

General Subdivision and Land Development Plan Requirements

This is a general list of plan requirements which would apply to most subdivision and land development plans. This list is meant to provide guidance to surveyors and engineers for what the county requires for subdivision and land development plans. This is a simple list which does not incorporate all potential plan requirements for all types of projects. For more information on requirements specific to your project, please consult the other documents on our website. Plan requirements can also be found in Section 2.2 of the Lycoming County Subdivision and Land Development Ordinance (SLDO).

- Name of the landowner
 - This should be on all plans even if the landowner is not the developer. This should include all deeded landowners.
- Name of developer other than landowner
- Completed ownership signature block
 - The plans should be signed by all deeded landowners. This does not need to be notarized.
- Parcel number
 - The parcel number should be shown in the following format.
 - 00-000-000.A
- Deed reference
- Municipality
- Date plan was drafted and dates for subsequent revisions
- Scale
 - At least two to scale copies of the plans should be submitted to us
 - Scale cannot exceed 200 ft. per inch.
- Name and profession of individual preparing the plan
- Seal from a registered surveyor, engineer, architect, or landscape architect in accordance with the “Engineer, Land Surveyor and Geologist Registration Law” and the “Landscape Architects Registration Law”
- Location map showing adjacent road and highway system and municipal boundaries within ½ mile of the development.
- Tract boundary sketch showing the relationship of lots and boundaries surrounding the development
- Identification of adjoining properties and previously subdivided parcels by property owner, parcel number, and deed reference.
 - We request that surveyors and engineers show previous subdivisions dating back to 1992 on proposed subdivision plans within County Zoning.
- North arrow
- Bearings and Distances
 - Subdivision - Bearings and distances must be shown for all new lots to be subdivided. When two or more parcels are intended to be consolidated into one parcel, the plan must show the bearings and distances of the perimeter boundary of the consolidated parcel.
 - Land Development – Bearings and distances should be shown for the parcel(s) where the land development is occurring.
 - Lease areas – If the development involves a lease area, the bearings and distances of the lease area should be shown on the plan and the lease agreement should reference these bearings and distances.
 - Easements – Bearings and distances should be shown for any easements shown on the plan. If the easement is linear and of the same width the entire length of the easement, then only the

- bearings and distances of the centerline needs to be shown. If the easement area is not a linear shape then the plan must show the bearings and distances of the perimeter of the easement.
- **Do not use the county's parcel information for your parcel boundary. County parcel data is for reference purposes only.**
 - Existing and proposed pins set in the field
 - If the parcel being developed has two or more parcels within the same deed description, show the lot lines of the parcels within that deed on the plan.
 - The acreage and/or square footage of proposed and existing lots within the development area.
 - The area of the lot should not include the area of any public or private right-of-ways within the lot area.
 - Consecutive numbering or labeling system for each lot.
 - Zoning district information including (**bolded must be included on all plans**)
 - **Zoning district classification**
 - **Zoning district boundaries which contact the property to be developed**
 - **Setbacks, minimum lot width, minimum lot area**
 - ISP (Impervious Surface Percentage) and FAP (Floor Area Percentage) and the calculations to determine them may be required to be shown on the plan when a proposed subdivision or land development seems likely to exceed either of these requirements. Consult with county planning staff and/or the municipal zoning officer to determine if this will be an issue.
 - Parking, lighting, landscaping, and signs when required by the zoning ordinance.
 - Other modifications to the plan may be required when required by the county or municipal zoning ordinance to demonstrate that the development will meet zoning ordinance requirements.
 - Existing and proposed site features
 - Location, size, and other pertinent information related to:
 - Fill, structures, roadways, driveways, sidewalks, paths, parking areas, trails, recreation areas, utilities, exterior lighting, landscaping, fences, watercourses, floodplains, wooded areas, wells of any kind, sewers, public/private water mains, sewage facilities, gas pipelines, culverts, overhead and underground transmission lines and distribution lines, fire hydrants, benchmarks, signs, and other significant natural or man-made features on the site.
 - PA One call information
 - Existing/proposed public/private roads (*SLDO Section 4.1*)
 - This would include any right-of-ways
 - Location and name including state route and township route numbers
 - Dimensions including right-of-way and cartway widths for any roads which will be accessed by the development.
 - Please see the access management guide for more information on requirements related right-of-ways, roads, highway occupancy permits, and other SLDO access management requirements.
 - Floodway, flood fringe, and 500 year floodplain (*SLDO Section 4.6*)
 - Developments occurring within a floodplain should contain the following note on the plan:
 - This subdivision/land development is located within the floodplain. Any development of lots within the subdivision/land development must occur in conformance with all federal, state, and local floodplain management regulations.
 - Contours may be required for plans dependent on the intensity of development and if sewage facilities are proposed.
 - Please reference the guidance documents for more information on plan requirements related to sewage and utilities, access management, stormwater management, and erosion & sedimentation control.