

**UPPER SALFORD TOWNSHIP
SUBMISSION, PROCESSING AND REVIEW OF SUBDIVISION AND LAND DEVELOPMENT PLANS
UNDER THE UPPER SALFORD TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT
ORDINANCE OF 2000, AS AMENDED**

INTRODUCTION

The Upper Salford Township Subdivision and Land Development Ordinance of 2000 (SALDO) departs from prior practice and procedure for the submission and processing of subdivision and land development plans within the Township. The new procedures are consistent with the requirements of the Municipalities Planning Code and are intended to encourage a full ranging and free discussion of issues relating to land development and subdivision plans. The process aims to identify and, if possible, resolve potentially divisive issues prior to the expenditure by a landowner or applicant of significant engineering and legal costs.

The SALDO incorporates a three-step process for plan submission and review, including 1) an optional sketch plan; 2) a conceptual preliminary plan (if no sketch plan was submitted) and a detailed preliminary plan; and 3) a final plan. A more detailed description of each of these plans follows.

The following description of the process for submission and processing of subdivision and land development plans is intended to provide a general outline of those processes. This should not be construed as a substitution for or contradiction of any specific provision of the SALDO. Applicants should review the SALDO for specific plan submission requirements, deadlines, and for information relating to the number of copies to be provided for review.

Auto CAD Submissions

All initial preliminary plan submissions and revisions, all detailed preliminary plan submissions and revisions and all final plan submissions and revisions submitted to the Planning Commission for review shall be provided in Auto CAD file.dwg or.dxf of the most current Auto CAD version or such format or version as may be required by the Township Engineer. Submission shall be provided on CD-RW media or in such form as requested by the Township Engineer. In addition, all plan submissions shall include GIS location designation for all tracts or parcels which are subject to the application.

Applicants are encouraged at all points in the plan review process to consult with the Planning Commission regarding specific aspects of the plan submission.

A. SKETCH PLAN

The submission of a Sketch Plan is optional. The Township intends through the Sketch Plan process to provide an opportunity for applicants to present their ideas for the subdivision or land development of a tract. The applicant will be free to identify and discuss all issues which may arise from the proposed development prior to the expenditure of significant engineering fees, and free from the time constraints triggered by submission of a required preliminary plan. Requirements for submission will depend upon the scope and scale of the proposed development. It is important to note that all submissions must include a completed Application form. Sketch Plans are not subject to a formal approval process and no formal action is taken on these submissions.

1. Diagrammatic Sketch Plan: Proposals for residential subdivision of less than ten acres and less than five lots are encouraged to submit a Diagrammatic Sketch Plan as described in Section 401.A of the SALDO. The Diagrammatic Sketch Plan includes basic information relating to the location, area, zoning criteria, base environmental and natural features information, and information relating to the proposed development of the tract, including the basic concept for street, open space and lot layout.

2. Diagrammatic Sketch Plan and Existing Resources and Site Analysis Map: Proposals for non-residential land development, or residential subdivisions proposing five lots or more or involving ten acres or more are required to submit a Diagrammatic Sketch Plan and Existing Resources and Site Analysis Map. Submissions for a Diagrammatic Sketch Plan and Existing Resources and Site Analysis Map shall include the information set forth in Sections 401.A and 401.B, respectively. This will provide the applicant and the Township with a more comprehensive identification and analysis of the site, its topography, natural and environmental features, soils types and limits, view sheds, and to include information as to the areas immediately surrounding the tract and their potential impact upon the development of the tract.
3. Site Inspection: Regardless of the size of the tract or number of lots proposed, the SALDO incorporates a site inspection of the tract by the Planning Commission members and the Township Engineer, and other Township officials, as necessary. This inspection is to take place prior to the meeting at which the Sketch Plan is to be reviewed. While not intended to be a question and answer session regarding the proposed development of the tract, the Planning Commission members may ask questions regarding the physical layout of the tract and the location of natural features on the tract.

B. PRELIMINARY PLAN

Upon completion of a sketch plan review, an applicant who wishes to continue the process may begin the more formal plan submission process outlined in Sections 502 and 503 of the SALDO. If the optional process for submission of a Diagrammatic Sketch Plan and Existing Resources and Site Analysis Map was followed, an applicant will be required to submit only a Preliminary Plan, consistent with the requirements of Section 502 of the SALDO. This is also the case for any proposal involving a residential subdivision of less than ten acres and less than five lots.

However, proposals not submitting a Diagrammatic Sketch Plan and Existing Resources and Site Analysis Map, which involve non-residential land development or a residential subdivision proposing five lots or more or involving ten acres or more shall submit both a Conceptual Preliminary and Detailed Preliminary Plans consistent with the requirements in Section 503 of the SALDO.

Under both scenarios, the review time and scope is identical. The Preliminary Plan is the first required submission, which, under the Municipalities Planning Code, must be reviewed and acted upon, i.e. approved or denied, by the Township within ninety (90) days of submission, unless an extension of time is granted by the Applicant. This submission is also reviewed by the Montgomery County Planning Commission and other agencies, depending upon the individual requirements of the development. Applicants should be aware that Preliminary Plans are to be fully engineered plans and that the failure to include all information will result in unnecessary delay in processing and reviewing the submission and possibly in the denial of the plan submission.

1. Conceptual Preliminary Plan: Under Section 503 of the SALDO, the Conceptual Preliminary Plan is **REQUIRED** to be submitted when the optional Sketch Plan process has not been utilized. This submission, if complete, commences the official 90-day review period, and is anticipated to use the first thirty days of the review period. The content of the Conceptual Preliminary Plan is identical to the Diagrammatic Sketch Plan and Existing Resource and Site Analysis Map as described above and must contain the information required under Section 401 A. and B. of the SALDO.
2. Detailed Preliminary Plan: Under Section 503, a Detailed Preliminary Plan is required to be submitted no later than the thirtieth (30th) day of the ninety (90) day review period. The Detailed Preliminary Plan shall include the information required under Section 402 of the SALDO.
3. Preliminary Plan: If the optional Sketch Plan process is followed, an applicant may proceed directly to the submission of the Preliminary Plan under Section 502 of the SALDO. As with the Detailed

Preliminary Plan, the Preliminary Plan shall include the information required under Section 402 of the SALDO.

4. Site Inspection: Regardless of whether the optional sketch plan process was followed, the SALDO incorporates a site inspection of the tract by the Planning Commission members and the Township Engineer, and other Township officials, as necessary. This inspection is to take place prior to the meeting at which the Preliminary Plan is to be reviewed. This is not intended to be a question and answer session regarding the proposed development of the tract, although the Planning Commission members may ask questions regarding the physical layout of the tract and the location of natural features on the tract.

C. FINAL PLAN

Following the approval of a Preliminary Plan, and the acceptance of all conditions imposed on the Preliminary Plan, the Final Plan shall be required to be submitted prior to the commencement of any construction of the development or the conveyance of any proposed lots. The Final Plan shall be processed as set forth in Section 504 and contain the information required under Section 403 of the SALDO.

D. MINOR PLAN SUBMISSIONS

Under Section 505 of the SALDO, certain submissions may proceed under a "minor plan" submission process. These are limited to a lot line adjustment, simple conveyance, two-lot subdivision and minor land development. Each of these plans is specifically outlined in Section 505, and will be strictly applied.

E. WAIVER PROCESS

Any request for a waiver from any provision of the SALDO are governed by Section 903 of the SALDO and must be submitted in writing with the application, stating the grounds and facts of unreasonableness or hardship, list the provisions of the Ordinance involved and state the minimum modification necessary. Applicants should be aware that the Planning Commission is not obligated to recommend, nor the Board of Supervisors obligated to approve waiver requests and that they will only be granted upon cause shown.

DIAGRAMMATIC SKETCH PLANS AND CONCEPTUAL PRELIMINARY PLANS

Diagrammatic Sketch plans are very strongly encouraged for all proposed subdivisions and land developments, regardless of the number of lots or tract size. It is recommended that the sketch plan conform with, to the greatest extent possible, the requirements listed below. Sketch plans are for informal discussion only and submission of a Sketch Plan does not constitute formal filing of a plan with the Planning Commission, and shall not commence the statutory review period as required by the Municipalities Planning Code.

However, all Conceptual Preliminary Plans are required to include all the elements of the diagrammatic sketch plan. Submission of Conceptual Preliminary Plans will constitute formal filing of a plan with the Planning Commission, commencing the statutory review period as required by the Municipalities Planning Code.

Fifteen (15) copies of the Diagrammatic Sketch Plan or Conceptual Preliminary Plan shall be submitted to the Township Secretary during regular business hours at least 14 days prior to the Planning Commission meeting at which the plan is to be reviewed.

An irrevocable limited license shall be granted to the township as part of the subdivision/land development application to allow for site inspections of the property by the Planning Commission and other municipal officials prior to the meeting at which the sketch plan is to be reviewed.

Diagrammatic Sketch Plans shall include the following information (SALDO Section 401.A):

- Name and address of the owner/applicant.
- Name and address of the professional engineer, surveyor, planner, architect, landscape architect, or site designer responsible for preparing the plan.
- Graphic scale and north arrow. While dimensions on the plan need not be exact at this stage a scale not greater than 1" = 200 feet is preferred.
- The entire tract boundary and total acreage.
- Location plan showing the relationship of the subject tract to the surrounding road network and major physical features.
- Zoning district.
- Existing and proposed streets, rights-of-way, easements, lots, buildings, and approximate building envelopes.
- Approximate location of 100-year floodplain limits, steep slopes as regulated by Article XVII of the Upper Salford Township Zoning Ordinance, generalized soil types, and wetlands, if any.
- Physical features, including existing structures, wooded areas, hedgerows, and other significant vegetation, ponds, streams within 200 feet of the tract. May be provided by existing aerial photography at a scale of 1 inch equals 400 feet.

- Contour lines at 5 to 10 foot intervals, based on U.S.G.S. datum. May be provided by U.S.G.S 7.5 minute quadrangles, enlarged to an approximate scale of 1 inch equals 200 feet.
- Approximate locations for stormwater control facilities, if necessary.
- Schematic layout indicating a general concept for land conservation and development, including proposed general street layout, building locations, parking lots, and open space.
- Any additional information which the applicant believes will help explain the proposal.

EXISTING RESOURCES AND SITE ANALYSIS MAP AND CONCEPTUAL PRELIMINARY PLANS

In addition to the Diagrammatic Sketch Plan, subdivisions and land developments involving non-residential lots or uses and residential proposals 10 acres or more in size or proposing more than 4 lots are encouraged to include the Existing Resources and Site Analysis Map

All Conceptual Preliminary Plans are required to include all the elements of the Existing Resources and Site Analysis Map along with the Diagrammatic Sketch Plan.

The Existing Resources and Site Analysis Map shall include the following (SALDO Section 401.B):

- Existing conditions, both on the proposed development site and within 400 feet of the site.
- Unless otherwise specified by the Planning Commission, such plans shall be prepared at the scale of 1 inch = 100 feet or 1 inch = 200 feet, whichever would best fit on a single standard size sheet (24" X 36").
- Topography, the contour lines of which shall generally be at two-foot intervals, determined by photogrammetry (although 10 foot intervals are permitted beyond the parcel boundaries, interpolated from U.S.G.S published maps). Slopes between 15 and 24 percent and 25 percent or greater shall be clearly indicated. Topography for major subdivisions 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.
- The location and delineation of ponds, streams, and natural drainage swales, as well as the 100-year floodplains and wetlands, as defined in the Zoning Ordinance. Additional areas of wetlands on the proposed development parcel shall also be indicated, as evident from testing, visual inspection, or from the presence of wetland vegetation.
- Vegetative cover conditions on the property according to general cover type including cultivated land, permanent grass land, old field, hedgerow, woodland and wetland, trees with a caliper in excess of eighteen inches, the actual canopy line of the existing trees and woodlands. Vegetative types shall be described by plant community, relative age and condition.
- Soils 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 for each soil relating to its suitability for construction (and, in unsewered areas, for septic suitability).
- Ridge line and watershed boundaries.
- A viewshed analysis showing the location and extent of views into the property from public roads and from public parks, public forests, and state game lands.
- Geologic formations on the proposed development parcel, based on available published information or more detailed data obtained by the applicant.

- The location and dimensions of all existing streets, roads, buildings, utilities, rights-of-way, curbs and sidewalks and other man-made improvements.
- Locations of all historically significant sites or structures on the tract and on any abutting tract.
- Location of trails that have been in public use (pedestrian, equestrian, bicycle, etc.).
- All easements and other encumbrances of the property which are or have been filed of record with the Recorder of Deeds of Montgomery County shall be shown on the plan.

**PRELIMINARY PLANS AND
DETAILED PRELIMINARY PLANS**

Preliminary Plans for subdivisions and land developments may be submitted if the proposal involves a residential subdivision involving less than 5 lots and less than 10 acres or the applicant has voluntarily submitted a Diagrammatic Sketch Plan and Existing Resources and Site Analysis Map. All other subdivisions and land developments are required to submit Conceptual Preliminary Plan, after which a Detailed Preliminary Plan may be submitted.

Fifteen (15) copies of the Preliminary or Detailed Preliminary Plan shall be submitted to the Township Secretary during regular business hours at least 14 days prior to the Planning Commission meeting at which the Plan is to be reviewed.

Preliminary Plans and Detailed Preliminary Plans shall include, at a minimum, the following information:

Drafting Standards (SALDO Section 402.A):

- The plan shall be drawn to a standard engineering scale not exceeding 50 feet to the inch.
- Sheet size shall be 15" X 18", 18" X 30", or 24" X 36", appropriately related to the scale of the drawing.
- All sheets shall be the same size, and be numbered relative to the total number of sheets (ie, 1 of 5)
- Where two or more sheets are needed to show the entire tract, a reduced scale key plan shall be provided to show how the sheets fit together.
- A reduced scale plan of the entire site at a scale greater than fifty (50) feet to the inch is encouraged to facilitate the review and approval process.
- Property lines shall be drawn and labeled in conformance with the act of May 23, 1945 (P.L. 913, No. 367), known as the "Professional Engineers Registration Law," and accepted surveying and civil engineering practices, including dimensions shown in feet and decimal fractions thereof, and bearings shown in degrees, minutes, and seconds.
 - Tract boundary lines shall be the heaviest property lines.
 - Proposed lot lines shall be the next heaviest.
 - Possible future lots, if shown, shall be the lightest line weight, and may be shown as dashed lines.
 - Property lines to be eliminated where two (2) lots are proposed to be joined in common deed should be properly noted and depicted on the boundary to be removed.

Basic Information (SALDO Section 402.B):

- Name of the subdivision or land development.
- Name, address and phone number of applicant.
- Name, address and phone number of the firm which prepared the plan and professional seal of the individual certifying its accuracy and compliance with applicable standards.
- Date of preparation of the plan and a descriptive list of revisions to the plan, and the revision dates.
- North point and graphic and written scale.
- Location plan showing the relationship of the subject tract to the surrounding road network and major physical features.
- The entire tract boundary with bearings and distances and total tract acreage.
- A list of the basic dimensional and density requirements of the applicable zoning district and proposed use, compared to the applicant's proposal including, if applicable, an explanation of the calculation of the area set aside for open space, impervious coverage, net buildable area, and any other design or dimension requirements spelled out in the zoning ordinance.
- Zoning classification(s) of all lands abutting the proposal.
- Names of all current owners of immediately adjacent lands.
- A statement showing:
 - Number of acres under proposal (net and gross acreage should be indicated in accordance with the zoning ordinance).
 - Number of lots and/or dwelling units, or gross leasable area.
- Description of variances or special exceptions and the dates they were granted, if any.
- Description of any deed restrictions or other covenants affecting development of the tract.
- The requirements of any other local ordinance which may affect the proposal.
- Legend sufficient to indicate clearly between existing and proposed conditions.
- Name and address of the owner of record.
- Tax block and unit number of all parcels being subdivided or developed.
- Deed book and page numbers for all parcels being subdivided or developed.

Existing Features Plan. In addition to the requirements for an Existing Resources and Site Analysis Map (SALDO Section 401.B), the following information shall be shown on the Preliminary Plan (SALDO Section 402.C):

- Sanitary Sewers, including:
 - Pipe locations. Pipe sizes and materials. Direction of flow.
 - Gradient of flow. Manholes. Invert Elevations.

- Storm sewers, including:
 - Pipe locations. Pipe sizes and materials. Direction of flow.
 - Gradient of flow. Inlets, catch basins, manholes. Invert Elevations.

- Other existing stormwater and/or erosion control facilities, including:
 - Basins. Swales. Diffusion devices.
 - Velocity Controls. Related technical data for those facilities.

- Other man-made features, including:
 - Location, size, character, and configuration of existing buildings, labeled "To Remain" or "To Be Removed" as applicable.
 - Location and description of existing buildings and other structures, and on-site sewage disposal systems and water supply wells less than one hundred (100) feet beyond the tract boundaries.
 - Location, type, and ownership of utilities, both above and below ground, with notes to describe:
 - Easement or right-of-way dimensions.
 - Additional setback or development restrictions imposed by the utility company.
 - Specific type of product transported with pipelines.

Proposed Features and Lotting Plan. Within the tract proposed for subdivision and/or land development, the following information shall be shown on the Preliminary Plan (SALDO Section 402.D):

Subdivision and/or Land Development Layout:

- Proposed streets, alleys, driveways, and parking areas, including:
 - Names or other identification. Right-of-way widths and lines.
 - Cartway widths. Centerline courses, distances, and curve data.
 - Curb lines. Radii at intersections.
 - Street location tie-ins by courses and distances.
 - Capacity of parking areas.
 - Sight distance at proposed intersections with existing streets.

- Layout and dimensions of all lots, including the net and lot area as defined within the zoning ordinance.

- All building setback lines.
- All parking setback lines where applicable.
- Proposed sidewalk or other walkway locations.

Proposed non-residential buildings, semi-detached and attached single-family dwellings, and multifamily structures, including:

- Locations. Configurations.
- Sizes (ground level floor area, total floor area, and height).
- Total building coverage (square feet and percentage of site).
- Locations and types of accessory structures. Ground floor elevations.

Common use areas, including:

- Open Space Areas.
 - Locations. Configurations. Size.
 - Use of common area.
- Recreation facilities.
 - Locations. Types of facilities.
 - Parking, driveway, or road areas when privately owned for common use.
 - Walkways or pathways.
 - Notes regarding offers of dedication or retention in private ownership, as applicable.

Areas for future uses, including:

- Road extensions. Stormwater management facilities.
- Additional subdivision or land development in sketch form, in accordance with the requirements for Sketch Plans.
- Explanatory notes for such future uses.

Proposed Landscaping Plan including:

- Street trees. Planting screens. Buffer areas.
- Other related landscape features such as mounding and water features.

- Managed meadow.

Grading and Drainage Plan.

- Proposed contours for the entire site at the contour interval of the plan.
- Approximate limits of site disturbance, including a clear delineation of existing vegetation including trees, hedge rows, wooded areas, scrub growth, meadow, and actively farmed land:
 - To be removed.
 - To be preserved including method of preservation.
- Stormwater management and erosion control and sedimentation facilities, including:
 - Basins. Swales. Diffusion devices.
 - Velocity Control Pipe Locations. Pipe sizes and materials.
 - Direction of flow. Gradient of flow.
 - Inlets, catch basins, and manholes. Invert elevations.
- Design calculations for these facilities shall be submitted in report form with a note on the plan referencing the report.

Infrastructure Plan.

- Sanitary sewer line locations, clearly identifying the following:
 - Pipe sizes and materials. Direction of flow. Gradient of flow.
 - Manholes. Invert elevations.
- Sanitary Sewage Pumping Stations.
- Approved on-site disposal locations.
- Sewage treatment plant locations.
- Water supply facilities, including:
 - Central water supply lines.
 - Pipe sizes and materials.

- Fire hydrant locations.
- Well locations when on lot, including the 100 foot radius clear zone separating wells from sewage disposal locations.
- Finished floor elevations of proposed buildings.
- Municipal waste disposal facilities.

Cross Sections, Profiles, Structural Designs.

- Cross section and centerline profile for each proposed or widened cartway, driveway, or parking area shown on the preliminary plan including:
 - Road centerline grades and vertical curvature including road centerline elevations shown at horizontal intervals of twenty five (25) feet along vertical curves and fifty (50) feet for straight grades.
 - Profiles for sanitary sewers, water mains, storm drains, including locations of manholes, inlets, and catch basins.
- Preliminary design of any bridges, culverts, or other structures and appurtenances which may be required.

FINAL PLANS

Fifteen (15) copies of the Final Plan shall be submitted to the Township Secretary during regular business hours at least 14 days prior to the Board of Supervisors meeting at which the Final Plan is to be reviewed.

Final Plans shall include, at a minimum, the following information:

Improvement Construction Plan.(SALDO Section 403.A)

- Drafting Standards. The same standards shall be required for an Improvements Construction Plan as for a Preliminary Plan, except that the horizontal scale of the plan and profile shall not exceed 50 feet to the inch and the vertical scale of the plan shall be 2, 4, or 5 feet to the inch, whichever is most appropriate.
- Information to be Shown. The plan shall contain sufficient information needed for the construction of the proposed streets, or any portion thereof, including all appurtenances, sewers and utilities, as shown on the approved Preliminary Plan. This information shall include:
 - Horizontal Plan. The horizontal plan shall show details of the horizontal layout as follows:
 - Information shown on the approved preliminary plan.
 - The beginning and end of proposed immediate and future construction.
 - Stations corresponding to those shown on the profiles.
 - The curb elevation at tangent points of horizontal curves, at road or alley intersections, and at the projected intersections of the curb lines.
 - The location and size of sanitary sewers and lateral connections and water mains with distances between manholes, gas, electric and other utility pipes or conduits and of storm drains, inlets and manholes.
 - The location, type and size of curbs and all paving widths.
 - The location of fire hydrants and street lights.
 - Profiles. The profiles shall show details as follows:
 - Profiles and elevations of the ground along the centerlines of proposed streets.
 - Profiles of sanitary sewers with a profile over the sewer of the existing and finished ground surface showing manhole locations beginning at the lowest manhole.
 - Profiles of storm drains showing catch basins, inlet, and manhole locations, swales, ditches, etc.

- Profiles of water mains.
- Cross Sections. The cross section for each classification of street shall comply with the township's standards and specifications as minimum requirements. It shall show a typical cross section across the road with details of grading and construction as follows:
 - The ultimate right-of-way width and the location and width of the cartway.
 - The type, depth and crown of paving.
 - The type and size of curb.
 - When sidewalks are required, grading of the sidewalk area should be carried to the full width of the ultimate right-of-way.
 - The location, width, type and depth of sidewalks, when required.
 - The typical locations, size and depths of sewers and utilities.
 - Proposed grading to the ultimate right-of-way line.
- Additional Information. The following additional information shall be submitted with the Final Plan.
 - All required Local, State, and Federal Permits shall be submitted. These permits may include: Montgomery County, Pennsylvania Department of Transportation (PADOT), or (municipal) road access permits; Pennsylvania Department of Environmental Protection (DEP) permits for drainage, stream alteration, wetlands encroachment, water quality discharge, dams, erosion, and sedimentation control, air pollution, or sanitary sewage facilities.
 - The following statements shall be required on the Final Plan:
 - "The Approved Improvement Construction Plan, a copy of which may be inspected at the township Office, has been made a part of the Approved Final Plan."
 - "For access to a highway under the jurisdiction of PADOT, a highway occupancy permit is required, pursuant to Section 420 of the act of June 1, 1945 (P.L. 1242, No. 428) known as the "State Highway Law." Access to the State highway shall be only as authorized by the highway occupancy permit."
 - All engineering calculations which support the proposed improvements such as drainage calculations, sanitary facility design calculations, or structural calculations.
 - Certification of inspection and satisfactory functioning of any on-lot sewage disposal system which will remain in use, in accordance with current industry and DEP standards.
 - Developments utilizing public water or sewer facilities should provide proof that those services will be provided.
 - Sewage facilities plan approval from DEP.
 - Recommendation of approval of the erosion and sediment control plan from the Conservation District.

Record Plan. (SALDO Section 403.B)

- Drafting Standards. The same standards shall be required for a Record Plan as for a Preliminary Plan, and in addition, for recording purposes, the plans shall be placed on mylar sheet sizes of 15" x 18", 18" X 30", or 24" X 36". All lettering and lines should be drawn to be legible if the plan is reduced to half size. A 2 inch border on the left side of the plan should be free of information.
- Information to be Shown. The plan, which shall include all portions of an approved Preliminary Plan, shall also show:
 - Basic Information, as required for a Preliminary Plan, Section 402.
 - Courses and distances sufficient for the legal description of all the lines shown on the plan. The error of closure shall not be greater than one (1) part in 5,000.
 - Names or identification of the following:
 - Abutting owners.
 - All dimensional and technical descriptions of roads.
 - Easements.
 - Rights-of-way.
 - Open space, recreation, and/or other common use areas.
 - Other public improvements.
 - For land development plans, all additional information pertinent to the location and construction of site improvements, including buildings, walks, parking, driveways, etc.
 - Block and unit numbers.
 - Montgomery County Planning Commission file number.
 - All lots deeded to the ultimate right-of-way so that a single deed may be drawn to the appropriate body having jurisdiction for the dedication of streets by the applicant.
 - Evidence that the plans are in conformance with the zoning ordinance and other applicable township ordinances and regulations. In any instance where such plans do not conform, evidence shall be presented that an exception, waiver, or variance has been officially authorized.
 - The location, material and size of all existing and proposed monuments with reference to them.
 - Building setback lines with distances from the ultimate right-of-way line, and property lines.
 - Appropriate notes and conditions governing the use or development of the proposed property.

Certifications. (SALDO Section 403.C)

- The signature and seal of the registered Engineer and Surveyor certifying that the plan represents his/her work; that the monuments shown thereon exist as located; that the dimensional and geodetic details are correct and that the survey has been prepared in accordance with the "Pennsylvania Engineers Registration Law," PL 913, No. 367.
- The signature of the applicant certifying his adoption of the plan.
- The signature of the township Secretary, certifying that the Board of Supervisors approved the Final Plan on the date shown.
 - Spaces shall be provided for the signatures of the Board of Supervisors whose signatures are required.
 - Space shall be provided for the signature of the Township Engineer.
- A blank space shall be provided for the stamp and seal of the Montgomery County Planning Commission, located along the right-hand edge of the plan, measuring 3 ½ inches wide and 2 ½ inches tall.

Minor Plan Submission Requirements (SALDO Section 505)

Plans for Lot Line Adjustment, Simple Conveyance, Minor Subdivision and Minor Land Developments shall comply with the following submission requirements:

Minor Plans shall include, at a minimum, the following information:

Drafting Standards. (SALDO Section 404.A)

- The plan shall be drawn to a standard engineering scale not exceeding 100 feet to the inch.
- Sheet size shall be 15" X 18", 18" X 30", or 24" X 36", appropriately related to the scale of the drawing; only one sheet shall be permitted.
- Property lines shall be drawn and labeled in conformance with accepted surveying and civil engineering practices, including dimensions shown in feet and decimals, and bearings shown in degrees, minutes and seconds.

Basic Information. (SALDO Section 404.B)

- Name, address and phone number of the applicant.
- Name, address and phone number of any other property owner involved in the proposal.
- Name, address, phone number and professional seal of the individual that prepared the plan.
- Date of preparation of the plan and a descriptive list of revisions to the plan, and the revision dates.
- North point and graphic and written scale.
- Location plan showing the relationship of the subject tract to the surrounding road network and major physical features.
- The entire boundary lines of all lots involved in the proposal, with bearings and distances and lot areas.
- A list of the basic dimensional requirements of the applicable zoning district.
- Legend sufficient to indicate clearly between existing and proposed conditions.
- Notes sufficient to describe what is being proposed and which land areas are to be transferred as a result of the proposal.

Existing and Proposed Features. (SALDO Section 404.C)

For Lot Line Adjustments:

- The lot line proposed to be adjusted, as it currently exists, shown as a dashed line, and labeled

"Lot Line to be Removed."

- The lot line as it is proposed to be after adjustment, drawn using the standard lot line delineation at a heavier line weight than the other lot lines, and labeled "Proposed New Lot Line."
- Any existing physical features of the site which are involved in the decision to adjust the line.
- Any existing and/or proposed features which will be directly affected by the lot line adjustment.

For Simple Conveyances:

- The land area to be conveyed, drawn in a manner which makes it readily identifiable.
- The lot lines defining this area shall be drawn using the standard lot line delineation at a heavier line weight than the other lot lines.
- This area shall be labeled "This area to be conveyed to (name) and is not a separate building lot."
- The area of the parcel being conveyed.
- The areas of the previously existing lots and their areas following conveyance.
- Any existing and/or proposed site features which will be directly affected by the conveyance.

For Minor Subdivisions:

- Existing Features:
 - Streets bordering or crossing the tract, showing names, right-of-way and cartway widths, and surface conditions.
 - Locations of sanitary and/or storm sewer lines, and water supply lines.
 - Location of all watercourses and limits of any flood prone areas, based on FEMA studies or engineering determination.
 - Contours obtained from U.S.G.S. 7.5 min. quad maps, or more accurate methods.
 - Location and description of existing buildings and other structures, labeled "To Remain" or "To be Removed" as applicable, and location and description of existing buildings and other structures less than 50 feet beyond the tract boundaries.
 - Outer limits of tree masses.
 - Locations of any natural or man-made features which may affect the developability of the land, such as quarries, wetlands, etc., within the property and up to 100 feet beyond the tract boundaries.
 - Location, type, and ownership of major utilities, such as pipelines and electric transmission lines, both above and below ground, with notes describing:
 - Easement or right-of-way dimensions.

- Additional setback or development restrictions imposed by the utility company.
- Specific type of product using pipelines.
- Areas subject to deed restrictions or easements.
- Proposed Features:
 - Layout and dimensions of both lots, including net lot areas and ultimate rights-of-way.
 - All building setback lines.
 - Locations of on-site water supply and sewage disposal, if applicable.
 - Driveway locations and grades.

For Minor Land Developments:

- The existing and proposed features for Minor Subdivisions above should be used for Minor Land Developments. In addition to these requirements, the following shall be shown:
 - Parking lot locations
 - New buildings or additions to existing structure