 - b. The proposed development project name.
 - c. The name, address, and telephone number of the owner(s) of the tract (or authorized agent), the developer, and the firm that prepared the plan.
 - d. The file or project number assigned by the firm that prepared the plan, the plan date, and the date(s) of all plan revisions.
 - e. A north arrow, a graphic scale and a written scale.
 - f. A location map, drawn to a scale of a minimum of one inch equals one thousand feet (1"=1,000') relating the subdivision and/or land development to at least two (2) intersections of street centerlines. The approximate distance to the intersection of the centerlines of the nearest improved street intersection shall be identified.
 - g. If the tract of land is located within two hundred (200) feet of a Borough or zoning district boundary line(s), the location of such boundary shall be shown and labeled accordingly.
 - h. The entire existing tract boundary with bearings and distances described to the accuracy requirements of this Chapter.

- i. The source of title (including the deed, lot and plan of record number) to the subject tract.
 - j. The (tax) parcel identification number(s) for the subject tract.
 - k. Utility listing with addresses and telephone numbers, and PA one-call number.
 - l. In the case of a plan for which the Subject Tract has an Environmental Covenant executed pursuant to the Pennsylvania Uniform Environmental Covenants Act, Act No. 68 of 2007, 27 Pa. C.S. § 6501-6517 (UECA), the plan shall include the boundary limits of any contamination remaining on site. The application shall include a copy the Environmental Covenant agreement and any required engineering and institutional controls.
 - m. If applicable, proposed protective covenants running with the land.
2. Existing Features.
- a. The names of all immediately adjacent landowners and the names and plan book record numbers of all previously recorded plans for adjacent projects.
 - b. The location of the benchmark and a notation indicating the datum used.
 - c. Existing contours at a minimum vertical interval of two (2) feet for land with slope of fifteen (15) percent or less and at a minimum vertical interval of five (5) feet for more steeply sloping land. Contours plotted from the United States Geodetic Survey will not be accepted, and Dauphin County Geographic Information System (GIS) Topography will not be accepted in areas where improvements are proposed but should be used beginning fifty (50) feet outside the improvement boundary.
 - d. The following items when located within the subject tract:
 - 1) The location, name and dimensions of existing rights-of-way and/or easements relating to streets, cartways, access drives, driveways, alleys, and sidewalks.
 - 2) The location and size of the following features and related rights-of-way or easements: buildings, public utilities, on-lot utilities, parking areas, and stormwater management facilities.
 - 3) The location of existing rights-of-way for telecommunications, electric, gas and oil transmission lines, and railroads.
 - 4) The size, capacity and condition of the existing stormwater management system and any other facility that may be used to convey storm flows within and from the subject tract.
 - 5) The preliminary plan shall indicate any proposed disturbance, encroachment or alteration to such features including; floodplains, wetlands, woodlands, significant trees, habitats for threatened and endangered species, superfund contaminations, historic features, cemetery or burial sites, archeological sites, and areas with highly erosive soils.
 - e. The following items when located within two hundred (200) feet of the subject tract:
 - 1) The location and name of existing rights-of-way or easements relating to streets, cartways, access drives, driveways, alleys, and sidewalks.
 - 2) As available, the location (and general use) of buildings, public utilities, on-lot utilities, parking areas, and stormwater management facilities including the location and size of related easements.
 - 3) The location of existing rights-of-way for telecommunications, electric, gas and oil transmission lines, and railroads.

- 4) As available, the size, capacity, and condition of the existing stormwater management system and any other facility that may be used to convey storm flows from the subject tract.
 - 5) As available, the location of such features including; floodplains, wetlands, woodlands, significant trees, habitats for threatened and endangered species, historic features, cemetery or burial sites, archeological sites, and areas with highly erosive soils.
3. Proposed Features and Plan Information.
- a. The total acreage of the entire existing tract.
 - b. Identification and disposition of existing buildings and historic features.
 - c. The location and configuration of proposed buildings, parking compounds, streets, access drives, driveways, alleys, sidewalks, shade/street trees, landscaping and all other significant facilities (Appendix G).
 - d. Building setback lines, with distances from the street right-of-way line.
 - e. Existing and proposed easements.
 - f. A typical street cross-section for each proposed street (including alley) and typical cross-section for any existing street (including alley) that will be improved as part of the application. Each cross-section shall include the entire right-of-way width.
 - g. A note on the plan indicating the types of sewer or water facilities to be provided.
 - h. A table indicating the existing zoning district and applicable requirements (including minimums/maximums, etc.) for use, lot size, lot width, setbacks, development density, building height, impervious coverage, access, parking, and other applicable standards.
 - i. The street (including alley) centerline profile for each proposed street, including corresponding centerline stationing, shown on the preliminary plan.
 - j. The layout of streets (including alleys), including cartway and right-of-way widths, pavement types, and the proposed street names.
 - k. The location of sight triangle easements and safe stopping distance at all applicable street, alley, access drive, and driveway intersections in accordance with the latest edition of the PennDOT Design Manual.
 - l. The location and material of existing lot line markers along the perimeter of the entire existing tract.
 - m. The layout of lots, with approximate dimensions.
 - n. The total number of lots, units of occupancy, net density, and proposed land use (if multiple land uses are proposed, the location of each land use shall be indicated).
 - o. Where the proposed subdivision or land development is located partially or wholly within an area prone to frequent flooding (either by impoundment or conveyance) as indicated by the flood boundary and floodway map, profiles, and supporting data, soil type or local historical record; the developer shall supply the location and elevation of all proposed streets, alleys, sidewalks, access drives, driveways, fills, utilities, buildings, stormwater management, and erosion control facilities.
 - p. The location of all tree masses/woodlands and/or large trees on the site, as well as those to remain and those to be removed.

- q. Stormwater management plans and data designed in accordance with the Chapter 9 of the Codified Ordinances of the Borough of Highspire relating to grading / stormwater management.
- r. In the case for the phased installation of improvements:
 - 1) A schedule shall be filed delineating all proposed sections as well as deadlines within which applications for final plan approval of each section are intended to be filed.
 - 2) Each section in any subdivision or land development, except for the last section, shall contain a minimum of twenty-five (25) percent of the total number of dwelling units unless the Highspire Borough Council specifically approves a lesser percentage for one or more of the sections.
 - 3) Sections of the development shall be sequenced in such a manner that each section (together with the previously approved and completed section(s)) shall be physically built to be in full compliance with the Chapter and not be dependent on the construction completed at future phases. Including, but not limited to stormwater management facilities, streets, and utilities.
 - 4) Except for staged construction of streets intended to be extended in subsequent phases, all improvements for each section shall be installed in their permanent configuration. The final wearing course shall be carried in an improvement guarantee until it is finally installed and inspected.
 - 5) It is not necessary for construction in one section to be completed for the next section to be submitted.
 - 6) All subsequent phased final plans shall be submitted within five (5) years of the date of Highspire Borough Council action on the preliminary plan unless otherwise agreed upon by the applicant and Borough. The developer shall take the responsibility to provide the Highspire Borough Council with reasonable notice of delays in the filing of final plans.
 - 7) The applicant shall annually update the Highspire Borough Council regarding the schedule on or before the anniversary date of the preliminary plan approval.
- 4. Certificates, Notifications and Reports.
 - a. Certificate, signature and seal of the qualified professional land surveyor registered to practice in the Commonwealth of Pennsylvania, to the effect that the survey is correct, and certificate, signature and seal of the qualified professional land surveyor, engineer or landscape architect licensed and/or registered to practice in the Commonwealth of Pennsylvania that prepared the plan that all other information shown on the plan is accurate.
 - b. A statement on the plan indicating the granting of any applicable zoning approvals, special exceptions, variances, conditional use, and all related conditions and dates of approvals, and if applicable all prior modifications or alterations granted by the Borough Council to sections of this Chapter.
 - c. Any improvement that encroaches upon an electric transmission line, telecommunications line, gas pipeline, petroleum or petroleum products transmission line, fiber optics, public sewer, public water, etc. located within the tract, the application shall be accompanied by a letter from the owner or lease of such right-of-way (or easement) stating any conditions on the use of the land and the building setback and/or right-of-way (or easement) lines.
 - d. When connection to an existing water and/or sanitary sewer system is proposed, written notification from the authority or certified public utility providing sanitary

sewer and/or water service indicating that sufficient capacity to service the proposed development has been reserved shall be provided (in accordance with current authority or entity standards).

- e. Where the subdivision or land development proposal will generate fifty (50) or more additional trips to or from the site during the development's anticipated peak hour, or the Highspire Borough Council indicates a need for one, a traffic impact study as required by Section 700 shall be submitted with the preliminary plan.
- f. In the case of a plan which requires access to a highway under the jurisdiction of PennDOT, the inclusion of the following plan note:
 - 1) "A Highway Occupancy Permit is required pursuant to Section 420 of the Act of June 1, 1945 (P.L. 1242, No. 428), known as the "State Highway Law," before driveway access to a State highway is permitted. Access to the State highway shall only be as authorized by a Highway Occupancy Permit, and the Highspire Borough Council's approval of this plan in no way implies that such permit can be acquired."
- g. Where the land included in the subject application has a floodplain or other natural resource easement located within the tract, the application shall be accompanied by a copy of the agreement from the party holding the easement stating any conditions on the use of the land.

C. Construction from Preliminary Plan.

1. An appropriately executed Memorandum of Understanding (Appendix D).
2. Posting of all appropriately executed financial securities.
3. Written notices of approval by outside agencies, if applicable:
 - a. Notification from PennDOT that approval of the HOP application has been submitted and/or granted if applicable.
 - b. Notification from Dauphin County Conservation District that an acceptable Erosion and Sedimentation Control Plan/NPDES Plan has been submitted and approved by that agency.
 - c. Notification from DEP that either approval of the Sewer Facility Plan Revision (or Plan Revision Module for Land Development) or Supplement has been granted or that such approval is not required.

SECTION 503 FINAL PLAN AND PRELIMINARY/FINAL PLAN

A. Drafting Standards.

1. Scale: The plan shall be clearly and legibly drawn at a standard scale of not less one inch equals ten feet (1" = 10') to not more one inch equals one hundred feet (1" = 100').
2. Dimensions and Bearings: The subject tract boundary dimensions shall be in feet and decimals; bearings shall be in degrees, minutes and seconds. The description shall read in a clockwise direction.
3. Survey Closure: The survey shall not have an error of closure greater than one (1) foot in ten thousand (10,000) feet.
4. A legend of symbols, lines and appropriate explanatory notes.

5. Sheets:
 - a. The sheet size shall be no smaller than eighteen by twenty two (18 x 22) inches and no larger than twenty four by thirty six (24 x 36) inches.
 - b. If the plan is prepared in two (2) or more sheets, a key map showing the location of the phases 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).
6. Presentation: Plans shall be presented in a clear, legible, coherent and organized manner.

B. Plan Information.

1. Location and Identification.
 - a. Final plans shall be clearly marked with the following label, "Final Plan.", and preliminary/final plans shall be clearly marked with the following label, "Preliminary/Final Plan" where applicable.
 - b. The proposed development project name.
 - c. The name, address, and telephone number of the owner(s) of the tract (or authorized agent), the developer, and the firm that prepared the plan.
 - d. The file or project number assigned by the firm that prepared the plan, the plan date, and the date(s) of all plan revisions.
 - e. A north arrow, a graphic scale and a written scale.
 - f. A location map, drawn to a scale of a minimum of one inch equals one thousand feet (1"=1,000') relating the subdivision and/or land development to at least two (2) intersections of street centerlines. The approximate distance to the intersection of the centerlines of the nearest improved street intersection shall be identified.
 - g. If the tract of land is located within two hundred (200) feet of a Borough or zoning district boundary line(s), the location of such boundary shall be shown and labeled accordingly.
 - h. The entire existing tract boundary with bearings and distances described to the accuracy requirements of this Chapter.
 - i. The source of title (including the deed, lot and plan of record number) to the subject tract.
 - j. The (tax) parcel identification number(s) for the subject tract.
 - k. Utility listing with addresses and telephone numbers, and PA one-call number.
 - l. In the case of a plan for which the Subject Tract has an Environmental Covenant executed pursuant to the Pennsylvania Uniform Environmental Covenants Act, Act No. 68 of 2007, 27 Pa. C.S. § 6501-6517 (UECA), the plan shall include the boundary limits of any contamination remaining on site. The, application shall include a copy the Environmental Covenant agreement and any required engineering and institutional controls.
 - m. If applicable, proposed protective covenants running with the land.
2. Existing Features.
 - a. The names of all immediately adjacent landowners and the names and plan book record numbers of all previously recorded plans for adjacent projects.
 - b. The location of the benchmark and a notation indicating the datum used.

- c. Existing contours at a minimum vertical interval of two (2) feet for land with slope of fifteen (15) percent or less and at a minimum vertical interval of five (5) feet for more steeply sloping land. Contours plotted from the United States Geodetic Survey will not be accepted, and Dauphin County Geographic Information System (GIS) Topography will not be accepted in areas where improvements are proposed but should be used beginning fifty (50) feet outside the improvement boundary.
 - d. The following items when located within the subject tract:
 - 1) The location, name and dimensions of existing rights-of-way and/or easements relating to streets, cartways, access drives, driveways, alleys, and sidewalks.
 - 2) The location and size of the following features and related rights-of-way or easements: buildings, public utilities, on-lot utilities, parking areas, and stormwater management facilities.
 - 3) The location of existing rights-of-way for telecommunications, electric, gas and oil transmission lines, and railroads.
 - 4) The size, capacity and condition of the existing stormwater management system and any other facility that may be used to convey storm flows within and from the subject tract.
 - 5) The plan shall indicate any proposed disturbance, encroachment or alteration to such features including; floodplains, wetlands, woodlands, significant trees, habitats for threatened and endangered species, superfund contaminations, historic features, cemetery or burial sites, archeological sites, and areas with highly erosive soils.
 - e. The following items when located within two hundred (200) feet of the subject tract:
 - 1) The location and name of existing rights-of-way or easements relating to streets, cartways, access drives, driveways, alleys, and sidewalks.
 - 2) As available, the location (and general use) of buildings, public utilities, on-lot utilities, parking areas, and stormwater management facilities including the location and size of related easements.
 - 3) The location of existing rights-of-way for telecommunications, electric, gas and oil transmission lines, and railroads.
 - 4) As available, the size, capacity, and condition of the existing stormwater management system and any other facility that may be used to convey storm flows from the subject tract.
 - 5) As available, the location of such features including; floodplains, wetlands, woodlands, significant trees, habitats for threatened and endangered species, historic features, cemetery or burial sites, archeological sites, and areas with highly erosive soils.
3. Proposed Features and Plan Information.
- a. The total acreage of the entire existing tract.
 - b. Identification and disposition of existing buildings and historic features.
 - c. The location and configuration of proposed buildings, structures, parking compounds, streets, access drives, driveways, alleys, sidewalks, shade/street trees, landscaping, buffer yards, and all other significant facilities (Appendix G).
 - d. Building setback lines, with distances from the street right-of-way line.
 - e. Existing and proposed easements.

- f. A typical street cross-section for each proposed street (including alley) and typical cross-section for any existing street (including alley) that will be improved as part of the application. Each cross-section shall include the entire right-of-way width.
- g. A note on the plan indicating the types of sewer or water facilities to be provided.
- h. A table indicating the existing zoning district and applicable requirements (including minimums/maximms, etc.) for use, lot size, lot width, setbacks, development density, building height, impervious coverage, access, parking, and other applicable standards.
- i. A complete description of the centerline and the right-of-way line for all new streets and alleys. This description shall include distances and bearings with curve segments comprised of radius, tangent, arc, and chord.
- j. The location and material of all proposed and existing permanent monuments and lot line markers, including a note that all proposed monuments and lot line markers are set or indicating when and by whom they will be set.
- k. Lot lines, with accurate bearings and distances, and lot areas for all parcels. Curve segments shall be comprised of arc, chord, bearing and distance. Along existing street and alley rights-of-way, the description may utilize the existing deed lines or road centerlines; along all proposed street rights-of-way, the description shall be prepared to the right-of-way lines.
- l. The final vertical and horizontal alignment for each proposed street, alley, and access drive. All profiles shall show at least the existing (natural) profile along the centerline, proposed grade at the centerline, and the length of all proposed vertical curves. This information may be provided on separate sheets and is not subject to recording with the final plan.
- m. The total number of lots, units of occupancy, net density, and proposed land use (if multiple land uses are proposed, the location of each land use shall be indicated).
- n. Where the proposed subdivision or land development is located partially or wholly within an area prone to frequent flooding (either by impoundment or conveyance) as indicated by the flood boundary and floodway map, profiles, and supporting data, soil type or local historical record; the developer shall supply the location and elevation of all proposed streets, alleys, sidewalks, access drives, driveways, fills, utilities, buildings, stormwater management, and erosion control facilities.
- o. The location of all tree masses/woodlands and/or large trees on the site, as well as those to remain and those to be removed.
- p. A grading plan, which shall include finished land contours and grades, directions of water movement, type of soils, location of water bars or silt fences and ground floor elevations. This information may be provided on separate sheets and is not subject to recording with the final plan.
- q. Stormwater management plans and data designed in accordance with Part 8 of this Chapter and Chapter 9 of the Codified Ordinances of the Borough of Highspire relating to grading / stormwater management.
- r. In the case of Land Development Plans, architectural elevations and other architectural drawings shall be submitted for review by the Borough.
 - 1) Building elevations and other architectural drawings containing the following information shall be provided. Elevations and drawings shall be illustrated to scale showing:

- a) Front, rear and side perspectives of all proposed buildings including building's architectural features, exterior building materials, colors and/or finishes.
 - b) First floor elevations of the building, the height of the building in feet and number of stories and the building's relationship to the finished grade immediately surrounding the building; and
 - c) Spot elevations designating the existing and proposed grading.
- s. Identification of any lands to be dedicated or reserved for public, semi-public or community use.
- t. The final street names as approved by the Borough (and if applicable the Borough Post Master and Dauphin County Emergency Management Agency/911).
- u. In the case for the phased installation of Improvements:
- 1) A schedule shall be filed delineating all proposed sections as well as dates within which applications for final plan approval of each section are intended to be filed.
 - 2) Each section in any subdivision or land development, except for the last section, shall contain a minimum of twenty-five (25) percent of the total number of units unless the Highspire Borough Council specifically approves a lesser percentage for one or more of the sections.
 - 3) Sections of the development shall be sequenced in such a manner that each section (together with the previously approved and completed section(s)) shall be physically built to be in full compliance with the ordinance and not be dependent on the construction completed at future Phases. For example, but not limited to, stormwater management facilities.
 - 4) Except for staged construction of Streets intended to be extended in subsequent Phases, all Improvements for each section shall be installed to the extent where they provide their intended services. The final wearing course shall be carried in an Improvement guarantee until it is finally installed and inspected.
 - 5) It is not necessary for construction in one section to be completed before the next section to be submitted or constructed.
 - 6) In the case of a preliminary plan calling for the installation of improvements beyond the five-year period, a schedule shall be filed by the landowner with the preliminary plan delineating all proposed sections as well as deadlines within which applications for final plan approval of each section are intended to be filed. Such schedule shall be updated annually by the applicant on, or before, the anniversary of the preliminary plan approval until final plan approval of the final section has been granted and any modification in the aforesaid schedule shall be subject to approval of the Highspire Borough Council in its discretion.
4. Certificates, Notifications and Reports.
- a. Certificate, signature and seal of the qualified professional land surveyor registered to practice in the Commonwealth of Pennsylvania, to the effect that the survey is correct, and certificate, signature and seal of the qualified professional land surveyor, engineer or landscape architect licensed and/or registered to practice in the Commonwealth of Pennsylvania that prepared the plan that all other information shown on the plan is accurate.
 - b. A statement, duly acknowledged before an officer authorized to take acknowledgment of deeds and signed by the landowner, to the effect that the

subdivision or land development shown on the plan is the act and the deed of the owner, that all those signing are all the owners of the property shown on the survey and Plan, and that they desire the same to be recorded as such. This statement shall be signed and dated on or after the last change or revision to said plan.

- c. Certificate for approval by the Highspire Borough Council.
- d. Certificate of review to be signed by the Highspire Borough Planning Commission.
- e. Certificate of review to be signed by the Dauphin County Planning Commission.
- f. Certificate to accommodate the Dauphin County Recorder of Deeds information.
- g. A statement on the plan indicating the granting of any applicable zoning approvals, special exceptions, variances, conditional use, and all related conditions and dates of approvals, and if applicable all prior modifications or alterations granted by the Borough Council to sections of this Chapter.
- h. Certificate of dedication of streets and other public property, if applicable.
- i. A note to be placed on the plan indicating any area that is not to be offered for dedication, if applicable.
- j. In the case of a plan which requires access to a highway under the jurisdiction of the PennDOT, the inclusion of the following plan note:

“A Highway Occupancy Permit is required pursuant to Section 420 of the Act of June 1, 1945 (P.L. 1242, No. 428), known as the “State Highway Law,” before driveway access to a State highway is permitted. Access to the State highway shall only be as authorized by a Highway Occupancy Permit, and the Highspire Borough Council’s approval of this plan in no way implies that such permit can be acquired.”
- k. Any improvement that encroaches upon an electric transmission line, telecommunications line, gas pipeline, petroleum or petroleum products transmission line, fiber optics, public sewer, public water, etc. located within the tract, the application shall be accompanied by a letter from the owner or lease of such right-of-way (or easement) stating any conditions on the use of the land and the building setback and/or right-of-way (or easement) lines.
- l. Where the land included in the subject application has a floodplain or other natural resource easement located within the tract, the application shall be accompanied by a copy of the agreement from the party holding the easement stating any conditions on the use of the land.
- m. When connection to an existing water and/or sanitary sewer system is proposed, written notification from the authority or certified public utility providing sanitary sewer and/or water service indicating that sufficient capacity to service the proposed development has been reserved shall be provided (in accordance with current authority or entity standards).

C. As Condition of Recording a Final Plan:

1. An appropriately executed Memorandum of Understanding (Appendix D and D- 1).
2. Posting of all appropriately executed Financial Securities (Section 602).
3. Written notices of approval by outside agencies, if applicable:

- a. Notification from PennDOT that approval of the HOP application has been submitted and/or granted if applicable.
 - b. Notification from Dauphin County Conservation District that an acceptable Erosion and Sedimentation Control Plan/NPDES Plan has been submitted and approved by that agency:
 - c. Notification from DEP that either approval of the Sewer Facility Plan Revision (or Plan Revision Module for Land Development) or Supplement has been granted or that such approval is not required.
4. A controlling agreement when an application proposes to establish a street which is not offered for dedication to the public use.

SECTION 504 LOT ADD-ON PLANS / LOT CONSOLIDATION PLANS / REVISED SUBDIVISION PLANS

A. General.

Plans shall be prepared by a qualified professional land surveyor registered to practice in the Commonwealth of Pennsylvania and shall be subject to the requirements of this Section.

B. Drafting Standards.

1. Scale: The plan shall be clearly and legibly drawn at a standard scale of not less one inch equals ten feet (1" = 10') to not more one inch equals one hundred feet (1" = 100').
2. Dimensions and Bearings: The subject tract boundary dimensions shall be in feet and decimals; bearings shall be in degrees, minutes and seconds. The description shall read in a clockwise direction.
3. Survey Closure: The survey shall not have an error of closure greater than one (1) foot in ten thousand (10,000) feet.
4. A legend of symbols, lines and appropriate explanatory notes.
5. Sheets:
 - a. The sheet size shall be no smaller than eighteen by twenty two (18 x 22) inches and no larger than twenty four by thirty six (24 x 36) inches.
6. Presentation: Plans shall be presented in a clear, legible, coherent and organized manner.

C. Plan Information.

The following information shall be provided on the sheet to be recorded:

1. Location and Identification.
 - a. Plans shall be clearly marked with the label indicating "Final Plan – Lot Add-On Plan", "Final Plan – Lot Consolidation Plan", or "Final Plan – Revised Subdivision Plan", as applicable.
 - b. The proposed project name.
 - c. The names, address, and telephone number of the owner(s) of the tract(s) and all adjacent landowners affected by the proposed conveyance.

- d. The name, address, and telephone number of the firm that prepared the plan, the file or project number assigned by the firm, the plan date, and the date(s) of all plan revisions.
 - e. A north arrow, a graphic scale and a written scale.
 - f. A location map, drawn to a scale of a minimum of one inch equals one thousand feet (1"=1,000') relating the subdivision and/or land development to at least two (2) intersections of street centerlines. The approximate distance to the intersection of the centerlines of the nearest improved street intersection shall be identified.
 - g. If the tract(s) of land is located within two hundred (200) feet of a Borough or zoning district boundary line(s), the location of such boundary shall be shown and labeled accordingly.
 - h. The source of title (including the deed, lot and plan of record number) to both the receiving and conveying tracts.
 - i. The (tax) parcel identification number(s) for the subject tract.
 - j. Tie bars (or "lighting strike") indicating parcels to be joined-in-common.
 - k. Utility listing with addresses and telephone numbers, and PA one-call number.
 - l. In the case of a plan for which the Subject Tract has an Environmental Covenant executed pursuant to the Pennsylvania Uniform Environmental Covenants Act, Act No. 68 of 2007, 27 Pa. C.S. § 6501-6517 (UECA), the plan shall include the boundary limits of any contamination remaining on site. The application shall include a copy the Environmental Covenant agreement and any required engineering and institutional controls.
2. Existing Features.
- a. The names of all immediately adjacent landowners and the names and plan book record numbers of all previously recorded plans for projects adjacent to either the receiving or conveying tract.
 - b. The location, name and dimensions of existing rights-of-way and/or easements relating to streets, cartways, access drives, driveways or alleys, and sidewalks on or adjacent to both the receiving and conveying tracts.
 - c. The location of the following features and any related rights-of-way on both the receiving and conveying tracts: buildings, utilities, stormwater management facilities.
 - d. As available, the location of existing rights-of-ways for telecommunications, electric, gas and oil transmission lines, and railroads.
3. Proposed Features and Plan Information.
- a. The total acreage, total number of lots, and a table indicating the existing zoning district and applicable requirements (including minimums/maximms, etc.) for use, lot size, lot width, setbacks, development density, building height, impervious coverage, access, parking, and other applicable standards.
 - b. An accurate description of the parcel to be conveyed, described to the accuracy requirements of this Chapter.
 - c. The location and material of all proposed and existing permanent monuments and lot line markers, including a note that all proposed monuments and lot line markers are set or indicating when and by whom they will be set.

- d. The location of sight triangle easements and safe stopping distance at all street, alley, access drive, and driveway intersections in accordance with the latest edition of the PennDOT Design Manual.
4. Certificates and Notifications.
 - a. Certificate, signature and seal of the qualified professional land surveyor registered to practice in the Commonwealth of Pennsylvania, to the effect that the survey is correct.
 - b. A statement, duly acknowledged before an officer authorized to take acknowledgment of deeds and signed by the owner of the receiving tract, to the effect that the conveyance as shown on the plan is in accordance with the intent of the landowner, that all those signing are all the owners of the property shown on the survey and plan, and that they desire the same to be recorded as such. This statement shall be signed and dated on or after the last change or revision to said plan.
 - c. A statement, duly acknowledged before an officer authorized to take acknowledgment of deeds and signed by the owner of the conveying tract, to the effect that the conveyance as shown on the plan is in accordance with the intent of the landowner, that all those signing are all of the owners of the property shown on the plan, and that they desire the same to be recorded as such. This statement shall be signed and dated on or after the last change or revision to said plan.
 - d. Certificate for approval by the Highspire Borough Council.
 - e. Certificate of review to be signed by the Highspire Borough Planning Commission.
 - f. Certificate of review to be signed by the Dauphin County Planning Commission.
 - g. Certificate to accommodate the Dauphin County Recorder of Deeds information.
 - h. A statement on the plan indicating the granting of any applicable zoning approvals, special exceptions, variances, conditional use, and all related conditions and dates of approvals, and if applicable all prior modifications or alterations granted by the Borough Council to sections of this Chapter.

SECTION 505 MINOR PLANS

- A. Drafting Standards.
 1. Scale: The plan shall be clearly and legibly drawn at a standard scale of not less one inch equals ten feet (1" = 10') to not more one inch equals one hundred feet (1" = 100').
 2. Dimensions and Bearings: The subject tract boundary dimensions shall be in feet and decimals; bearings shall be in degrees, minutes and seconds. The description shall read in a clockwise direction.
 3. Survey Closure: The survey shall not have an error of closure greater than one (1) foot in ten thousand (10,000) feet.
 4. A legend of symbols, lines and appropriate explanatory notes.
 5. Sheets:

- a. The sheet size shall be no smaller than eighteen by twenty two (18 x 22) inches and no larger than twenty four by thirty six (24 x 36) inches.
6. Presentation: Plans shall be presented in a clear, legible, coherent and organized manner.

B. Plan Information.

The following information shall be provided on the sheet to be recorded:

1. Location and Identification.
 - a. Plans shall be clearly marked with the label indicating "Final Plan – Minor Plan"
 - b. The proposed development project name.
 - c. The name, address, and telephone number of the owner(s) of the tract (or an authorized agent), the developer, and the firm that prepared the plan.
 - d. The file or project number assigned by the firm that prepared the plan, the plan date, and the date(s) of all plan revisions.
 - e. A north arrow, a graphic scale and a written scale.
 - f. A location map, drawn to a scale of a minimum of one inch equals one thousand feet (1"=1,000') relating the subdivision and/or land development to at least two (2) intersections of street centerlines. The approximate distance to the intersection of the centerlines of the nearest improved street intersection shall be identified.
 - g. If the tract of land is located within two hundred (200) feet of a Borough or zoning district boundary line(s), the location of such boundary shall be shown and labeled accordingly.
 - h. The entire existing tract boundary with bearings and distances described to the accuracy requirements of this Chapter.
 - i. The source of title (including the deed, lot and plan of record number) to the subject tract.
 - j. The (tax) parcel identification number(s) for the subject tract.
 - k. Utility listing with addresses and telephone numbers, and PA one-call number.
 - l. In the case of a plan for which the Subject Tract has an Environmental Covenant executed pursuant to the Pennsylvania Uniform Environmental Covenants Act, Act No. 68 of 2007, 27 Pa. C.S. § 6501-6517 (UECA), the plan shall include the boundary limits of any contamination remaining on site. The application shall include a copy the Environmental Covenant agreement and any required engineering and institutional controls.
 - m. If applicable, proposed protective covenants running with the land.
2. Existing Features.
 - a. The names of all immediately adjacent landowners and the names and plan book record numbers of all previously recorded plans for adjacent projects.
 - b. The location of the benchmark and a notation indicating the datum used.
 - c. Existing contours at a minimum vertical interval of two (2) feet for land with slope of fifteen (15) percent or less and at a minimum vertical interval of five (5) feet for more steeply sloping land. Contours plotted from the United States Geodetic Survey will not be accepted, and Dauphin County Geographic Information System (GIS) Topography will not be accepted in areas where improvements are proposed but should be used beginning fifty (50) feet outside the improvement boundary.

- d. The following items when located within the subject tract:
 - 1) The location, name and dimensions of existing rights-of-way and/or easements relating to streets, cartways, access drives, driveways, alleys, and sidewalks.
 - 2) The location and size of the following features and related rights-of-way or easements: buildings, public utilities, on-lot utilities, parking areas, and stormwater management facilities.
 - 3) The location of existing rights-of-way for telecommunications, electric, gas and oil transmission lines, and railroads.
 - 4) The size, capacity and condition of the existing stormwater management system and any other facility that may be used to convey storm flows within and from the subject tract.
 - 5) The plan shall indicate any proposed disturbance, encroachment or alteration to such features including; floodplains, wetlands, woodlands, significant trees, habitats for threatened and endangered species, superfund contaminations, historic features, cemetery or burial sites, archeological sites, and areas with highly erosive soils.
- e. The following items when located within two hundred (200) feet of the subject tract:
 - 1) The location and name of existing rights-of-way or easements relating to streets, cartways, access drives, driveways, alleys, and sidewalks.
 - 2) As available, the location (and general use) of buildings, public utilities, on-lot utilities, parking areas, and stormwater management facilities including the location and size of related easements.
 - 3) The location of existing rights-of-way for telecommunications, electric, gas and oil transmission lines, and railroads.
 - 4) As available, the size, capacity, and condition of the existing stormwater management system and any other facility that may be used to convey storm flows from the subject tract.
 - 5) The location of woodlands, habitats for endangered and threatened species, and highly erosive soils.
3. Proposed Features and Plan Information.
 - a. The total acreage of the entire existing tract.
 - b. Identification and disposition of existing buildings and historic features.
 - c. The location and configuration of proposed buildings, structures, parking compounds, streets, access drives, driveways, alleys, sidewalks, shade/street trees, landscaping, buffer yards, and all other significant facilities (Appendix G).
 - d. Building setback lines, with distances from the street right-of-way line.
 - e. Existing and proposed easements.
 - f. A note on the plan indicating the types of sewer or water facilities to be provided.
 - g. A table indicating the existing zoning district and applicable requirements (including minimums/maximms, etc.) for use, lot size, lot width, setbacks, development density, building height, impervious coverage, access, parking, and other applicable standards.
 - h. The location and material of all proposed and existing permanent monuments and lot line markers, including a note that all proposed monuments and lot line markers are set or indicating when and by whom they will be set.

- i. Lot lines, with accurate bearings and distances, and lot areas for all parcels. Curve segments shall be comprised of arc, chord, bearing and distance. Along existing street and alley rights-of-way, the description may utilize the existing deed lines or road centerlines; along all proposed street and alley rights-of-way, the description shall be prepared to the right-of-way lines.
 - j. On and within two hundred (200) feet of the lots proposed for development, identify the location of all proposed structures, existing floodplain, drainage easements, points of ingress and egress, easements, and sewer and water facilities.
 - k. The capacity and condition of all stormwater management facilities located on, and within, two hundred (200) feet of the lots proposed to be developed must be identified. Any adverse impact to such facilities resulting from increased flows from the site must be addressed in conformance with the provisions of Part 8 of this Chapter and Chapter 9 of the Codified Ordinances of the Borough of Highspire relating to grading / stormwater management.
 - l. In the case of land development plans, architectural elevations and other architectural drawings shall be submitted for review by the Borough.
 - 1) Building elevations and other architectural drawings containing the following information shall be provided. Elevations and drawings shall be illustrated to scale showing:
 - a) Front, rear and side perspectives of all proposed buildings including building's architectural features, exterior building materials, colors and/or finishes.
 - b) First floor elevations of the building, the height of the building in feet and number of stories and the building's relationship to the finished grade immediately surrounding the building; and
 - c) Spot elevations designating the existing and proposed grading.
 - m. Identification of any lands to be dedicated or reserved for public, semi-public or community use.
4. Certificates, Notifications and Reports.
- a. Certificate, signature and seal of the qualified professional land surveyor registered to practice in the Commonwealth of Pennsylvania, to the effect that the survey is correct, and certificate, signature and seal of the qualified professional land surveyor, engineer or landscape architect licensed to practice in the and/or registered of Pennsylvania that prepared the plan that all other information shown on the plan is accurate.
 - b. A statement, duly acknowledged before an officer authorized to take acknowledgment of deeds and signed by the landowner, to the effect that the subdivision or land development shown on the plan is the act and the deed of the owner, that all those signing are all the owners of the property shown on the survey and plan, and that they desire the same to be recorded as such. This statement shall be signed and dated on or after the last change or revision to said plan.
 - c. Certificate for approval by the Highspire Borough Council.
 - d. Certificate of review to be signed by the Highspire Borough Planning Commission.
 - e. Certificate of review to be signed by the Dauphin County Planning Commission.
 - f. Certificate to accommodate the Dauphin County Recorder of Deeds information.

- g. A statement on the plan indicating the granting of any applicable zoning approvals, special exceptions, variances, conditional use, and all related conditions and dates of approvals, and if applicable all prior modifications or alterations granted by the Borough Council to sections of this Chapter.
- h. Certificate of dedication of streets and other public property, if applicable.
- i. A note to be placed on the plan indicating any area that is not to be offered for dedication, if applicable.
- j. In the case of a Plan which requires access to a highway under the jurisdiction of the PennDOT, the inclusion of the following Plan note:
 - “A Highway Occupancy Permit is required pursuant to Section 420 of the Act of June 1, 1945 (P.L. 1242, No. 428), known as the “State Highway Law,” before driveway access to a State highway is permitted. Access to the State highway shall only be as authorized by a Highway Occupancy Permit, and the Highspire Borough Council’s approval of this plan in no way implies that such permit can be acquired.”
- k. Any improvement that encroaches upon an electric transmission line, telecommunications line, gas pipeline, petroleum or petroleum products transmission line, fiber optics, public sewer, public water, etc. located within the tract, the application shall be accompanied by a letter from the owner or lease of such right-of-way (or easement) stating any conditions on the use of the land and the building setback and/or right-of-way (or easement) lines.
- l. Where the land included in the subject application has a floodplain or other natural resource easement located within the tract, the application shall be accompanied by a copy of the agreement from the party holding the easement stating any conditions on the use of the land.
- m. When connection to an existing water and/or sanitary sewer system is proposed, written notification from the authority or certified public utility providing sanitary sewer and/or water service indicating that sufficient capacity to service the proposed development has been reserved shall be provided (in accordance with current authority or entity standards).

C. As Condition of Recording a Minor Subdivision Plan:

- 1. An appropriately executed Memorandum of Understanding (Appendix D) and, if applicable, financial security (Appendix D-1) in accordance with Section 602.
- 2. Written notices of approval by outside agencies, if applicable:
 - a. Notification from PennDOT that approval of the HOP application has been submitted and/or granted if applicable.
 - b. Notification from Dauphin County Conservation District that an acceptable Erosion and Sedimentation Control Plan/NPDES Plan has been submitted and approved by that agency:
 - c. Notification from DEP that either approval of the Sewer Facility Plan Revision (or Plan Revision Module for Land Development) or Supplement has been granted or that such approval is not required.
- 3. A controlling agreement when an application proposes to establish a street which is not offered for dedication to the public use.