



**SUBDIVISION CHECKLIST
GREEN TREE BOROUGH**
Green Tree Planning Commission
10 West Manilla Avenue
Pittsburgh, PA 15220
412-921-1110

TO BE COMPLETED BY BOROUGH:
SD - _____ - _____
DATE STAMP RECEIVED

NOTE TO ALL APPLICANTS:

- This checklist must be completed in its entirety.
- If an item is not applicable, check "N/A."
- Incomplete checklists and submission will be returned to the applicant.
- No action will be taken until the checklist is deemed complete.

Date: _____

Has this plan been previously presented to Green Tree Borough? Yes _____ No _____

Property Information

Property Location (e.g., Address/Lot & Block) _____

Zoning Classification: _____ Proposed Use: _____

Presented for: _____ Advisory _____ Preliminary _____ Final Approval

Applicant Information

Applicant (*please print*): _____

Address: _____

Telephone: _____

Fax: _____

E-mail address: _____

Applicant's Relationship to Owner: _____

Owner Information

Owner (*please print*): _____

Address: _____

Telephone: _____

Fax: _____

E-mail address: _____

Plan Preparer Information

Plan Preparer (*please print*): _____

PA License Number: _____ Discipline: _____

Address: _____

Telephone: _____

Fax: _____

E-mail address: _____

Surveyor Information

Surveyor (*please print*): _____ Date of Survey _____

PA License Number: _____ Discipline: _____

Address: _____

Telephone: _____

Fax: _____

E-mail address: _____

Plan Identification Number: _____ Date: _____

| <u>APPLICATION</u> | <i>YES</i> | <i>NO</i> | <i>N/A</i> |
|---|-------------------|------------------|-------------------|
| 1. Completed original application and 9 application copies | _____ | _____ | _____ |
| 2. Application filing fee | _____ | _____ | _____ |
| 3. Evidence of ownership or proprietary interest | _____ | _____ | _____ |
| 4. A copy of any existing or proposed covenants, deed restrictions, modifications to this ordinance or Zoning Variances granted, that are applicable to the property. | _____ | _____ | _____ |
| If so, describe: _____ | | | |
| _____ | | | |
| 5. Is site located within identified flood plain area? | _____ | _____ | _____ |
| 6. Ten (10) folded copies of Final Plan: | _____ | _____ | _____ |
| • Sheets not to exceed 34" x 44" | _____ | _____ | _____ |
| • Drawn to scale 1 inch = 100' (feet) or less | _____ | _____ | _____ |
| • Certified by PA Registered Land Surveyor as to existing features, design features and boundaries. | _____ | _____ | _____ |
| 7. Date of preparation and any revisions (provide block) | _____ | _____ | _____ |
| 8. Title Block | | | |
| a) Title of Subdivision and Location | _____ | _____ | _____ |
| b) Lot & Block # | _____ | _____ | _____ |
| c) Scale | _____ | _____ | _____ |
| d) Name & Address of Owner | _____ | _____ | _____ |
| e) Name & Address of Applicant | _____ | _____ | _____ |
| f) Name of Plan Preparer | _____ | _____ | _____ |
| g) Deed Book & Volume | _____ | _____ | _____ |
| h) Zoning District | _____ | _____ | _____ |
| i) Green Tree (the Borough) is two (2) words | _____ | _____ | _____ |
| 9. Acreage, lot number, dimensions and bearings of all lots being existing and proposed | _____ | _____ | _____ |
| 10. Lot distances shown in feet and decimals | _____ | _____ | _____ |
| 11. Lot bearings given to nearest 10 seconds | _____ | _____ | _____ |
| 12. Properties, owners and Lot & Block # within 200 feet | _____ | _____ | _____ |
| 13. Building or set back lines | _____ | _____ | _____ |

Subdivision Checklist

| | <i>YES</i> | <i>NO</i> | <i>N/A</i> |
|--|------------|-----------|------------|
| 14. Width of existing and proposed streets and rights-of-way | _____ | _____ | _____ |
| 15. Easements, utilities and areas dedicated to public use | _____ | _____ | _____ |
| 16. Location of existing building and all other structures with spot elevations | _____ | _____ | _____ |
| 17. Structures to be removed indicated by dashed lines | _____ | _____ | _____ |
| 18. Structures to remain indicated by solid lines | _____ | _____ | _____ |
| 19. Acreage to the nearest thousandth of an acre of the tract to be subdivided | _____ | _____ | _____ |
| 20. Existing sanitary system: | | | |
| a) Connections to existing or proposed sanitary system | _____ | _____ | _____ |
| b) Pipe sizes | _____ | _____ | _____ |
| c) Grades and direction of flow | _____ | _____ | _____ |
| d) Location and elevations of manholes and invert elevations | _____ | _____ | _____ |
| 21. Existing storm sewer system: | | | |
| a) Connections to existing or proposed storm sewer system | _____ | _____ | _____ |
| b) Pipe sizes | _____ | _____ | _____ |
| c) Grades and direction of flow | _____ | _____ | _____ |
| d) Location and elevations of manholes and invert elevations | _____ | _____ | _____ |
| 22. Notation on the plan that states the following: A Highway Occupancy Permit is required pursuant to Section 420 of the State Highway Law (P.L. 1242, No. 428 of June 1, 1945). | _____ | _____ | _____ |
| 23. North Arrow | _____ | _____ | _____ |
| 24. Bar Scale | _____ | _____ | _____ |
| 25. Location map with scale | _____ | _____ | _____ |
| 26. Provision for seal for the following: | | | |
| a) Borough Council | _____ | _____ | _____ |
| b) Borough Planning Commission | _____ | _____ | _____ |
| c) Borough Engineer | _____ | _____ | _____ |
| d) Surveyor | _____ | _____ | _____ |
| e) Notary | _____ | _____ | _____ |
| f) County Department of Economic Development | _____ | _____ | _____ |
| g) Recorder of Deeds | _____ | _____ | _____ |

Subdivision Checklist

| | <i>YES</i> | <i>NO</i> | <i>N/A</i> |
|---|------------|-----------|------------|
| 27. Acknowledgment blocks for the following: | | | |
| a) Owners | _____ | _____ | _____ |
| b) Mortgagees | _____ | _____ | _____ |
| c) Council | _____ | _____ | _____ |
| d) Borough Engineer | _____ | _____ | _____ |
| e) Green Tree Planning Commission | _____ | _____ | _____ |
| f) Allegheny County Planning Commission | _____ | _____ | _____ |
| g) Land Surveyor | _____ | _____ | _____ |
| h) Recorder of Deeds | _____ | _____ | _____ |
| 28. Permits: | | | |
| NPDES permits | _____ | _____ | _____ |
| Highway Occupancy Permit (HOP) | _____ | _____ | _____ |
| Planning Modules for Land Development | _____ | _____ | _____ |
| DEP permits | _____ | _____ | _____ |
| 29. <i>Planning Commission Approval Block</i> <i>(example on last page of checklist)</i> | _____ | | |

FOR OFFICE USE ONLY

(to be completed before submission to the Planning Commission):

Submission #: SD - _____ - _____ *Date Application will expire:* _____

| | <i>YES</i> | <i>NO</i> | <i>N/A</i> |
|--|------------|-----------|------------|
| 1. Ownership and Property information agrees with Borough & County Records | _____ | _____ | _____ |
| 2. Meets all Borough Zoning Ordinances | _____ | _____ | _____ |
| 3. Meets all Borough Subdivision Ordinances | _____ | _____ | _____ |

If "No", state why:

| | | | |
|---|-------|-------|-------|
| 4. Existing known utilities have all been identified and easements provided for. | _____ | _____ | _____ |
| 5. Generally agrees with GIS information and other office records (include copy of map) | _____ | _____ | _____ |

| | | | |
|-----------------------------|---------------------|--|--|
| 6. <i>Fees Paid:</i> | <i>Date:</i> | | |
| _____ | _____ | | |
| _____ | _____ | | |
| _____ | _____ | | |

Subdivision Checklist

EXAMPLE:

Planning Commission Approval Block:

| | |
|--|--|
| <p>REVIEWED AND RECOMMENDED BY THE BOROUGH OF GREEN TREE PLANNING COMMISSION,</p> <p>THIS _____ DAY OF _____ 2009.</p> <p>_____ CHAIRPERSON</p> <p>_____ SECRETARY</p> | |
|--|--|