



TOWNSHIP OF ROSTRAVER  
BOARD OF COMMISSIONERS

**PRELIMINARY SUBDIVISION CHECKLIST**

Requirements:

All of the following must be COMPLETED at the time of SUBMITTAL. Please note, if ALL THE REQUIREMENTS ARE NOT COMPLETE, YOUR SUBMISSION WILL NOT BE PLACED ON AN AGENDA. Please refer to Subdivision/Land Development Ordinance No. 175 for more specific information.

YES   NO   N/A

1. Six (6) Copies of Plans and one (1) Digital (PDF) \_\_\_\_\_

2. Name and seal of the registered professional engineer who prepared the plan and the registered surveyor who surveyed the property \_\_\_\_\_

3. Applicant's notarized signature \_\_\_\_\_

4. Name by which the subdivision will be recorded \_\_\_\_\_

5. Location of the municipality, county and state \_\_\_\_\_

6. Name and addresses of the owner or owners \_\_\_\_\_

7. Name and addresses of abutting property owners \_\_\_\_\_

8. North point, date and graphic scale \_\_\_\_\_

9. Location map \_\_\_\_\_

10. Existing land uses shall be shown for the subject property and adjacent land areas \_\_\_\_\_

11. Certification blocks for the appropriate governing and planning bodies \_\_\_\_\_

12. Boundary lines with courses and distances clearly marked \_\_\_\_\_

13. Existing easements, their location, width and distance \_\_\_\_\_

14. Contours at vertical intervals of two feet for land areas with slope of 5% or less and at five-foot intervals for land areas with a slope of greater than 5%. Contour lines must extend 10 feet on all sides. \_\_\_\_\_

15. Datum to which contour elevations refer \_\_\_\_\_

- 16. Bench marks 

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- 17. Existing physical features to include:
  - a. Watercourse, culverts, bridges and drains 

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  - b. Buildings, sewers, water mains and fire hydrants, water wells and septic facilities 

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  - c. Street and alleys on or adjacent to the tract, including name, right-of-way widths and cartway widths 

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  - d. Telephone conduit line, electric power transmission lines, petroleum product lines and other significant man-made features 

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- 18. If the proposed subdivision or a part thereof, is located in a designated floodplain, base flood elevation data shall be contained in the plan 

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- 19. Location, Name and Width of all proposed streets and roads cartways, showing the courses and distances traversed by the center line of each. 

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- 20. All rights-of-way, easements and the purposes for which they are to be established. 

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- 21. Lot lines of all parcels 

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- 22. Building lines 

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- 23. A plan showing all areas that would meet the standards for reservations of ground for recreation 

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- 24. A plan of the proposed water distribution system, size of water pipes and location of valves and fire hydrants, or a plan showing the location of individual wells. 

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- 25. A plan of the proposed sanitary sewerage system, with appropriate planning module submitted, or a plan, where required, showing the proposed location and type of on-lot sewage disposal facilities. 

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- 26. Where the preliminary plan covers only a part of the subdivider's entire holding, a sketch shall be submitted of a prospective street layout of the remainder of the land. 

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- 27. Street profiles showing existing ground elevations and proposed center-line street grades 

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- 28. Subsurface condition of the tract \_\_\_\_\_
- 29. Typical cross sections of roadways \_\_\_\_\_
- 30. Construction drawings and plans for storm sewers \_\_\_\_\_
- 31. Grading Plan \_\_\_\_\_
- 32. Draft of protective covenants, if any \_\_\_\_\_
- 33. Time line for phasing \_\_\_\_\_
- 34. Construction Sequence \_\_\_\_\_
- 35. Traffic Impact Study \_\_\_\_\_

Please review this checklist with your surveyor/engineer for completeness, prior to submission.  
Please note, if ALL THE REQUIREMENTS ARE NOT COMPLETE, YOUR SUBMISSION WILL NOT BE  
PLACED ON AN AGENDA.

DATE: \_\_\_\_\_ SUBMITTED BY: \_\_\_\_\_

ENGINEER/SURVEYING COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_