

**ARTICLE VI**

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MINOR RESIDENTIAL SUBDIVISION

601. Definition

"Minor Residential Subdivision" shall mean a Subdivision of five (5) lots or less for residential purposes not involving any new streets or easements of access.

602. Criteria to Permit Use of Single Plan Procedure

The Commission shall permit an Application to be submitted and reviewed pursuant to the Single Plan Procedure provided that the Subdivision satisfies the following:

- A. The Subdivision must comply with the Centre County Comprehensive Water and Sewer Plan, as amended;
- B. All lots must abut public water and sewer lines, or be capable of being adequately served by on-lot sewage disposal and on-lot water supply;
- C. All lots must abut an existing public street;
- D. There shall be a total of not more than five (5) lots in the submitted Plan and all prior submissions from the same landholdings.

603. Single Plan Procedure

The following procedure may be utilized to obtain Subdivision Plan Approval where the above criteria, to permit use of the Single Plan Procedure, has been satisfied:

- A. The Applicant shall submit a Final Plan and all necessary related material to the Staff;
- B. Immediately upon receipt of the Final Plan the Staff shall transmit copies of the Plan through the use of a form, entitled: "Notice of Receipt and Declaration of Intent" (See Appendix No. 9), and consistent with Section 605 herein. Thirty-five (35) calendar days shall be allowed for appropriate Municipal review and comment;
- C. Subject to the Applicant's formal submission of a Minor Residential Subdivision Plan, the Municipality shall have an opportunity to respond to the request for

review and comment; and, under the Single Plan Procedure the Staff shall immediately refer the Plan to the Commission for consideration at its next regularly scheduled meeting, see Section 606. If, however, the Municipality chooses not to respond (within the allotted thirty-five (35) day time period) the Commission's action will be final and approval of the Plan shall take place subject to the satisfactory resolution of all applicable Plan Requirements and/or any conditions set by the Commission;

D. In the event that the Municipality responds to the Staff (within the allotted thirty-five (35) day time period) by indicating "No Comment," the Commission's action will be final and approval of the Plan shall take place subject to the satisfactory resolution of all applicable Plan Requirements and/or any conditions set by the Commission;

E. In the event that the Municipality responds to the Staff (within the allotted thirty-five (35) day time period) by providing review comments that include recommendations that would affect the submitted Plan and where such changes are consistent with the intent and purpose of this Ordinance, the Staff shall refer the Municipality's review comments to the Commission at its next regularly scheduled meeting for appropriate action unless the Municipality's recommended changes are agreed upon by the Applicant and Staff. Accordingly, the Commission's action will be final and approval of the Plan shall take place subject to the satisfactory resolution of all applicable Plan Requirements and/or any conditions set by the Commission;

F. Under the Single Plan Procedure it shall not be required that the Municipal Governing Body or its Planning Commission affix their approval signatures to the Final Plan. However, the applicable procedure, as described elsewhere in this Ordinance, for Sewage Enforcement Officers will remain in effect.

604. Final Plan Submission

A Final Plan consistent with the requirements of this Ordinance shall be submitted to the Commission for review and approval. The Final Plan shall be accepted for processing upon receipt of the following:

- A. Five (5) copies of the Final Plan and all supporting data and material;
- B. A completed Application Form;

C. Five (5) copies of a Sewage Disposal Report;

D. Payment of the processing fee.

605. Distribution of Copies

The Commission shall, upon receipt of a properly submitted Final Plan, forward copies of the Final Plan to each of the following, as applicable:

A. Governing Body of the Municipality in which the Subdivision is located;

B. Planning Commission of the Municipality;

C. Sewage Enforcement Officer;

D. Agencies or departments of local, state or federal government, as deemed appropriate by the Staff.

606. Date of Submission for Review

For consideration at the next regularly scheduled meeting of the Commission, the Applicant shall submit his Final Plan and other related documents to the Staff not less than twelve (12) calendar days prior to the scheduled meeting.

607. Commission Action on Final Plan

The Commission shall review the Final Plan, render its decision and communicate said decision to the Applicant not later than ninety (90) days after such Application for final approval is accepted or such additional period of time as may be agreed upon by the Commission and the Applicant in writing. The Applicant shall be notified in writing of the action of the Commission within fifteen (15) days following its decision, and if conditionally approved, specify any changes which shall be required before execution of the Final Plan. If disapproved, the Commission shall specify the defects found and describe the requirements which have not been met and shall, in each case, cite the provisions of the statute or ordinance relied upon.

608. Plan Requirements

Five (5) copies of the Subdivision Plan in the form of a map or series of maps drawn to a scale of one hundred (100) feet to the inch, fifty (50) feet to the inch, or other suitable scale if approved by the Staff, on a sheet size of from 18 x 24 to 42 x 48 inches.

A. The Final Plan shall include the following:

1. Title block, including name of Subdivision, Municipality, and date of Plan;
2. Name and address of the owner of the property;
3. North Point for Subdivision Plan;
4. Graphic scale as well as written scale;
5. Name and address of the registered Professional Land Surveyor and Professional Engineer, where applicable, responsible for the Plan;
6. Deed book and page number for tract or tracts being subdivided;
7. Tract boundaries showing accurate distance and bearings;
8. The names, deed book and page numbers of owners of all abutting un-plotted land and the names, plat book and page numbers of all abutting recorded Subdivisions;
9. All existing property lines with accurate bearings and distances;
10. All existing streets, easements and rights-of-way on or adjacent to the tract, including name, right-of-way width and cartway width, and in the case of easements, the purpose for which the easement may have been established;
11. All existing buildings, sewers, water lines, culverts, natural gas lines, petroleum or petroleum products lines, electric and telephone lines, fire hydrants, and other significant man-made features on or adjacent to the tract;
12. Accurate locations of sinkholes and existing watercourses and the general locations of swamps, tree masses, and other significant natural features;
13. Floodplain lines determined pursuant to Article XI;
14. Lot lines with dimensions to the nearest hundredth foot and bearings to the nearest degree and minute, including a numbering system to identify each lot;

15. Complete curve data including radius, delta angle, tangent, arc, and chord of the existing public street;
16. An indication of the exact location of any proposed storm water collection and/or retention facilities, including but not limited to catchbasins and lines. The final size of each line must be shown as well as the locations of or distances to an existing line to be connected to, with the size of such existing line to be indicated;
17. Site data to include proposed use, number of lots, total acreage of lots being subdivided, number of acres in total tract, number and type of dwelling units and/or structures and the present zoning classification, including minimum lot area required;
18. Existing contours of vertical interval of five (5) feet, or, at such intervals as may be necessary for satisfactory study and planning of the tract, may be required by the Staff. Contour elevations shall be tied to the latest U.S. Geological Survey datum;
19. Location map, at a scale not smaller than two thousand (2,000) feet to the inch, showing the proposed location (Also include North Point);
20. Location and material of all permanent monuments and lot markers;
21. Accurate location and number of all soil log test pits;
22. Setback lines on all lots and other sites not less than the minimum fixed by the Ordinance;
23. Any pedestrian ways or sidewalks that may be provided or may be required by the Commission.

609. Additional Supplemental Requirements

A. Supporting Data

The Final Plan shall be accompanied by the following material where applicable:

1. Where lot sizes are based on public water and/or public sewer facilities, assurance acceptable to the Commission that such facilities can be installed;
2. Such certificates of approval by proper authorities as may have been required by the Commission, including but not limited to certificates from the various utility companies;
3. Detailed design of any bridge, culverts, storm water management facilities or other improvements may be required. These designs may be submitted as separate sheets;
4. One (1) copy of all proposed deed restrictions or lease provisions related to the approval of the proposed Subdivision.

B. Improvements

Where appropriate the Applicant of any Subdivision shall be required to provide the following improvements, or a suitable guarantee pursuant to Article XII hereof, said improvements to be constructed pursuant to the standards contained in this Ordinance or such other standards as may be imposed:

1. Utilities, including where applicable, storm water management facilities and/or storm sewers; electric, gas, telephone and other such improvements;
2. Any other improvements which may be required for approval.

C. Certificates

The following certificates in block form shall be shown on the Final Plan where applicable:

1. Certification by means of a seal of a registered Professional Land Surveyor and Professional Engineer, where applicable, to the effect that the survey and Plan are correct (See Appendix No. 10);
2. Certificate for approval by the Commission;

3. A statement, duly acknowledged before an Officer authorized to take acknowledgments of deed and signed by the owner or owners of the property, to the effect that the Subdivision as shown on the Final Plan is the act and deed of the owner, that he (the Applicant) is the owner of the property of the survey and Plan, and that he desires the same to be recorded as such;

4. Certificate to accommodate the recording information with the Centre County Recorded of Deeds;

5. Certificate indicating the type of sewage disposal to be utilized, consistent with the requirements of Section 414 as contained herein.

610 Design Standards

The Subdivision shall be designed pursuant to the standards contained in Article IV hereof.