

Checklist for Minor Subdivision
Or Lot Line Adjustment/ Consolidation Plans
Upper Saucon Township

Plans should be prepared on sheets sized 24"x36", or 30"x42", excepting required reduced size plan sets at a scale not smaller than 1"=100', provided all detail can be properly displayed.

- Name and address of Record Owner, Equitable Owner and Developer
- All adjoining subdivisions
- Names of owners of all adjacent land with Tax Map Reference
- Name of proposed subdivision
- Municipalities in which the project is located
- Total tract boundary showing bearings and distances and stating total acreage
- Name, address, and seal of professional responsible for plan
- North arrow
- Scale – graphic and written
- Plan date
- Revision date, if applicable
- Signed certification in accordance with SALDO 424.3
- Location Map not smaller than 1"=1000'
- Current source of title - deed book and page reference or Document ID No.
- Zoning District of tract
- Existing structures on tract and on adjoining tracts within 100' of the property line
- Existing streets on or adjoining tract
(Note: Along State highway, the area between the existing legal right-of-way line and the future right-of-way line is to be reserved for highway use. This area is not offered to the Township for dedication, and is to be included in the area of the adjoining lot. Setbacks should be measured from the future right-of-way line. Along Township routes, the area between the existing legal right-of-way and the future right-of-way should be offered for dedication to the Township. This area should not be included in the area of the adjoining lot.)
- Existing utilities, culverts, or other man-made features within 200' of tract
- Existing easements and utility rights-of-way within 200' of tract
- 2' or 5' contours with USGS datum reference
- Proposed development: lots with dimensions; setback lines; show lot numbers; proposed utilities and drainage facilities with size and material; areas dedicated or reserved for public use (SALDO 283); proposed utility easements and rights-of-way; copies of proposed deed restrictions; location of existing & proposed monuments
- Certification of Ownership, Acknowledgement of Plan, Offer of Dedication, and Guarantee of Placement of Monuments signed by Owner and notarized
- Certificate for Planning Commission recommendation (if applicable)
- Certificate for Board of Supervisors approval
- For all on-site sewage systems show location of probe and percolation holes and proposed absorption area
- Profiles, typical cross-sections and specifications for streets, sanitary sewer, storm drainage, and water system
- Storm Drainage Plan (SALDO 260)
- Erosion and Sedimentation Control Plan (SALDO 281)
- Utility Plan
- Design of bridges or culverts
- Location of existing and proposed water supplies and surface water (well, springs, ponds, and stream) within 100 ft. of property lines.
- Landscaping Plan, where applicable (SALDO 282.48)
- Existing sewage systems (subsurface, municipal and private) of existing lot and neighboring properties
- All soils mapped as per soils information outlined in Component III of PA DEP Planning Module
- Flood plain area and source of data
- All other facilities (surface or subsurface) in use or abandoned (pipelines, transmission lines, etc.)