

CITY OF WILKES-BARRE

GENERAL CHECKLIST

FOR

MAJOR SUBDIVISION APPLICATIONS

THE INFORMATION CONTAINED HEREIN REPRESENTS A GENERAL OVERVIEW OF REQUIREMENTS RELATED TO A PROPOSED MAJOR SUBDIVISION OF PROPERTY. THIS INFORMATION DOES NOT NECESSARILY CONTAIN ALL REQUIRED AND/OR RELEVANT INFORMATION FOR THE SUBMISSION OF A MAJOR SUBDIVISION APPLICATION AND PLAN UNDER THE CITY OF WILKES-BARRE SUBDIVISION AND LAND DEVELOPMENT ORDINANCE. THIS INFORMATION IS SOLELY DESIGNED TO PROVIDE A LIMITED DEGREE OF PRELIMINARY ASSISTANCE TO THE APPLICANT. THEREFORE THE CITY OF WILKES-BARRE DOES NOT WARRANT OR REPRESENT THAT COMPLIANCE WITH THE INFORMATION ADDRESSED WITHIN THIS CHECKLIST WILL RESULT IN FULL COMPLIANCE WITH THE CITY OF WILKES-BARRE 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 CITY OF WILKES-BARRE SUBDIVISION AND LAND DEVELOPMENT ORDINANCE.

1. A survey drawing of the subject property, at a scale of 1"=20', with the surveyor's seal and certification of accuracy.
2. Certification of ownership.
3. Boundary and size of lot prior to subdivision.
4. All structures, existing and/or proposed, shall be indicated upon the plan, along with the boundary and size of all lots.
5. A location map.
6. Zoning District in which the property is located.
7. Names of adjacent/adjoining property owners.

8. Proposed boundary and size of each lot to be created.
9. Location and dimensions of all structures, existing and proposed, including accessory structures and off-street parking areas upon the subject property.
10. The distance of all existing and proposed structures to the lot lines, front, rear and side, which will result upon subdivision approval.
11. A completed zoning application for each lot which shall be created under the proposed subdivision, including distance of all existing and proposed structures to the lot lines, front, rear and side, which will result upon subdivision approval.
12. All drawings shall be prepared on sheets being 22"x36" for consistency with the Recorder of Deeds Plat Book.
13. Name of the subdivision, e.g., "The John Smith Subdivision".
14. Identification numbers for each lot.
15. Identification and size of all public right-of-ways, i.e., streets, roads, lanes, alleys, etc., which the property abuts.
16. Location and size of any existing or proposed easements, including utilities.
17. A copy of the deed description of the existing lot of record and each proposed lot.
18. A deed description of each lot proposed under the subdivision and a zoning application for each resulting lot.
19. Construction drawings and profiles of all required improvements.
20. Existing and proposed contours of the site.
21. Preparation and submission of storm water calculations
22. Submission and approval of a Soil Erosion and Sedimentation Plan to the Luzerne County Conservation District. Copies must also be submitted to the City.
23. Submission and approval of appropriate DER Planning Module.
24. The location of any bodies of water, creeks, ponds, floodplains, wetlands, etc. and any other significant environmental features. 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.

25. 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.

26. Fee Schedule - City of Wilkes-Barre :

plus _____ per lot base upon the number of lots resulting upon subdivision approval
(including the original lot of record).

27. Luzerne County Review Fees:

plus _____ per lot made payable to the Luzerne County Planning Commission
and
plus _____ per lot made payable to the Luzerne County Engineer's Office

28. All plans must be submitted to the Luzerne County Planning Commission for their review and comment prior to final action by the Planning Commission. The County has a 30-day time limit to comment.

29. A total of 20 drawings must be submitted. **The drawings MUST be prefolded upon submission to this Office.**

30. If the property is located on a State Legislative Route, the applicant must secure a "Highway Occupancy Permit" from PennDOT and indicate such on the plans

31. Plans, applications, and any supporting data must be submitted not less than 21 days prior to the next scheduled meeting of the Planning Commission.

32. A 3"x5" blocked area for the signatures of the Planning Commission's Chairman and Secretary, which indicates approval of the plan, and the date of approval.
33. 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.
34. Any approved subdivision plan must be recorded within ninety (90) days from the date of final approval. Failure to do so within the ninety (90) day period renders the application null and void.
35. Return a copy of recorded plan to the Bureau of Planning and Zoning and a receipt of its recording from the Office of the Luzerne County Recorder of Deeds.