

Note: This form must accompany submissions of Land Development Plans. Complete all appropriate blanks and check mark appropriate boxes. This checklist is a tool provided to assist in preparation and review of Land Development Plans, but is not a replacement of the Hermitage Zoning Ordinance, Subdivision & Land Development Ordinance, Stormwater Management Ordinance, and all applicable State and/or Federal Requirements

THIS AREA FOR MUNICIPAL USE ONLY

## CITY OF HERMITAGE

800 North Hermitage Road, Hermitage PA 16148

Phone: 724-981-0800 Fax: 724-981-2008

## INDUSTRIAL LAND DEVELOPMENT PLAN Completeness Checklist

<b>APPLICANT INFORMATION:</b>	
<b>DATE OF APPLICATION:</b> _____	
<b>TITLE OF PLAN:</b> _____ _____	
<b>PROPERTY OWNER(S):</b> Property Owner's name & address must be shown on the plan along with deed reference.	Name: _____ Address: _____
	Email: _____ Phone: _____
<b>PROJECT ENGINEER &amp; DEVELOPER:</b> Engineer & Developer (if different than owner) names & addresses must be shown on the plan.	Project Engineer: _____ Name: _____ Address: _____
	Email: _____ Phone: _____
	Project Developer: _____ Name: _____ Address: _____
	Email: _____ Phone: _____
<b>PROJECT LOCATION:</b> _____ _____	
<b>PROJECT DESCRIPTION:</b> _____ _____	

<u><b>TITLE/PLAN DRAFTING INFORMATION:</b></u>		<u>Complied</u>	<u>Not Applicable</u>
SHEET SIZE:	<p>24" x 36" is maximum – Multiple sheets (of the same size) can be used and are recommended if the plan becomes too cluttered by using just one sheet.</p> <p>SHEETS ARE 24" X 36"</p> <p>SHEET SIZE OTHER: _____</p>	<input type="checkbox"/>	<input type="checkbox"/>
SCALE:	Plans must be drawn to a scale of 1" = 10', 1" = 20', 1" = 30', 1" = 40', or 1" = 50', in addition a graphic scale must be included on each page.	<input type="checkbox"/>	<input type="checkbox"/>
TITLE:	The plan title should be short and precise and include the words "Land Development Plan". (i.e. "ABC Manufacturing Land Development Plan") Title block shall be situated in the lower right-hand corner of each sheet.	<input type="checkbox"/>	<input type="checkbox"/>
PAGE NUMBERING:	If more than one sheet is utilized, the full title of the Land Development Plan should appear on each page, and pages shall be numbered: "Sheet 1 of 3, Sheet 2 of 3", etc.	<input type="checkbox"/>	<input type="checkbox"/>
SCHEDULE OF DRAWINGS:	If a Land Development Plan is more than one sheet, a Schedule of Drawings shall appear on the cover sheet listing each page number and sheet title.	<input type="checkbox"/>	<input type="checkbox"/>
NOTE:	<p>Prints may be submitted for initial review purposes – 3 sets minimum. Two permanent "black line" type mylars (not process mylars) will be required for final approval &amp; signatures. The city staff will be in contact to let you know when we are ready to accept these. In most cases, the cover sheet with signatures, the sheet of the proposed site plan, and the sheet of the landscaping plan need to be mylar. A notation should appear near the Schedule of Drawings indicating that the other sheets are on file at the Hermitage Municipal Building. (See exhibit "G") After final approval, a full set of mylars &amp; prints of the Land Development Plan shall be submitted to the City for filing.</p> <p>Digital copies of all plans and related submissions are required.</p>	<input type="checkbox"/>	<input type="checkbox"/>
ENGINEER'S SEAL & CERTIFICATION:	All land development plans with infrastructure improvements designed by a licensed, professional engineer* must include a statement on the plan as shown in Exhibit "E". Statement must be signed and sealed. <i>*Architect or Landscape Architect as permitted by PA Professional Licensure Statutes.</i>	<input type="checkbox"/>	<input type="checkbox"/>

<b>TITLE PLAN AND DRAFTING INFORMATION (continued):</b>		<u>Complied</u>	<u>Not Applicable</u>
SURVEYOR'S SEAL & CERTIFICATION:	All land development plans must be surveyed by a licensed, professional surveyor and plans must include a statement on the plan as shown in Exhibit "E". Statement must be signed and sealed. <i>* Surveyor, Architect, or Landscape Architect as permitted by PA Professional Licensure Statutes</i>	<input type="checkbox"/>	
SIGNATURE BLOCKS FOR APPROVAL:	All signatures shall be in black ink. <i>(See Exhibit "A")</i>	<input type="checkbox"/>	
OWNER/DEVELOPER SIGNATURE & NOTARIZATION INFORMATION	<i>(See Exhibits "C" &amp; "D")</i>	<input type="checkbox"/>	
NULL & VOID BOX & TYPICAL SYMBOLS FOR IDENTIFICATION	<i>(See Exhibit "B")</i>	<input type="checkbox"/>	
VICINITY SKETCH:	A vicinity sketch of readable scale shall appear on the cover sheet.	<input type="checkbox"/>	

<b>TOPOGRAPHY &amp; GRADING:</b>		<u>Complied</u>	<u>Not Applicable</u>
TOPOGRAPHY:	Show all existing site topography at 2 foot contour intervals.	<input type="checkbox"/>	
GRADING:	Show proposed site grading at 2 foot contour intervals.	<input type="checkbox"/>	
	Show details of any proposed retaining walls.	<input type="checkbox"/>	<input type="checkbox"/>
SOIL EROSION & SEDIMENTATION CONTROL: <i>NOTE: Section 102.42 of DEP Chapter 102 requires the local governing body to notify the Department (DEP) or its designee immediately upon receipt of an application for a building permit involving earthmoving activity which disturbs one (1) or more acres of land.</i>	<p>Is a Soil Erosion &amp; Sedimentation Control Permit required for this project, accordance with DEP Chapter 102?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If a permit is required, the developer must furnish the City with evidence that the permit has been issued before final approval and recording of the Land Development Plan.</p> <p>Status of the permit at the time of the Land Development Plan Application:</p> <p><input type="checkbox"/> Issued – copy included with submission.</p> <p><input type="checkbox"/> Issued – copy forthcoming.</p> <p><input type="checkbox"/> Permit application submitted and pending.</p> <p><input type="checkbox"/> Permit application not yet submitted.</p>	<input type="checkbox"/>	<input type="checkbox"/>
	Has a Soil Erosion & Sedimentation Control Plan been prepared (even if a permit is not yet required) in accordance with DEP Chapter 102. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

<u>TOPOGRAPHY &amp; GRADING (Cont.):</u>		<u>Complied</u>	<u>Not Applicable</u>
SOIL EROSION & SEDIMENTATION CONTROL:	Does the proposed Land Development Plan involve earthmoving activity disturbing one (1) acres or more of land? <input type="checkbox"/> Yes <input type="checkbox"/> No		

<u>STORMWATER MANAGEMENT:</u>		<u>Complied</u>	<u>Not Applicable</u>
All Land Development Plans must comply with the requirements of the City of Hermitage Stormwater Management Ordinance and related ordinances. Stormwater Management Plans must be submitted with the Land Development Plan and are reviewed and approved by the City staff and consulting engineers. <b>Land Development Plans without Stormwater Management Plans will be considered an incomplete submission.</b> The developer and their engineer are encouraged to schedule a preapplication meeting to discuss the general approach to stormwater management before submission of plans.			
Calculations for 2-, 10-, 25-, and 100-year storms computed for pre- and post-development runoff included with submission.	<input type="checkbox"/>	<input type="checkbox"/>	
Show the exact location of any designated floodplain which exists on or in close proximity to the site.	<input type="checkbox"/>	<input type="checkbox"/>	
Show all bodies of water (natural or artificial), watercourses (permanent and intermittent), swales, wetlands and other natural drainage courses on the development site or which will be affected by runoff from the development.	<input type="checkbox"/>	<input type="checkbox"/>	
Provide an overlay showing soil types and boundaries within the development site (consult County, SCS, and U.S. Geological Survey for information.)	<input type="checkbox"/>	<input type="checkbox"/>	
Show existing and final land cover classifications as necessary to support and illustrate the runoff calculations performed.	<input type="checkbox"/>	<input type="checkbox"/>	
Show and label all existing and proposed storm sewers and stormwater management facilities.	<input type="checkbox"/>	<input type="checkbox"/>	

<u>PROPERTY BOUNDARY/SURVEY INFORMATION:</u>		<u>Complied</u>	<u>Not Applicable</u>
BOUNDARY SURVEY:	Metes and bounds of all property lines must be shown. Property line distances are to be measured to legal right of way of all streets.	<input type="checkbox"/>	
LEGAL RIGHT-OF-WAY:	All street legal rights-of-way are to be shown, labeled, and dimensioned from centerline. In addition, accurate locations of all existing and recorded street rights-of-ways intersecting the boundaries of the tract for a distance of not less than 20 feet beyond the boundaries of the tract are to be shown, labeled, and dimensioned.	<input type="checkbox"/>	

<b>PROPERTY BOUNDARY/SURVEY INFORMATION (Cont.):</b>		<u>Complied</u>	<u>Not Applicable</u>
FUTURE RIGHT-OF-WAY:	All street future rights-of-way (where established) are to be shown and dimensioned from center line. (See Exhibit "F").	<input type="checkbox"/>	<input type="checkbox"/>
BUILDING SETBACK LINES:	All building setback lines for front yard and street side corner lots are to be shown on plan and dimensioned to future right-of-way (or legal right-of-way where no future right-of-way is established).	<input type="checkbox"/>	
UTILITY EASMENTS:	All utility, drainage, sewer access or other easements existing or being established on the property are to be shown, labeled, and dimensioned. In addition, accurate locations of all existing and recorded easements intersecting the boundaries of the tract for a distance of not less than 20 feet beyond the boundaries of the tract are to be shown, labeled, and dimensioned.	<input type="checkbox"/>	<input type="checkbox"/>
LOT AREA:	Lot area in square feet is to be shown as calculated to legal rights-of-way and not to centerline.	<input type="checkbox"/>	

<b>BUILDING LOCATION &amp; INFORMATION:</b>		<u>Complied</u>	<u>Not Applicable</u>
BUILDINGS:	Designate all "existing" and/or "proposed" buildings.	<input type="checkbox"/>	
All existing & proposed buildings are to be shown and labeled on plan with the following information.	Provide all exterior dimensions.	<input type="checkbox"/>	
	Indicate number of stories.	<input type="checkbox"/>	
	Show building area of each building including canopies. (First floor only or "footprint" as measured to face of exterior walls and including canopies or other roofed areas, whether or not enclosed walls).	<input type="checkbox"/>	
	Show floor area of each building NOT including canopies. (The sum of the gross area of the several floors of a building, excluding basements, measured from the face of the exterior wall).	<input type="checkbox"/>	
	Show distances to all property lines (setbacks) from each building are to be shown and dimensioned on plan. (Front yard – Side Yard(s) – Rear Yard).	<input type="checkbox"/>	
	Indicate building height for each proposed building.	<input type="checkbox"/>	

<b><u>ZONING INFORMATION AND REQUIREMENTS:</u></b>		<u>Complied</u>	<u>Not Applicable</u>
ZONING:	Show zoning classification(s) of subject property and any zoning district boundary lines within 100 feet of the property. Indicate the proposed or existing use or uses for all buildings.	<input type="checkbox"/>	
SIGNS:	Show location of all existing and proposed freestanding signs. (See Section 406.90 C)	<input type="checkbox"/>	<input type="checkbox"/>
REFUSE CONTAINERS:	Location of refuse container(s) and enclosures shown on plan. Detail of enclosure construction shown on plan.	<input type="checkbox"/>	<input type="checkbox"/>
<b>NOTE:</b> The following regulations shall apply to all uses in all districts except single family dwellings, two family dwellings, and multifamily dwellings where four or less dwelling units represent the total development. <ul style="list-style-type: none"> <li>A. Refuse containers shall not be permitted between any building and any public street with the preferred location being directly adjacent to the main structure. If the property is adjacent to a residential district or a single-family dwelling, the refuse container shall be required to be located as far from the adjacent dwelling as possible.</li> <li>B. Trash collection and similar facilities shall be completely enclosed by a solid wall at least six (6) feet in height.</li> <li>C. Enclosures shall be constructed of the same material or be architecturally compatible with the principal structure and shall maintain 100% opacity on all three sides with a self-closing gate on the fourth side.</li> <li>D. Trash collection areas shall be located on rigid pavement surfaces and designed to prevent accumulation of stormwater runoff.</li> </ul> <i>(Per Zoning Ordinance Section 410).</i>			
ZONING HEARING BOARD APPROVAL:	If proposed development received approval from the Hermitage Zoning Hearing Board for a variance or special exception, then a notation must be added to the plan that states that the proposed development is subject to the terms and conditions as set forth by Hermitage Zoning Hearing Board per Decision No. __	<input type="checkbox"/>	<input type="checkbox"/>

<b><u>SURFACING:</u></b>		<u>Complied</u>	<u>Not Applicable</u>
PAVED SURFACE:	For Industrial Land Developments, paving is required only for the entrance drives from the edge of the public or access roadway for a distance of 100 feet into the property. All parking areas shall be designed and approved in accordance with the Hermitage Stormwater Management Ordinance.	<input type="checkbox"/>	
<b>NOTE:</b> PAVED SURFACE – a parking, loading or other vehicular driving or storage surface area constructed of asphalt, concrete, brick, paving block or other similar hard surface material. Gravel and other loose aggregate shall not be considered a paved surface.			

<b><u>PARKING &amp; ACCESS DRIVES:</u></b>		<u>Complied</u>	<u>Not Applicable</u>
PARKING SPACES & DRIVEWAYS:	Show and number individual parking spaces. Show parking space dimensions (9' x 18' required as per section 405.10(F) of the Zoning Ordinance) Include a table giving calculations of parking space requirements as per the Zoning Ordinance. (See Exhibit H).	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<b><u>PARKING &amp; ACCESS DRIVES (Cont.):</u></b>		<b><u>Complied</u></b>	<b><u>Not Applicable</u></b>
PARKING SPACES & DRIVEWAYS	Clearly delineate which drives and parking areas are existing and which are proposed.	<input type="checkbox"/>	
	Dimension widths of all driveways, access drives, aisles, etc.	<input type="checkbox"/>	
	Show curb radii at all driveways.	<input type="checkbox"/>	
SCREENING:	Greenways and screening are subject to the criteria outlined in Section 408.30 of the zoning ordinance. This includes greenways, street trees, and sidewalk easements.		<input type="checkbox"/>
PENNDOT HIGHWAY OCCUPANCY PERMIT:	Status of PennDOT Highway Occupancy Permit*: <input type="checkbox"/> Issued – Permit # and date of issuance noted on plan. <input type="checkbox"/> Application submitted. <input type="checkbox"/> Application not yet submitted.		<input type="checkbox"/>
	*Issuance of the PennDOT Highway Occupancy Permit (when applicable) is required prior to final approval of the Land Development Plan.		<input type="checkbox"/>
NOTE: Traffic flows and safety are a high priority in the review of the Land Development Plans. Developers and Engineers must recognize that both the City staff and PennDOT will be involved in review of driveway locations and traffic circulation, both on and off the site. Depending on the complexity of the plan and the traffic conditions affecting or being affected by the proposed development, this review process can take several weeks. Developers and Engineers are encouraged to submit preliminary sketch plans of proposed developments where traffic design is complex in order to resolve these questions as early in the process as possible. Depending on the project, additional information such as proposed traffic counts and/or traffic study, may be necessary.			

<b><u>OFF SITE CONDITIONS</u></b>		<b><u>Complied</u></b>	<b><u>Not Applicable</u></b>
OFF SITE CONDITIONS:  The following off-site conditions within 100 feet of proposed land development site are required:	All property lines and names of property owners.	<input type="checkbox"/>	
	Zoning districts and zoning district boundary lines, and Municipal boundary lines when abutting another Municipality.	<input type="checkbox"/>	<input type="checkbox"/>
	All existing buildings – shown and labeled (i.e. residences, names of businesses, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
	All existing driveways, roadways, and parking areas.	<input type="checkbox"/>	<input type="checkbox"/>
	General topography (may be taken from USGS information and/or City topo maps).	<input type="checkbox"/>	
	**It is important for the City staff, Planning Commission, and Board of Commissioners to be able to evaluate the proposed Land Development Plan in context with surrounding land uses. This information can be shown on the same sheet as the main Land Development Plan, or if it is more practical, the information may be shown on an additional sheet (at a smaller scale if necessary – but not less than 1" = 100'). The off site conditions and landscaping plan may also be combined.		

<b><u>UTILITIES:</u></b>		<b><u>Complied</u></b>	<b><u>Not Applicable</u></b>
WATER:	Show all existing and proposed water mains and water service lines.	<input type="checkbox"/>	
	Submit letter from Aqua Pennsylvania Inc. that water service is available to serve the project (if service is new).	<input type="checkbox"/>	<input type="checkbox"/>
	Show location of proposed private water well(s) if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
OTHER:	Show all other existing and proposed gas utilities	<input type="checkbox"/>	<input type="checkbox"/>
	Show all other existing and proposed electric poles & above and below ground service lines	<input type="checkbox"/>	<input type="checkbox"/>
	Show all other existing and proposed telephone poles & above and below ground service lines	<input type="checkbox"/>	<input type="checkbox"/>
EXTERIOR LIGHTING:	Show proposed parking lot and site lighting plan.	<input type="checkbox"/>	<input type="checkbox"/>
	Pole mounted lighting shall be no greater height than 25 feet.	<input type="checkbox"/>	<input type="checkbox"/>
	Lighting in parking areas shall be in terminal islands, landscape divider strips, landscaped areas or as determined by the City.	<input type="checkbox"/>	<input type="checkbox"/>
NOTE: Exterior Lighting – Adequate lights shall be provided to illuminate streets, driveways, walkways and parking lots for safe movement of vehicles and pedestrians at night. Exterior lighting shall be of design and size compatible with adjacent areas and in accordance with the standards of the Illuminating Engineering Society of America.			

<b><u>SEWAGE DISPOSAL:</u></b>		<b><u>Complied</u></b>	<b><u>Not Applicable</u></b>
SEWAGE DISPOSAL:	Show all existing and proposed sanitary sewer main lines. Include size of the line, manhole locations, direction of flow, etc.	<input type="checkbox"/>	<input type="checkbox"/>
	Show and dimension all existing and/or proposed sanitary sewer easements.	<input type="checkbox"/>	<input type="checkbox"/>
	Show location of all existing and proposed sanitary sewer laterals, including size of line, manholes, cleanouts, grease intercepts, etc.	<input type="checkbox"/>	<input type="checkbox"/>
	Show location of proposed and/or existing on-lot sewage disposal system (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>

<u>SEWAGE DISPOSAL (Cont.):</u>		<u>Complied</u>	<u>Not Applicable</u>
PLANNING MODULES OR REQUEST FOR EXEMPTION POSTCARD:	Has PA DEP Planning Module approval or Request for Exemption been filed with the City for this project?  Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
	If yes, what is the status of the application?  <input type="checkbox"/> Information attached w/ land development plan submittal <input type="checkbox"/> Submitted to City, review and approval pending <input type="checkbox"/> Submitted to DEP, review and approval pending <input type="checkbox"/> Planning Module/Exemption Request approved by DEP		
	If no, attach explanation of why Planning Modules/Request for Exemption are not required, and supply supporting documentation and historical data.	<input type="checkbox"/>	<input type="checkbox"/>
SEWER AUTHORITY'S FORMS:	All LDPs with public sanitary sewer service must submit Preliminary Planning Evaluation forms.	<input type="checkbox"/>	<input type="checkbox"/>
	All LDPs proposing a sewer extension must complete a Wastewater Collection System Design Checklist.	<input type="checkbox"/>	<input type="checkbox"/>

<u>LANDSCAPING PLAN:</u>		<u>Complied</u>	<u>Not Applicable</u>
NOTE: The Landscaping Plan must be submitted on a separate sheet to keep the main site plan from becoming too cluttered.			
PLAN INFORMATION:	All Land Development Plans for a nonresidential development or use must submit a separate landscaping plan, except for Land Development Plans in the RR, SR1, and SR2 zoning districts.	<input type="checkbox"/>	<input type="checkbox"/>
	Indicate on the plan the name, address, and telephone number of the individual completing the landscaping plan.	<input type="checkbox"/>	
	Plans must be drawn to a scale of 1" = 10', 1" = 20", 1" = 30', 1" = 40', or 1" = 50', and include a graphic scale, the date, and a north arrow.	<input type="checkbox"/>	
	Plans shall clearly delineate existing and proposed: - Parking spaces and other vehicle areas	<input type="checkbox"/>	
	- Access drives	<input type="checkbox"/>	
	- Driveways	<input type="checkbox"/>	
	- Location, size, and description of all landscaping materials and tree cover	<input type="checkbox"/>	
	- Existing natural features must be shown and incorporated into the overall site design where practical.	<input type="checkbox"/>	

<b><u>LANDSCAPING PLAN (Cont.):</u></b>		<b><u>Complied</u></b>	<b><u>Not Applicable</u></b>
SIDEWALKS	In the LI Light and HI Heavy Industrial Zoning Districts, an easement for future sidewalk may be substituted for sidewalk construction as determined to be appropriate by the City.	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL SITE LANDSCAPING:	Curbing is not required for Industrial Land Development Plans but is encouraged to protect pedestrians or plant materials.  NOTE: <u>Curbing</u> – Non-mountable, reinforced concrete curbing or curbing of comparable durability. Extruded or precast surface-mounted types shall be prohibited.	<input type="checkbox"/>	<input type="checkbox"/>
	Building Perimeter Landscaping is not required for Industrial Land Development Plans.	<input type="checkbox"/>	<input type="checkbox"/>
	Preservation of Existing Vegetation – credit(s) applied to development as per Section 408.20 (E).	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Perimeter Parking Lot Landscaping:</u>  Where a parking area borders a public right-of-way, a continuous hedgerow or ornamental metal fencing with brick pillars in accordance with City Standards, or a combination thereof, is required.  Where a parking area borders an abutting property line, a landscaped strip with a minimum width of 6 feet shall be located between the parking area and the property line, except where driveways or other access points occur.	<input type="checkbox"/>	<input type="checkbox"/>
BUFFER YARD & SCREENING REQUIREMENTS:	<u>Buffer Yard Requirements:</u>  Where any Industrial development borders a residential zoning district or use, or a public or private school or a church, Buffer Yard option B shall be required along the length of all abutting property lines.  <u>Buffer Yard B:</u> - A 50-foot-wide strip containing eight (8) evergreen trees, three (3) canopy trees and three (3) ornamental trees per 100 linear feet plus a solid fence or wall, of a minimum height of six (6) feet, for any portion of the property that is within 200 feet of an existing residence.	<input type="checkbox"/>	<input type="checkbox"/>
	Typical elevations of all walls are required to illustrate compliance.	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Screening Requirements:</u>  Loading docks, trash collection area enclosures, and similar facilities shall be screened by a solid masonry, vinyl or wood wall at least 6 feet in height and of adequate strength of construction to retain the original integrity and meet all requirements of Section 408.60.  All building mechanical systems such as air conditioning units, exhaust systems, satellite dishes, fire escapes, elevator housings, and other similar elements shall be screened by landscaping and other screening devices, including decorative fencing, from view from adjoining properties and public streets.	<input type="checkbox"/>	<input type="checkbox"/>

<b><u>LANDSCAPING PLAN (Cont.):</u></b>		<b><u>Complied</u></b>	<b><u>Not Applicable</u></b>
	<p><u>Screening Requirements (Cont.):</u></p> <p>Outdoor storage facilities for goods or materials kept on premises for retail sale, wholesale, storage or use shall be permitted as an accessory use and must be attached to the principal building</p> <p>Outdoor storage facilities must be screened from view and constructed of a material which contains 100% opacity and be no higher than the building to which they are attached.</p> <p>Outdoor storage facilities shall meet all requirements of Building Perimeter Landscaping (Section 408.20) if directly abutting a public street, private street, access drive, or greenway or as determined by the city.</p>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

#### Certification

The information contained on the submitted Land Development Plan, supporting plans, and this checklist is complete and true to the best of my knowledge and belief.

Signature of Engineer or design professional responsible for the preparation of the plan.

Please type or print neatly the name of person signing this form

Date: \_\_\_\_\_

**EXHIBIT "A"**  
**SIGNATURE BLOCKS FOR APPROVAL**

**REVIEWED**

DATE: \_\_\_\_\_

MERCER COUNTY REGIONAL PLANNING COMMISSION

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CHAIRMAN

SECRETARY

**APPROVED:**

DATE: \_\_\_\_\_

HERMITAGE PLANNING COMMISSION

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CHAIRMAN

SECRETARY

**DATE OF ACTION:** \_\_\_\_\_

**DATE OF APPROVAL:** \_\_\_\_\_

HERMITAGE BOARD OF COMMISSIONERS

(when all conditions met)

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CHAIRMAN

SECRETARY

NOTE: Approval boxes should be placed along the edges of the plan, so that seals of each governing body can easily be affixed near their signatures.

**NULL & VOID BOX and TYPICAL SYMBOLS FOR IDENTIFICATION**

**PLAN APPROVAL EXPIRATION BOX  
FOR LAND DEVELOPMENT PLANS**

**TYPICAL SYMBOLS FOR IDENTIFICATION**

PLAN IS NULL AND VOID UNLESS  
RECORDED BY: \_\_\_\_\_

	- RIGHT-OF-WAY, PROPERTY LINE
	- FUTURE RIGHT-OF-WAY
	- CENTERLINE
	- ZONING DISTRICT BOUNDARY LINE
	- STREAMS, LAKES, RIVERS
	- BUILDING SETBACK LINE
	- EASEMENT LINE

**EXHIBIT "C"**  
**NOTARIZATION ACKNOWLEDGEMENT STATEMENTS**

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**NOTARIZATION OF DEVELOPER'S / OWNER'S SIGNATURE IF A CORPORATION:**

COMMONWEALTH OF \_\_\_\_\_ :  
: SS  
COUNTY OF \_\_\_\_\_ :

ON THIS, THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BEFORE ME, (insert notary's full name) THE  
UNDERSIGNED OFFICER, PERSONALLY APPEARED (insert person's name(s)), WHO ACKNOWLEDGED  
HIMSELF/HERSELF TO BE (officer title) OF (insert corporate name), A CORPORATION, AND THAT HE/SHE  
AS SUCH PRESIDENT, EXECUTED THE FOREGOING INSTRUMENT FOR THE PURPOSES THEREIN CONTAINED BY  
SIGNING THE NAME OF THE CORPORATION BY HIMSELF/HERSELF AS (officer title).

IN WITNESS WHEREOF, I HEREUNTO SET MY HAND AND OFFICIAL SEAL.

\_\_\_\_\_(Notary's Signature) \_\_\_\_\_ (Notary Stamp)  
NOTARY PUBLIC  
MY COMMISSION EXPIRES: (insert date)

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**NOTARIZATION OF DEVELOPER'S / OWNER'S SIGNATURE IF AN INDIVIDUAL:**

COMMONWEALTH OF \_\_\_\_\_ :  
: SS  
COUNTY OF \_\_\_\_\_ :

ON THIS, THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BEFORE ME, (insert notary's full name), THE UNDERSIGNED  
OFFICER, PERSONALLY APPEARED (insert individual's name(s)), KNOWN TO ME (OR SATISFACTORILY  
PROVEN) TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT, AND  
ACKNOWLEDGED THAT HE/SHE EXECUTED THE SAME FOR THE PURPOSES HEREIN CONTAINED.

IN WITNESS WHEREOF, I HEREUNTO SET MY HAND AND OFFICIAL SEAL.

\_\_\_\_\_(Notary's Signature) \_\_\_\_\_ (Notary Stamp)  
NOTARY PUBLIC  
MY COMMISSION EXPIRES: (insert date)

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**NOTARIZATION OF DEVELOPER'S / OWNER'S SIGNATURE IF A PARTNERSHIP:**

COMMONWEALTH OF \_\_\_\_\_ :  
: SS  
COUNTY OF \_\_\_\_\_ :

ON THIS, THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BEFORE ME, (insert notary's full name), THE  
UNDERSIGNED OFFICER, PERSONALLY APPEARED (insert person's name), WHO ACKNOWLEDGED  
HIMSELF/HERSELF TO BE A GENERAL PARTNER OF (insert partnership name), AND THAT HE/SHE AS SUCH  
PARTNER, BEING AUTHORIZED TO DO SO, EXECUTED THE FOREGOING INSTRUMENT FOR THE PURPOSES HEREIN  
CONTAINED.

IN WITNESS WHEREOF, I HEREUNTO SET MY HAND AND OFFICIAL SEAL.

\_\_\_\_\_(Notary's Signature) \_\_\_\_\_ (Notary Stamp)  
NOTARY PUBLIC  
MY COMMISSION EXPIRES: (insert date)

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## **EXHIBIT “D”**

### **DEVELOPER/OWNER ACKNOWLEDGEMENT STATEMENTS**

**Where the developer is NOT the Owner of Record (at the time the plan is to be recorded) use this statement:**

**I/WE, THE UNDERSIGNED, HEREBY DECLARE THAT I AM/WE ARE THE DEVELOPER(S) OF THIS LAND DEVELOPMENT PLAN AND OF THE LAND SHOWN HEREON. THE RECORD OWNER(S) OF SAID LAND IS/ARE \_\_\_\_\_ (insert Record Owner's Name(s)) \_\_\_\_\_, AND THIS PLAN SHOULD BE RECORDED IN THE NAME(S) OF \_\_\_\_\_ (insert Developer's Name(s)) \_\_\_\_\_, DEVELOPER(S) AND \_\_\_\_\_ (insert Record Owner's Name(s)) \_\_\_\_\_, RECORD OWNER(S).**

\_\_\_\_\_  
(Developer's signature(s))  
DEVELOPER(S)

Where the Developer IS the Owner of Record use this statement:

**I/WE, THE UNDERSIGNED, HEREBY DECLARE THAT I AM/WE ARE THE DEVELOPER(S) OF THIS LAND DEVELOPMENT PLAN AND THE RECORD OWNER(S) OF THE LAND SHOWN HEREON, AND WISH IT TO BE RECORDED AS SUCH.**

\_\_\_\_\_  
(Developer's & Record Owner's signature(s))

Note: All signatures shall be in black ink. The names and addresses of all developers and record owners must be shown on the plan.

## **EXHIBIT “E”**

### **ENGINEER’S CERTIFICATION & SURVEYOR’S CERTIFICATION**

#### **ENGINEER’S CERTIFICATION:**

I, \_\_\_\_\_ (engineer's full name) \_\_\_\_\_, A DULY REGISTERS PROFESSIONAL ENGINEER IN THE COMMONWEALTH OF PENNSYLVANIA, HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF THAT THIS PLAN HAS BEEN ACCURATELY PREPARED BASED ON SOUND ENGINEERING PRINCIPALS AND ON THE SURVEY OF \_\_\_\_\_ (surveyor's name) \_\_\_\_\_, REGISTERED LAND SURVEYOR

\_\_\_\_\_  
(Engineer's Signature, License # & Seal)  
Signature (SEAL)

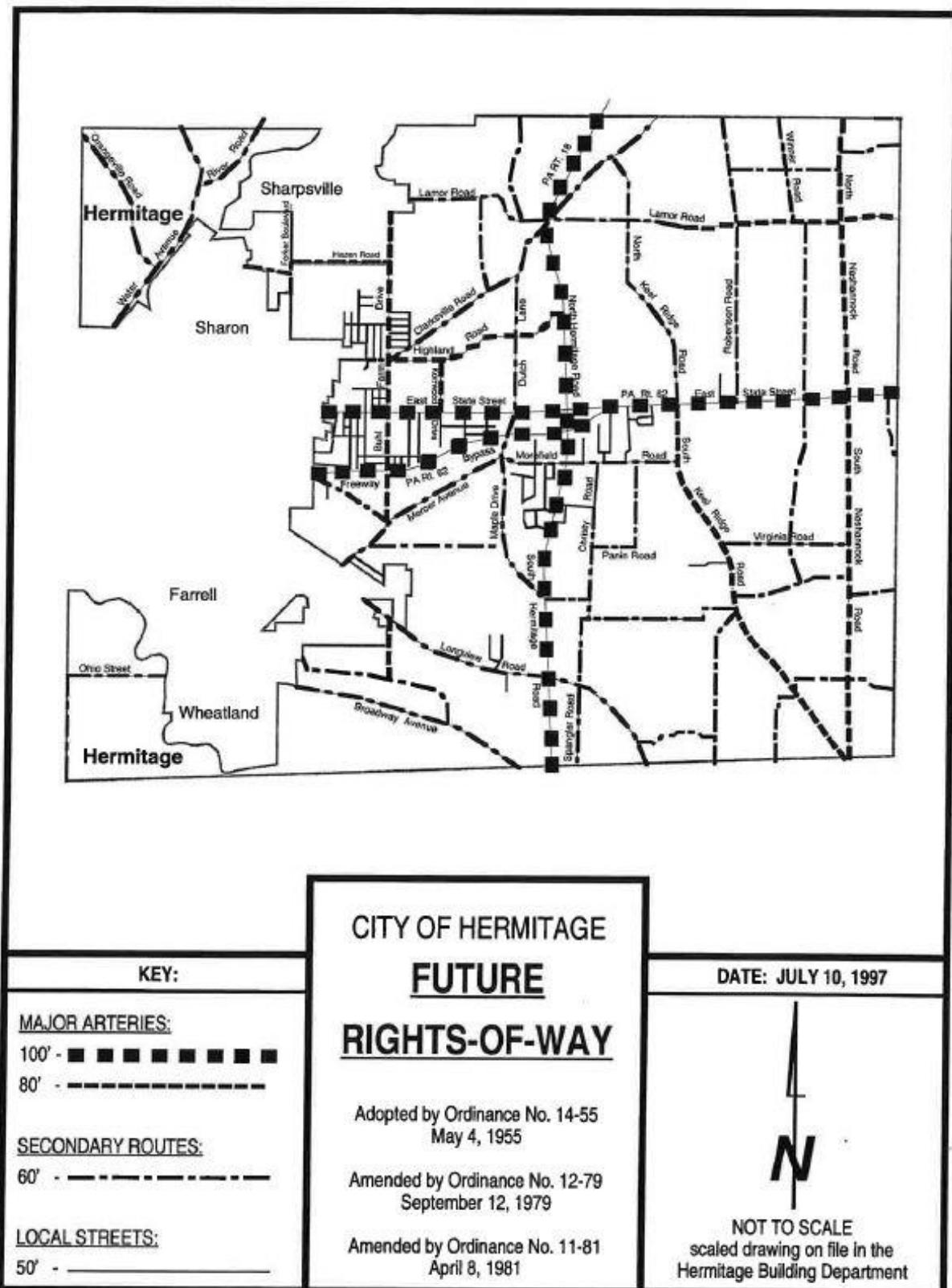
\*Architect or Landscape architect as permitted by PA Professional Licensure Statutes. If an Architect or Landscape Architect is preparing plan, correct wording in this notion accordingly.

#### **SURVEYOR’S CERTIFICATION:**

"I, \_\_\_\_\_ (surveyor's full name) \_\_\_\_\_, A DULY REGISTERED LAND SURVEYOR IN THE COMMONWEALTH OF PENNSYLVANIA, HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND ABILITY THAT THIS PLAN HAS BEEN ACCURATELY PREPARED, AND THAT A FIELD SURVEY WAS PERFORMED IN THE CITY OF HERMITAGE, LOCATED IN MERCER COUNTY, PENNSYLVANIA, AND THAT SUCH SURVEY DOES NOT EXCEED AN ERROR OF CLOSURE OF 1:5000, AND I CERTIFY THAT ALL SURVEY MONUMENTATION SHOWN ON THIS PLAN HAS BEEN SET OR FOUND IN THE FIELD AS INDICATED.

\_\_\_\_\_  
(Surveyor's Signature, License # & Seal)  
Signature (SEAL)

## **EXHIBIT "F"**



**EXHIBIT “G”**  
**SCHEDULE OF DRAWINGS EXAMPLE**

**SCHEDULE OF DRAWINGS**

<u>SHEET NO.</u>	<u>DESCRIPTION</u>	
1	COVER SHEET	
2	EXISTING SITE PLAN	
3	PROPOSED SITE PLAN	
4	GRADING PLAN	
5	UTILITY & PARKING PLAN	
6	LANDSCAPING PLAN	
7	DETAILS	

THESE SHEETS SHOWN AS  
REFERENCE ONLY AND ARE  
ON FILE AT THE HERMITAGE  
MUNICIPAL BUILDING.

**EXHIBIT “H”**  
**PARKING SPACE REQUIREMENTS TABLE EXAMPLE**

PARKING SPACE REQUIREMENTS		
USE	REQUIRED PARKING SPACES	PROPOSED PARKING SPACES
INDUSTRIAL AND MANUFACTURING ESTABLISHMENTS, WAREHOUSES, WHOLESALE AND TRUCK TERMINALS	1 SPACE PER EMPLOYEE ON THE LARGEST SHIFT	1 SPACE x ___ EMPLOYEES ON LARGEST SHIFT = ___
	1 SPACE PER EACH 10,000 SQUARE FEET FOR VISITORS, UP TO 10 SPACES	+ 1 SPACE PER 10,000 SQ. FT. FOR VISITORS (UP TO 10 SPACES) = ___
		TOTAL SPACES REQUIRED = ___
		TOTAL SPACES PROVIDED = ___