



SUBDIVISION/LAND DEVELOPMENT

**PLAN SUBMITTAL GUIDE AND CHECK LIST
FOR MAJOR AND MINOR SUBDIVISIONS**

**PLEASE CHECK OUR WEBSITE
([PAINT TOWNSHIP.COM](http://PAINTTOWNSHIP.COM))**

**ALSO PLEASE SEE THE PLANNING COMMISSION
CALENDAR AND THE SUBDIVISION/LAND
DEVELOPMENT FEE SHEET**

SUBDIVISION/LAND DEVELOPMENT PLAN SUBMITTAL

All plan submissions must include the following:

- ◆ A completed application with original signature
- ◆ Filing fee
- ◆ Eight (8) copies of the site plan:
 - Black and white or blue and white prints
 - Sheet size no smaller than 18" x 22", no larger than 30" x 42"
 - Scale of 50' or 60' to the inch
- ◆ Three copies of plan related correspondence such as Plan Introduction/Project Narrative, Modification requests
- ◆ Three copies of storm water management plans/correspondence, if applicable
- ◆ Three copies of traffic impact study/correspondence, if applicable.
- ◆ Application, signed by staff.
- ◆ Applicant will need to file the required number of copies of plans and supporting information, including filing fee to Paint Township. (Phone# 814-467-9788)
- ◆ Plans must be received before the last Wednesday of each month in order to be on the agenda for the following Planning Commission Meeting.
- ◆ Planning Commission meetings are generally held the last Wednesday of each month at 7:00 P.M. at the Township building.
- ◆ Generally, plans will require a minimum of three (3) planning commission meetings prior to receiving plan recommendation and moving forward to the Board of Supervisors
- ◆ Upon conditional approval by the Planning Commissioners, Three (3) paper copies of the final plan will need to be submitted to the planning department in order to obtain all appropriate township signatures. Please allow up to 2 weeks.
- ◆ After the paper copies are signed, the applicant will need to call Somerset to schedule an appointment for plan recording.

Please Note: This submittal guide is to be used as a guidance tool only. There may be additional submission requirements that are not shown in this guide.

SUBDIVISION/LAND DEVELOPMENT APPLICATION CHECKLIST

A minimum of the following should be submitted to the township at the time of application:

| | | Submitted | Not Applicable |
|--|---|-----------|-------------------|
| 1. | Completed application with original signature(s) | | |
| 2. | Paint Township Planning Commission Appendix 24 Application | | |
| 3. | Eight (8) sets of plans | | |
| 4. | Required submittal fees | | |
| 5. | 2 copies of plan correspondence (plan introduction /project narrative) | | |
| 6. | 2 copies of Modification/Waiver Requests | | |
| 7. | 2 copies Storm water Management Plans/Correspondence | | |
| 8. | 2 Traffic Study/Correspondence, if applicable (1 copy must be sent directly to the Township Traffic and to PennDOT) | | |
| Plan Drawings Should Include (Where Applicable): | | | |
| 1. | Cover Sheet | | |
| 2. | Existing Conditions/Demolition Plan | | |
| 3. | Subdivision Plan | | |
| 4. | Land Development Site Plan/Layout | | |
| 5. | Grading and Utility Plan, Details, and Topo | | |
| 6. | Storm Draining Profiles & Management Details | | |
| 7. | Site Improvement Details/Street Profiles, Cross Sections | | |
| 8. | Soil and Erosion control plans | | |
| Additional Information Required (Where Applicable): | | | |
| 1. | DEP Planning Modules or Exemption Declaration | | |
| 2. | Postmaster approval of proposed street names and approval from Somerset Countywide Emergency Coordinator | | |
| 3. | Highway Occupancy Permit for State Highways (PennDOT) | | |
| 4. | Dedication plan & certification for Streets, R-O-W, Sewer, Easements Including legal descriptions | | |
| 5. | Water and/or Sewer connection assurance letter from appropriate authority & all other proposed utility providers | | |
| 6. | Draft of proposed covenants | | |
| 7. | Phasing Plan | | |
| 8. | Other | | |

ADDITIONAL DISTRIBUTION OF PLANS/APPROVALS

In addition to submitting plans to the township, the following agencies may also require a set of plans and correspondence:

| | Submitted | Not Applicable |
|--|------------------|-----------------------|
| <u>Paint Township Planning Commission</u> (Submit plans w/ signatures) 1741 Basin Drive Windber, PA, 15963 Telephone: 814-467-9788 | | |
| <u>Somerset County Conservation District</u> 1590 N. Center Ave Somerset, PA 15501 Telephone: 814-445-4652 | | |
| <u>PA Department of Environmental Protection</u> (PA DEP) 286 Industrial Road Ebensburg, PA 159-31-4109 Telephone: 814-472-1900 or 724-925-5500 | | |
| <u>PA Department of Transportation</u> (Penn DOT) P.O. Box 509 Somerset, PA 15501 Telephone: 814-445-7905 | | |
| <u>Windber Sewer Authority</u> (WAA) 1700 Stockholm Ave. Windber, PA 15963 Telephone: 814-467-5574 | | |
| <u>Windber Water Authority</u> (WAA) 1700 Stockholm Ave Windber, PA 15963 Telephone: 814-467-5574 | | |
| <u>Conemaugh Twp. Municipal Authority</u> (West Paint Twp. Residents) 113 S. Main Street P.O. Box 429 Davidsville, PA 15928 Telephone: 814-479-7651 | | |
| <u>Somerset County – Recorder of Deeds</u> 300 N. Center Avenue, Suite 400 Somerset, PA 15501 Telephone: 814-445-1547 | | |

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