



Municipality of Mt. Lebanon

SU 201__ - ____

710 Washington Road
 Pittsburgh, PA 15228
 (412) 343-3684 FAX (412) 343-3753

Minor Subdivision Application Checklist

Preliminary and Final Application Checklist

Name of Minor Subdivision Plan:

			Yes	No	N/A
1	304.1.	Ten (10) copies of the completed application form supplied by the municipality.			
2	304.2.	Filing fee.			
3	304.3.	Evidence of ownership or proprietary interest.			
4	304.4.	A location map showing the plan name and location; major existing thoroughfares related to the site, including the distance therefrom; title, scale and north point.			
5	304.5.	Written evidence of compliance with all other Municipal, County, State and Federal permits required for the plan, if any.			
6	304.6.	A copy of any existing or proposed covenants or deed restrictions applicable to the property.			
7	304.7.	Evidence of any zoning variances granted which are applicable to the property. The application shall not be considered for final approval until the Zoning Hearing Board has granted any necessary zoning variances or until the plat is revised to conform to the zoning requirements at issue.			
8	304.8.	If applicable, special flood hazard area boundaries.			
9	304.9.	A statement requesting any waivers or modifications to the requirements of this Chapter in accordance with Part 12, if applicable.			
10	304.10.	Ten (10) copies of a final plat, all drawings on sheets not exceeding thirty-four inches by forty-four inches (34"x44") accurately drawn to a scale of not less than one inch equals one hundred feet (1"=100') certified by a surveyor as to existing features, design features and boundaries. The final plat shall contain the following information:			
11	304.10.1.	Date of preparation. All revisions shall be noted and dated.			
12	304.10.2.	Title of development; north arrow; scale; county assessment lot and block number; the name and address of the record owner; the name and address of the applicant; the name and address, license number and seal of the person preparing the subdivision. If the owner of the premises is a corporation, the name and address of the president and secretary shall be submitted on the application.			
13	304.10.3.	All distances shall be in feet and decimals of a foot and all bearings shall be given to the nearest ten (10) seconds.			
14	304.10.4.	The names of all adjoining subdivisions showing the location of the nearest streets in such plats.			

Yes No N/A

15	304.10.5.	Survey data showing boundaries of the property, building or setback lines and lines of existing and proposed streets and rights-of-way, lots, reservations, easements and areas dedicated to public use, including grants, restrictions and rights-of-way, to be prepared by a surveyor. The name, address, signature and seal of the surveyor shall be indicated.			
16	304.10.6.	Location of existing buildings and all other structures, including walls, fences, culverts and bridges, with spot elevations of such buildings and structures. Structures to be removed shall be indicated by dashed lines; structures to remain shall be indicated by solid lines.			
17	304.10.7.	Acreage, to the nearest thousandth of an acre of the tract to be subdivided and the area, in square feet, of all lots.			
18	304.10.8.	Plans of proposed sanitary and stormwater systems showing feasible connections to existing or any proposed utility systems. Pipe sizes, grades and direction of flow, locations and inlets, manholes or other appurtenances and appropriate invert and other elevations shall be indicated.			
19	304.10.9.	Identification of the company or authority that will provide water, sewer, gas, electric and other utility services.			
20	304.10.10.	If applicable, a notation on the plat that access to a State highway shall only be authorized by a highway occupancy permit issued by the Pennsylvania Department of Transportation under Section 420 of the State Highway Law (P.L. 1242, No. 428 of June 1, 1945).			
21	304.10.11.	Spaces for the signature of the Chairman and Secretary of the Planning Board; the President and Secretary of the Commission; the municipal engineer; and dates of approval.			
22	304.10.12.	Executed certification clauses as required by the Allegheny County Subdivision and Land Development Ordinance.			
23	304.10.13.	If the subdivision represents the resubdivision, replatting or consolidation of lots of record in a previously recorded plat, reference shall be made in the title to the recorded plat which is being revised.			

Does the preliminary and plan include, or is it accompanied by, the following:

	√		√
Scale of 1" to 100'		Graphic Scale	
Date of Preparation		Map and Parcel Number	
Name of Development		Name and Address of Record Owner	
North Arrow		Name and Address of Applicant	
Location map		Name, Address, License Number, and Seal and Signature of Person Preparing the Survey	

Submitted by:

Signature

Date