

ANTRIM TOWNSHIP
PLAN REVIEWS CHECKLIST

This checklist is a summation of Chapter 125 and should not be relied on to design a plan, but rather used as a guide to check off that all items have been addressed in accordance with the Code of the Township of Antrim.

Name of plan:	Date of review:
Township Tracking No.:	Name of Reviewer:

ARTICLE IV, Design Standards

§ 125-14. Plan requirements.

The following material shall be submitted by a Pennsylvania licensed surveyor or Pennsylvania licensed engineer with an application for review and approval of Subdivision or Land Development plans:

- | | Y | N/A | |
|----|--------------------------|--------------------------|---|
| A. | <input type="checkbox"/> | <input type="checkbox"/> | Plans are on sheet sizes, 18 inches by 24 inches or 24 inches by 36 inches drawn to a scale not smaller than fifty (50) feet to the inch. |
| B. | <input type="checkbox"/> | <input type="checkbox"/> | The standards for Subdivision and Land Development plans are drawn in accordance with § 125-14(B)(1-9). |
| C. | <input type="checkbox"/> | <input type="checkbox"/> | <u>The following are on the first page of a plan. A cover page must be used if there are multiple pages.</u> |
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | An index. |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Uniform Parcel Identifier Number (UPI). Go to www.franklincountypa.gov/pages/upi.aspx for details. |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Signature blocks for the Franklin County Planning Commission (must be a minimum of 2.5" x 3", the Antrim Township Planning Commission, the Antrim Township Municipal Authority, when applicable, the Greencastle Area Franklin County Water Authority, when applicable, and the Board of Supervisors. If a plan enters into more than one municipality, then the plans must obtain signatures as required by that entity as well. |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | The name and address of the subdivider or developer. |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | The name and address of the owner(s) of the tract. |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | The name, seal, certification statement, and signature of the Pennsylvania licensed engineer and/or Pennsylvania licensed surveyor, as warranted by the magnitude of the project. |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | A location map showing the proposed project in relation to adjacent properties and existing streets in that vicinity of the Township. |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | A statement of acknowledgment in legal form, executed by each owner or equitable owner and acknowledged by a notary public, stating that the applicant is the owner or equitable owner of the land which is the subject of the application and that the application as shown on the plat is the act and deed of the applicant and that it is desired to record same. |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Drawings shall include the source of the survey, topographical features, date of field work and by whom. |

10. ☐☐ The Zoning District, its standards, and minimum area regulations.
11. ☐☐ **The following notes shall apply and be set forth on the first page when applicable to the project:**
- a. ☐☐ During construction a copy of the Township Approved plans must be on site and available at all times.
- b. ☐☐ Township must be notified seven (7) days in advance for a preconstruction meeting.
- c. ☐☐ Any damage to existing Antrim Township roads shall be repaired by the developer to Antrim Township's road construction specifications and to the satisfaction of Antrim Township.
- d. ☐☐ Roads shall be kept free of mud, dirt, stones, and debris for the duration of the project.
- e. ☐☐ All road construction shall be in accordance with Antrim Township's road construction standards in place at time of actual construction.
- f. ☐☐ Construction on a property which is accessed by a public road shall have minimal impact on the road and neighborhood while construction is taking place.
- g. ☐☐ All entrances shall be constructed prior to any excavation taking place. All construction vehicles shall be parked outside of the public rights-of-way and shall only enter and exit the property by means of the construction entrance.
- h. ☐☐ Stormwater swales shall not be altered by any means during any part of the construction of the property, and silt fence shall be placed adjacent to the stormwater swales to prevent any debris and/or alterations to the swales. Where stormwater tiles are required under a driveway, they shall be constructed to be flush with the bottom of the stormwater swales to allow the water to keep flowing through the swale. If a stormwater swale is altered or damaged during construction, the property owner will be responsible for reconstructing the swale as per the approved plan and will bear the expense of the Township Engineer visiting the site to determine if the swale was constructed as per the approved plans.
- i. ☐☐ The Township shall be responsible for ordering and installing signs on all roads to be dedicated to the Township after the developer has paid for them.
- j. ☐☐ Either permanent or temporary stop signs shall be installed at street intersections as soon as the road surface is improved to a mud-free condition.
- k. ☐☐ Utility easements are offered for dedication to their respective Authority upon approval and acceptance of said respective authority.
- l. ☐☐ Road(s) shall be offered to the Township for dedication once development is built out at a minimum of seventy-five (75) percent.
- m. ☐☐ A maintenance bond valid for eighteen (18) months from the date of acceptance must be provided in a form approved by the Township before dedication of road and/or utilities.
- n. ☐☐ No trees, shrubs, fences, buildings, or improvements are permitted within the line of sight.
- o. ☐☐ No trees, shrubs, fences, buildings, or improvements are permitted within any right of ways or easements, existing or proposed, as shown on the plan.
- p. ☐☐ Recreational objects shall not be located, either permanently or temporarily, within the road right-of-way.

- q. ☐☐ The Contractor shall notify the following utilities or agencies at least five (5) days before starting work shown on these drawings (provide current name and phone numbers for each entity):
PA One Call System
Antrim Township
Franklin County Soil Conservation District
Antrim Township Municipal Authority
Gas Transmission
Power Company
Cable Franchiser
Greencastle Area Franklin County Water Authority
- r. ☐☐ All driveways shall be located as shown on the approved plans unless approved by Antrim Township to be re-located at time of driveway permit application.
- s. ☐☐ The distance of all driveways on corner lots must be maximized away from road intersections.
- t. ☐☐ All driveways shall be constructed so as not to impair drainage within the right-of-way, alter the stability of the improved area or change the drainage of the Township road and adjacent areas.
- u. ☐☐ All driveways shall have a minimum fifteen inch (15") culvert pipe or equivalent where a drainage ditch or swale exists.
- v. ☐☐ Driveways serving residential use properties shall be a minimum of twelve (12) feet in width and have at a minimum a five-foot (5') radius.
- w. ☐☐ Residential driveways shall be a paved surface with a four (4) inch minimum depth within the road right-of-way.
- x. ☐☐ All nonresidential driveways and parking areas intended for use by the public shall be paved in their entirety.
- y. ☐☐ **Plans with Cul-de-sacs shall have the following notes:**
- 1) ☐☐ There shall be no more than three (3) driveways off the cul-de-sac.
- 2) ☐☐ Mailbox clusters are required prior to entering the cul-de-sac and shall be shown on the plan. Mailboxes shall not be placed within the area of the cul-de-sac.
- 3) ☐☐ Pillars, piers, monuments, or any other structures are not at any time permitted within the right-of-way of the cul-de-sac.
- 4) ☐☐ If the use is residential; only single-family dwellings are permitted in cul-de-sacs.
- 5) ☐☐ No parking shall be permitted in cul-de-sacs. Signage shall be posted prohibiting parking.
- 6) ☐☐ Two (2) snow easements 20 feet wide x 20 feet long shall be provided at the two o'clock and ten o'clock positions measuring from the edge of the pavement to provide an area for snow to be stockpiled. This area shall remain free of improvements.
- z. ☐☐ Warning: Residents shall expect the smell of farm animals and the manure they produce, chemical sprays, slow-moving agricultural machinery on roads and other by-products of agricultural activity.
- aa. ☐☐ Property owners shall own and maintain all curbs, sidewalks, and/or trails on their property or within the right of way.
- bb. ☐☐ An HOP shall be obtained from Antrim Township/PennDOT for the entrance onto _____.

cc. ☐☐ Any illumination or flood lighting shall be arranged so there will be no glare of lights upon residences or residential district. Lighting shall also be shielded from the roadway.

dd. ☐☐

Notes addressing:

1) ☐☐

Type of sewer and water service and who it is served by.

2) ☐☐

The purpose of the plan.

3) ☐☐

Compliance with parking regulations.

4) ☐☐

The sites impervious area.

5) ☐☐

Types of structures to be erected and a summary table of the number of structures/dwelling units proposed.

6) ☐☐

Estimated EDU's

D. ☐☐

All plans shall show the following:

1. ☐☐

The limits and dimensions of the tract and/or property to be subdivided or developed and the proposed name or identifying title of the project.

2. ☐☐

All existing buildings, railroads, easements, rights-of-way, public lands, tree masses, streams, bodies of water, primary conservation areas, monuments, and other features within one-hundred (100) feet of the Subdivision.

3. ☐☐

The date, scale and North point.

4. ☐☐

Existing and proposed streets, including the name, Township or State Route number, width of the right-of-way and cartway.

5. ☐☐

Names of the owners of adjoining tracts, including those across roads, streams, etc.

6. ☐☐

The location and dimensions (when applicable), of all existing and proposed: monuments.

a. ☐☐

traffic lights, street lights, and street signs.

b. ☐☐

sewer facilities, public or otherwise.

c. ☐☐

perc sites and replacement areas shall be shown.

d. ☐☐

water facilities, public or otherwise.

e. ☐☐

fire hydrants, water lines, water easements etc.

f. ☐☐

stormwater facilities.

g. ☐☐

curbs.

h. ☐☐

sidewalks.

i. ☐☐

primary conservation areas and their easements.

j. ☐☐

tree masses, streams, ponds and other features.

k. ☐☐

buildings and structures, historical and otherwise.

l. ☐☐

railroads

m. ☐☐

easements and/or rights-of-way

n. ☐☐

public lands.

o. ☐☐

Township boundary lines.

p. ☐☐

Zoning lines, if split zoning.

q. ☐☐

driveways in accordance with § 125-17(C)(3)

r. ☐☐

minimum building setback lines.

s. ☐☐

buffer zones and screening.

t. ☐☐

trails.

u. ☐☐

- E. ☐☐ **Plan shows connect to public utilities as required in § 110 entitled “Sewers” and § 143 entitled “Water supply”. Private wells and or septic systems shall comply as set forth in §110.**
- F. ☐☐ **Stormwater management plan prepared pursuant to the requirements of Chapter 126.**
- G. ☐☐ **E&S plans attached. Once stamped by FCCD the stamped set shall be inserted into the plan set.**

§ 125-15 Conservation Practices.

- A. ☐☐ Primary Conservation Areas are shown and protected by easements per § 125-15.
- B. ☐☐ Historically Significant Sites or Structures are shown and preserved in accordance with § 125-15.
- C. ☐☐ Recreational Trails are shown and designed in accordance with § 125-15(C).
- D. ☐☐ Woodland Preservations shown and protected in accordance with § 125-15(D).
- E. ☐☐ Green Designs and Landscape requirements have been met in accordance with §125-15(E).
- F. ☐☐ Conservation Easements have been established and documents submitted in accordance with§ 125-15(F).

§ 125-16. Development Layout.

- A. ☐☐ **Street layout.**
1. ☐☐ Proposed streets integrated with existing and future proposed streets.
2. ☐☐ When street widths vary, the width shall continue until the next intersection.
3. ☐☐ Streets interconnect as far as practicable. When interconnection is not possible, self-looping streets shall be utilized. Cul-de-sacs shall be avoided and allowed only when interconnection or a self looping street is not possible.
4. ☐☐ Streets are designed to make provision for access to all lots and to adjacent undeveloped land.
5. ☐☐ Right of ways are reserved to all adjoining properties to allow for the interconnection of streets.
6. ☐☐ Street length. Streets are a minimum of four-hundred (400) feet in length and not be more than one-thousand-two-hundred (1,200) feet in length before an intersection or directional change for the purpose of traffic calming.
7. ☐☐ Directional changes. Changes in street direction are made by horizontal curves with a minimum radius of five-hundred (500) feet for arterial/collector/industrial/commercial streets and two-hundred (200) feet for residential streets. These radii are to be measured at the center line. Shorter radii may be permitted upon recommendation of the developer's engineer, reviewed and approved by the Township Engineer.
8. ☐☐ **Intersections.** Street intersections shall be designed according to the following standards:
- a. ☐☐ No more than two (2) streets cross at the same point. Street intersections are at right angles wherever possible, and intersections of less than seventy degrees (70°) (measured at the center lines of the streets) shall not be permitted.
- b. ☐☐ Intersecting streets do not enter into the same side of collector, commercial, industrial, or arterial streets at intervals of less than eight-hundred (800) feet.

- c. ☐☐ Streets entering another street from opposite sides are directly opposite each other, or, if necessary, they may be separated by at least two-hundred (200) feet between center lines measured along the center line of the cross street. Greater offsets may be required depending on the importance of the cross street.
- d. ☐☐ Maximum grade within any intersection does not exceed five percent (5%) in any direction, and approaches to any intersection shall follow a straight course within one-hundred (100) feet of the intersection. Grades within one-hundred (100) feet of an intersection shall not exceed ten percent (10%).
- e. ☐☐ Curb radii at intersections are in accordance with §125-16(A)(8)(e).
- f. ☐☐ When average daily trips warrant signalization, a round about shall be used unless justification can be provided that a round about is not sufficient. The round about shall be of a size to accommodate the type of traffic anticipated based on the most current Federal Highway Administration guidelines.
- g. ☐☐ Clear sight distance complies with §125-16(A)(8)(g).
9. ☐☐ Streets are laid out to promote pedestrian circulation.
10. ☐☐ Any development proposed to have sixty (60) or more living units in the entire master sketch plan shall have two (2) or more public roadway points of ingress and egress.....
11. ☐☐ A development planned to have a total of sixty (60) or more living units, preexisting and proposed, utilizing an existing limited (single) access public roadway, shall provide for a second public roadway for ingress and egress.....
12. ☐☐ Street names. Continuations of existing streets shall be known by the same name, but names for other streets shall not duplicate or closely resemble names for existing streets in the Township and/or region. The use of North, South, East, or West shall not be used unless the street crosses SR 16 or SR 11.
- B. ☐☐ Lot layout.**
1. ☐☐ Lot size. The minimum lot size, lot width and building setback line comply with Chapter 150, Zoning.
2. ☐☐ Lot lines. Lot lines are approximately at right angles or radial to street lines so long as reasonably shaped lots result.
3. ☐☐ Through lots. Double frontage lots are to be avoided and generally will not be permitted unless the lots are a minimum of two-hundred (200) feet deep. Along major highways, through reverse frontage lots served by a minor street may be required in order to protect the character of the highway.
4. ☐☐ Percolation tests and soils analysis. Percolation tests and soil analysis shall be required by the Township on each proposed lot in accordance with the rules and regulations of the Pennsylvania Department of Environmental Protection.....
5. ☐☐ Recreational Space. Ten percent (10%) of a residential development shall be set aside for recreational space when proposing an average of five (5) or more residential dwelling units per acre in a development. Details of such recreational area(s) shall be shown on the plans.....
6. ☐☐ Trees and shrubbery shall not be located on any rights-of-way and/or any other easements. Recreational objects shall not be located, either permanently or temporarily, within the road right-of-way.

§ 125-17. Streets, driveways, parking, loading/unloading areas, curbs and sidewalk specifications.

- A. ☐ ☐ **Streets.** Streets have been designed according to their function and laid out in accordance with §125-17 based on their classification.
1. ☐ ☐ Street widths are in accordance with the chart in § 125-17 (A)(1).
2. ☐ ☐ All underground utilities are outside of the cartway of any road.
When utilities need to cross the road they shall do so at a near perpendicular angle. Sewer and water lines shall be permitted in the cartway. When manholes, valves or other appurtenances are located in the cartway, they shall be centered in the middle of the cartway or travel lane.
3. ☐ ☐ Residential Street Standards (Refer to Exhibits A and B).....
4. ☐ ☐ Non Residential Street Standards..... (Refer to Exhibits C and D).
5. ☐ ☐ Dead-end streets, Alleys, and Divided streets are designed in accordance with § 125-17(A)(5).
6. ☐ ☐ Grades meet the standards in § 125-17(A)(6)...
7. ☐ ☐ Vertical curves meet the standards in § 125-17(A)(7).....
8. ☐ ☐ Crowns meet the standards in § 125-17(A)(8).....
9. ☐ ☐ Side slopes meet the standards in § 125-17(A)(9).....
10. ☐ ☐ Blacktop restoration. Any excavated areas on streets shall be restored to the Antrim Township road specifications.
11. ☐ ☐ In addition to other valid reasons, the Township shall not be required to accept for dedication or ordain any street that would not qualify for liquid fuels funding.
- B. ☐ ☐ Construction on a property which is accessed by a public road shall have minimal impact on the road and neighborhood.....construction vehicles shall be parked outside of the public rights-of-way.....the street is clean of mud or debris.....stormwater swales shall not be altered.... (and shall be protected).....
- C. ☐ ☐ **Driveways.**
1. ☐ ☐ Permitting required.....
2. ☐ ☐ Pre-existing access or drives that do not comply shall show proof of being grandfathered.....
3. ☐ ☐ **Driveway standards.** The following general requirements shall be applicable to all driveway and related drainage construction:
- a. ☐ ☐ Each lot created shall have access to a public road.
- b. ☐ ☐ **Location.**
- 1) ☐ ☐ Except for joint-use driveways, no driveway is located within twelve (12) inches of any portion of the side property line.
- 2) ☐ ☐ Driveways do not cross the street right-of-way within five (5) feet of a fire hydrant, catch basin or drain inlet.
- 3) ☐ ☐ Driveways are located in safe relationship to sight distance and barriers to vision. PA Code Title 67, Transportation Chapter 441 (or other applicable PennDOT regulations) criteria shall be used to determine if the location is suitable for sight distance.
- c. ☐ ☐ Shared Access. Shared accesses are encouraged when practicable. When a new access is proposed along Williamsport Pike, Route 11, or Route 16; shared accesses shall be planned for and provided.

- d. ☐☐ **Joint and Cross Access Drives.** Joint and Cross Access Drives shall be required and planned for all non residential driveways as follows:
- 1) ☐☐ Access drives allow circulation between sites wherever feasible.
- 2) ☐☐ The drive speed is posted at 10 MPH having a sufficient width to accommodate two-way traffic.
- 3) ☐☐ Signage for safety and traffic control shall be installed and maintained by the property owner(s).
- 4) ☐☐ Property owners utilizing joint or cross access drives shall record an easement with the deed allowing cross access to and from other properties served by the driveway.
- 5) ☐☐ Property owners utilizing joint use or cross access drives shall record an agreement with the municipality so that future access rights along the driveway shall be granted at the discretion of the municipality and the design shall be approved by the municipal engineer.
- 6) ☐☐ Property owners utilizing joint use or cross access drives shall record a joint agreement with the deed defining the maintenance responsibilities of each of the property owners located along the drive or access.
- e. ☐☐ **Outparcels** shall be served by an internal road or access drive that is separated from the main roadway. All necessary easements and agreements shall be required to be reviewed and approved by the Township solicitor to ensure rights of access and maintenance responsibilities.
- f. ☐☐ **Construction.** Driveway construction complies with §125-17(C)(3).....
- g. ☐☐ **Acceleration and Deceleration Lanes** may be required
- D. ☐☐ **Parking/ loading/ unloading areas** are required in accordance with §125-17(D)...(maintenance, storage area, shared parking, parking analysis, landscaping, illuminations, drainage, circulation, and setbacks)
- E. ☐☐ **Curbs, sidewalks, and shared use trails comply with §125-17(E).**

OTHER:

- * ☐☐ **Township Tracking number is on cover sheet and all correspondence.**
- * ☐☐ Submission in State Plane 83 South once all comments are addressed.
- * ☐☐ Recreation fee paid.
- * ☐☐ R&I fee paid.
- * ☐☐ Financial Security estimate submitted.
- * ☐☐ Standard Stormwater Maintenance and Monitoring Agreement provided.
- * ☐☐ Sewer Facilities planning submitted.
- * ☐☐ Maintenance Agreements as needed have been submitted.
- * ☐☐ Building Numbers shall be shown on the subdivision plan in accordance with §125-18.
- * ☐☐ Traffic lights, traffic controls, pavement makings, lighting, and TIS has been provided and addressed in accordance with §125-19.