



# HARBORCREEK TOWNSHIP

## Land Development Checklist

5601 Buffalo Road  
Harborcreek, PA 16421  
(814) 899-3171

The checklist is provided for the applicant as a guideline to assist in the submission process. All applications must include (if applicable) these items or it will be considered incomplete. The applicant will be notified if incomplete, which will give the applicant a period of 5 days to submit the required documents/plans. The following items, at a minimum, must accompany a Land Development Plan Application, as applicable. Please check those items which are being submitted and provide written explanation for items deemed not to be applicable to the application. The required number of copies per plan is also indicated below and must accompany the application. This list is not Inclusive of all details required for Land Development submittal. Please refer to Subdivision and Land Development Ordinance and Stormwater Management Ordinance for complete details.

**Name of Development Plan** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Preliminary Plan** ( ) **Final Plan** ( )

**Please Note: Submit 5 (five) half sized 11 x 17 copies (where 7 is indicated) and 2 (two) full sized 18 x 24 copies**

Type of Required Document	# of Required Copies	
( ) Land Development Application ( ) Preliminary ( ) Final	1	
( ) Equitable Owner (must submit a copy of sales/lease agreement)	7	
( ) Land Development Review Fee \$ _____	N/A	<b>ReRefer to Subdivision &amp; Land Development Ordinance #01-180</b>  <b>Article III - Submission Procedures</b>  <b>Article IV - Specification of Plans</b>  <b>Article V - Development Standards</b>  <b>Article VI - Required Improvements</b>   <b>Refer to Zoning Ordinance 2010-200</b>  <b>Building Setbacks</b>  <b>Land Use</b>  <b>Parking Requirements</b>  <b>Sign Regulations</b>
( ) Drainage Plan Checklist	2	
( ) Drainage Plan Certification	2	
( ) Stormwater Fee \$ _____	N/A	
( ) Stormwater Inspection Fee \$ _____	N/A	
( ) Property Boundary Survey – Refer to Section 404, B #4	7	
( ) Existing Conditions Site Plan – Refer to Section 404, B #1	7	
( ) Sidewalk (if applicable) – refer to Section 602, #6	7	
( ) Proposed Conditions Site Plan, including Dumpster Detail – Refer to Section 404	7	
( ) Grading Plan – Refer to Section 404, B # 2	2	
( ) Parking and Vehicular Areas and Access Plan with Narrative – Refer to Section 404, B #3, 5, 7, 8	7	
( ) Pedestrian Areas and Interior Circulation Plan with Narrative – Refer to Section 404, B #3 7, 8,10	7	
( ) Landscaping Plan – Refer to Section 404, B #9	7	
( ) Lighting Plan and Light Fixture Details – Refer to Section 404, B #3, 11	7	
( ) Lighting Certification – Lighting Design meets standard of Illuminating Society of America- #11	2	
( ) Utility Plan – Refer to Section 404, B #3, 13	2	
( ) Building Elevations – Refer to Section 404, B #3	7	
( ) Sign Location and Details – Zoning Ordinance, Article XXII	7	
( ) Wetland Delineation or Certified Statement stating no Wetlands – Refer to Section 404, B #1	2	
( ) Floodplain Delineation (if applicable) – Refer to Section 404, B #1	2	
( ) Water Availability Letter – Refer to Section 404, B #12	2	
( ) Sewer Availability Letter – Refer to Section 404, B #12 / Sewage Planning Module may be required	2	
( ) Fire Hydrant Location Approval Letter from Fire Chief	2	
( ) Stormwater Management Plan – Refer to Stormwater Management Ordinance	2	
( ) Soil Erosion and Sedimentation Control Plan	2	

<input type="checkbox"/> Erie County Conservation District Approval Letter / NPDES Permit	2
<input type="checkbox"/> PA PennDOT Highway Occupancy Plan/Permit	2
<input type="checkbox"/> Traffic Impact Study	2

**Applicant – Please note the following:**

Once Land Development is approved, any outstanding items must be addressed prior to recording of the plan, including but not limited to:

Land Development Agreement  
Stormwater O & M Agreement  
Declaration of Easement Agreement  
Professional Consulting Inspection Agreement and Sum of \$3,000  
Financial Security – to be determined by township engineer

You may request a copy of the agreements to be reviewed prior to approval.

**Stormwater Inspections are required during the construction phase. Contact, Harborcreek Township’s Engineer Consultant, Mark Corey at 814-897-3180 to schedule the inspection 3 days prior to when you need the inspection done.**

<b>TO BE COMPLETED BY ZONING ADMINISTRATOR</b>	
Receive required # of copies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed Land Development Submittal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Incomplete Land Development Submittal?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If No, Date Notified Applicant _____
Stormwater Inspection(s) complete?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Zoning Administrator Signature _____	Date _____