

**DALLAS TOWNSHIP  
MAJOR LAND DEVELOPMENT SUBDIVISION CHECKLIST**

**THE INFORMATION CONTAINED HEREIN REPRESENTS A GENERAL OVERVIEW OF CERTAIN REQUIREMENTS RELATED TO A PROPOSED MAJOR SUBDIVISION OR LAND DEVELOPMENT OF PROPERTY. THIS INFORMATION DOES NOT CONTAIN ALL REQUIRED AND/OR RELEVANT INFORMATION NECESSARY FOR THE SUBMISSION OF A MAJOR SUBDIVISION APPLICATION AND PLAN UNDER THE DALLAS TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT ORDINANCE. THIS INFORMATION IS SOLELY DESIGNED TO PROVIDE A LIMITED DEGREE OF ASSISTANCE TO THE APPLICANT. THEREFORE DALLAS TOWNSHIP DOES NOT WARRANT OR REPRESENT THAT COMPLIANCE WITH THE INFORMATION ADDRESSED WITHIN THIS BASIC CHECKLIST WILL RESULT IN FULL COMPLIANCE WITH THE DALLAS TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT ORDINANCE AND/OR RESULT IN SUBDIVISION APPROVAL. TO INSURE THAT YOUR APPLICATION AND PLANS ARE CORRECT AND COMPLETE, PLEASE REFER TO THE COMPLETE TEXT OF THE DALLAS TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT ORDINANCE.**

1. A survey drawing of the subject property on sheets sizes 24 inches by 36 inches, with the surveyor's seal and certification of accuracy, at a scale of:  
  
    1" = 20' for sites two acres or less.  
    or  
  
    not greater than 1" = 50" for sites in excess of two acres.  
  
    The plan shall include the date of original submission and the date of each subsequent revised submission
2. Certification of ownership.
3. Boundary, size and dimensions of lot prior to subdivision.
4. A copy of the deed description of the existing lot of record and legal description of proposed lots.
5. The boundary, size and dimensions of all proposed lots, with identification numbers for each lot.
6. A location map of site, at a scale of not greater than 1" = 2,000'.
7. The Zoning District(s) in which the property is located with the applicable required minimum building setback lines.

8. Names of adjacent/adjoining property owners, with Block and Lot Number from the Luzerne County Assessor's Office.
9. A written narrative with sufficient detail, attached to the subdivision application, to explain the purpose of the proposed subdivision and the intended use and disposition of the subdivided property.
10. All existing man-made features including, but not limited to, structures, streets, driveways, farm roads, woods, roads, buildings, foundations, walls, wells, drainage fields, utilities, fire hydrants, and storm and/or sanitary sewers. All existing streets, including streets of record (recorded but not constructed) on or abutting the tract, shall include names, right-of-way widths, cartway (pavement) widths and approximate grades.
11. Name of the subdivision, e.g., "The John Smith Subdivision", and further identified as being either the Preliminary Plan or Final Plan.
12. Location, size and nature of any existing or proposed easements, including utilities.
13. All existing and/or proposed covenants running with the land including but not limited to:
  - a. the maintenance of proposed open space or recreational facilities.
  - b. the maintenance any site improvements which will not be dedicated and/or accepted by Dallas Township as public improvements.
  - c. the maintenance of any natural or man-made drainage aspects of the development which will not be dedicated and/or accepted by Dallas Township as public improvements.
14. Construction Plans which include, where applicable, preliminary design, preliminary profiles, typical cross-sections and specifications for the construction or installation of streets, sidewalks, sanitary sewers, sewage treatment facilities, storm drainage facilities, water lines, bridges or culverts.

**Please note that the use rock lined swales within the public right-of way and/or any other location intended to be dedicated to the Township is expressly prohibited.**

Any offers of dedication of proposed improvements, signed by the owner of the property and properly notarized. Acceptance, laying out and opening of streets shall be in conformance with 53 P.S. § 67304 et seq. of the Second Class Township Code.

15. An itemized cost estimate of all proposed improvements which are prepared and sealed by a professional engineer

16. Existing and proposed contours of the site at vertical intervals of

- not more than five (5) feet for land with an average natural slope of five (5%) percent or less.
- not more than ten (10) feet for land with an average natural slope exceeding five (5%) percent.
- not more than twenty (20) feet for land with an average natural slope exceeding fifteen (15%) percent.

Topography for major subdivisions or land development shall be prepared by a professional land surveyor or professional engineer from an actual field survey of the site or from stereoscopic aerial photography and shall be coordinated with official U.S.G.S. benchmarks.

17. Existing watercourses, streams, ponds, wetlands, floodplain and/or flood prone areas, rock outcrops and vegetative cover conditions on the property according to general cover type including cultivated land, permanent grass land, meadow, pasture, old field, hedgerow, woodland, and trees described by plant community, relative age and condition within the proposed subdivision or land development.

With regard to wetlands, all plans must specifically address the subject of as to whether any wetlands are located upon the site. If no wetlands are located within the site, a certification of the absence of wetlands shall be so noted upon the plan, which is certified by a person with appropriate training and experience in the identification of wetlands. If wetlands are located within the site, a delineation of all wetlands boundaries, upon the site shall be provided by a person with appropriate training and experience in the identification of wetlands. The inclusion of wetlands upon the site shall require a complete survey, delineation and total acreage of said wetlands boundaries included upon the plans.

18. Submission of stormwater management plans, in conformance with the standards and requirements as set forth in Chapter 72 of the Code of Dallas Township. All stormwater management plans, including the design of proposed improvements thereunder must be prepared and sealed by a licensed professional engineer, who should closely examine the requirements of the " TOBY CREEK AND BOWMAN'S CREEK WATERSHED STORM WATER MANAGEMENT ORDINANCE " prior to the preparation and submittal of all plans.

19. Submission and approval of a Soil Erosion and Sedimentation Plan and/or an NPDES Permit.

20. Soil series, types and phases, as mapped by the U.S. Department of Agriculture,

Natural Resources Conservation Service in the published Soil Survey for the County, and accompanying data published for each soil relating to its suitability for construction. If applicable, developments where on-site sewage disposal systems will be used, must include the location where the soils evaluation testing was conducted for each lot.

A copy of the Sewage Enforcement Officer's report from Dallas Area Municipal Authority is required when on-site sewage disposal is proposed.

21. Submission and approval of appropriate DEP Planning Module.
22. Letter from all applicable utility companies with letter of commitment for service.
23. If the property is located on a State Legislative Route, County Road or a Township Road, the applicant must secure a "Highway Occupancy Permit" from PennDOT, Luzerne County or Dallas Township and indicate such on the plans. If the application does not include any proposed use, development and/or construction upon the subject property or properties at the time of subdivision, then the plans must include appropriate language which states the owner's responsibility to secure such a permit prior to any use, development and/or construction which requires access onto a State, County or Township road.
24. All plans shall contain the following notice in compliance with PA. Act 287:

CALL BEFORE YOU DIG!

BEFORE YOU DIG ANYWHERE IN PENNSYLVANIA  
CALL 1-800-242-1776  
PA ACT 287 OF 1974 REQUIRES THREE  
WORKING DAYS NOTICE TO UTILITIES  
BEFORE YOU EXCAVATE, DRILL OR BLAST  
PENNSYLVANIA ONE CALL SYSTEM INC.

25. A total of 10 prefolded copies of all drawings, plans and supporting documentation must be submitted to the Township not less than 21 days prior to next scheduled meeting of the Dallas Township Planning Commission. Submission must be accompanied by required Township Fees: **See Attached Fee Schedule.**
26. An executed written agreement under which the applicant agrees to fully reimburse the Township for any and all consulting fees incurred resulting from the review of plans, applications and supporting information, data and/or reports or studies. In providing for such an agreement, the Planning Commission, at its discretion, may require the applicant to establish an escrow account in a manner arranged for the Township's withdrawal of funds for the payment of consulting fees incurred by the Township.

27. Submission of application, plans, and applicable fee to the Luzerne County Planning Commission. For questions regarding County fees call (570) 825-1560. All plans must be submitted by the applicant to the Luzerne County Planning Commission for its review and comment prior to final action by Dallas Township. The County is required to respond to the Township within 30 days.
28. A 3"x5" blocked area for signature by the Dallas Township Planning Commission, which indicates the approval of the plan, and the date of approval.
29. A 3"x5" blocked area for the signature of the appropriate official of the Luzerne County Planning Commission, indicating the plan was reviewed by the Luzerne County Planning Commission, and the date of review.