

SUBDIVISION AND LAND DEVELOPMENT SUBMISSION CHECKLIST

The Elk County Planning Commission will use this checklist as a guide to determine if a Subdivision & Land Development submission has all items required for processing under the requirements of The Elk County Subdivision & Land Development Ordinance 2003 as enacted and amended.

The following items must be included in the formal submission package to be considered a “complete submission”:

- _____ Completed Application Form signed by the applicant or authorized agent
- _____ Required review fee
- _____ Appropriate number of plan prints
- _____ DEP Sewage Planning Module (If Applicable)
- _____ Approval/review from local municipality
- _____ Letters of acceptance from utility companies
- _____ Private Right-of-Way Agreement (If Applicable)
- _____ Utility easements(If Applicable)
- _____ Memorandum of Understanding for Construction of Required Improvements
- _____ Engineering Details: (If Applicable)
 - _____ Roads – profiles & cross-sections
 - _____ Soil Erosion & Sediment Control Plan
 - _____ Stormwater Management Plan
 - _____ Supporting Calculations
 - _____ Written Narrative
 - _____ Utilities
 - _____ Miscellaneous Improvements
- _____ Deed Restrictions

- _____ Owners Association Agreement (If Applicable)
- _____ Improvement Surety Package (If Applicable)
- _____ PennDOT review – Traffic Study or Highway Occupancy Permit (If Applicable)
- _____ Postal Service/Elk County 9-1-1 Street Naming/Address Review (If Applicable)
- _____ Other (specify) _____
- _____

NOTE: This listing is not to be considered inclusive of all requirements, and is to be used as an in-house guide, only.

APPLICANT:

PROJECT NAME: _____

MUNICIPALITY: _____

ECPC File # _____

_____ **Complete Submission**

_____ **Incomplete Submission**

COMMENTS: _____
