

Summit Township Administratively Complete Checklist

Items required to be completed in order for the Township to accept the plan.

PROJECT INFORMATION

Plan Name: _____ Parcel ID No.: _____

Address: _____ Landowner Name: _____

Landowner Address: _____

RESPONSIBLE PERSON INFORMATION

Name: _____ Title: _____

Company: _____ Address: _____

Phone No.: _____ Email: _____

Yes N/A **MINOR SUBDIVISION PLANS:** (10 Lots or Less / No Road Improvements)

- Formal Preliminary Plan Fee - \$200
- Minor Subdivision Fee \$300 + \$25 each additional lot (check to Summit Township)
- Signed & Notarized Subdivision Plan (1 Mylar & 7 Prints – 18”x 24”)
- \$30 Subdivision Recording Fee (check to Recorder of Deeds)
OR will be paid at/after Supervisors Meeting from established escrow funds
- Sewage Facilities Planning Module, waiver, or public sewer availability letter from STSA.

Yes N/A **MAJOR SUBDIVISION PLANS:** (11 Lots or More / Any Road Improvements)

- Developer’s Escrow - \$3,000
- Preliminary Plan Fee - \$1,500 Final Plan Fee - \$1,000 Final Plan Fee (Prelim Plan Waived) - \$2,500
- Erosion & Sedimentation Plan including proposed & existing contours of project site & immediate surrounding area, with proof of submittal to ECCD
- Stormwater Management Plan – including calculations & schedules of values, with proof of submittal to ECCD
- Highway Occupancy Permit – with proof of submittal to PennDOT (plans and application to PennDOT)

Yes N/A **LAND DEVELOPMENT PLANS:**

- Land Development Application
- Developer’s Escrow (check to Summit Township)
- Signed & Notarized Land Development Plan (1 Mylar & 7 Prints – 18”x 24”)
- Erosion & Sedimentation Plan – including proposed & existing contours of project site & immediate surrounding area, with proof of submittal to ECCD
- Stormwater Management Plan – including calculations & schedules of values, with proof of submittal to ECCD
- Greenspace Plan or “Alternate” Plan that is labeled as such (2 prints: 24”x36”)
- Sewage Facilities Planning Module, waiver, or public sewer availability letter from STSA.
- Highway Occupancy Permit – with proof of submittal to PennDOT (plans and app to PennDOT)
- Photometric Lighting Plan
- Sidewalks per Transportation Plan

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Yes No ITEMS NEEDED ON ALL PLANS:

- Name of Subdivision/Land Development
- Name and address of landowner.
- Location Map at minimum scale of 1" = 2000'
- Property corner markers - the location and material of all existing and proposed markers
- Lot lines with Bearings and Distances
- Complete curve data for all curves, including Radius, Delta Angle, Tangent Arc, and Chord.
- Adjoining properties with landowner information
- Street Names
- Zoning District setback lines
- Engineer's or Surveyor's Certification with Seal & Original Signature on Each Plan
- Erie County Department of Planning Review Certificate
- Summit Township Planning Commission Review Certificate
- Landowner Certification Signed and Notarized. Signed Name Must Have Title if Different Than Landowner Name
- Summit Township Board of Supervisors Approval Certificate
- Recording Certificate

Land Development Plan: Complete Page 3

SUMMIT TOWNSHIP USE ONLY

Yes No

- Developer Agreement
- Stormwater O&M Agreement
- Sidewalk Deferral Agreement
- Stormwater Safety Fence Waiver
- Operation Permit - > 1-acre Disturbance
- Stormwater HOP Indemnification – Must Submit Application Info & Utility Plan

Notes:



APPLICATION FOR LAND DEVELOPMENT

PROJECT

PROJECT NAME: _____ DATE: _____
SUBJECT PROPERTY ADDRESS: _____
COUNTY INDEX NUMBER: (40) _____
PURPOSE OF DEVELOPMENT: _____
SIZE OF DEVELOPMENT (area disturbed): _____ acres _____ sq. ft.

ENGINEER

FIRM: _____ PROJECT ENGINEER: _____
MAILING ADDRESS: _____
PHONE NUMBER: _____ EMAIL: _____

LANDOWNER ACTING AS DEVELOPER

If Landowner is not affiliated with Developer, complete Landowner AND Developer sections

LANDOWNER NAME: _____
DBA NAME (if different from Landowner name): _____
AUTHORIZED LANDOWNER REPRESENTATIVE/CONTACT NAME*: _____
***BE ADVISED: Representative is responsible for executing agreements and will serve as a contact person for the landowner**
AUTHORIZED LANDOWNER REPRESENTATIVE/CONTACT TITLE: _____
MAILING ADDRESS: _____
PHONE NUMBER: _____ EMAIL: _____

DEVELOPER (if not affiliated with Landowner)

DEVELOPER NAME: _____
AUTHORIZED DEVELOPER CONTACT/REPRESENTATIVE NAME*: _____
***BE ADVISED: Representative is responsible for executing agreements and will serve as a contact person for the developer**
AUTHORIZED DEVELOPER CONTACT/REPRESENTATIVE TITLE: _____
MAILING ADDRESS: _____
PHONE NUMBER: _____ EMAIL: _____

ESCROW

ESTIMATED DEVELOPMENT COSTS

(excluding land & fixtures)*: \$ _____

* Based upon estimated development costs an escrow account must be established according to the following sliding scale. Check payable to "Summit Township" must accompany this application.

DEVELOPMENT COST

\$0 - \$300,000
\$300,001 - \$750,000
\$750,001 - \$2,000,000
\$2,000,001 +

REQUIRED ESCROW

\$1,000.00
\$1,500.00
\$3,000.00
\$5,000.00