

# INFORMATION NEEDED FOR LAND DEVELOPMENT/SUBDIVISION

Land Development Application fee-\$300.00

Subdivision fee-\$200.00 + \$50.00 add lot

Review fee \$125.00

1. General Notes-description of project and use
2. Legal Description-Title Information
3. Utility Service Information
4. Signature block
  - a. Owner of land (**Please have signed prior to submission**)
  - b. City Engineer
  - c. Chairman, City Planning Commission
  - d. City Clerk
  - e. Surveyor
  - f. Fire Chief
  - g. Zoning Administrator
5. Zoning Information- **required VERSUS proposed**
  - a. Zoning District
  - b. Lot requirements
  - c. Setbacks
  - d. Building height
  - e. Maximum floor area ratio
  - f. Parking requirements
  - g. Landscaping requirements
  - h. Building elevation
6. Storm Water Management Plan
7. Erosion & Soil Review from the Lycoming County Conservation District
8.
  - 1 sets of plans (18 by 24) to Zoning Office
  - 28 sets of plans (11 by 17) to Zoning Office
  - 1 plan needs to be emailed (PDF File) ([zoning@cityofwilliamsport.org](mailto:zoning@cityofwilliamsport.org))
  - 1 11x17 rendering of the project
9. County Reviewed Comments (\$County fee required) must be complete before plan can go before the City Planning Commission -take 6 sets (18 by 24) and 2 (11 by 17) to Lycoming County Planning Commission.

Submit plan to Zoning Official for review and before submitting as final plans.

Once the Zoning Official approves plans, you can submit to Lycoming County.

## **LAND USE SUMMARY-PLAN REQUIREMENTS**

A land use summary shall accompany all applications for subdivision/land development and shall include the following information (as defined in the City of Williamsport Planning & Zoning Code):

1. Size of the lot or parcel
2. Required and actual setbacks from front, side, and rear lot lines.
3. Building height measured from undisturbed natural ground level.
4. Lot coverage of principal and accessory structures.
5. Coverage of all other imperious items, driveways, parking lots and sidewalks, etc.
6. Total floor area of all buildings.

## **DRAWINGS**

### **Site Plan Requirements**

#### **(a) General information to be shown:**

- (1) Name of the subdivision or land development.
- (2) Name, address, and certification of title of the owner.
- (3) Name and address of the engineer, surveyor, architect, person responsible for preparing
- (4) Date, north point and scale.
- (5) A location map for the purpose of locating the site to be subdivided or developed.

#### **(b) Existing primary features:**

- (1) The location, names and widths of streets; the location and name of Railroads; the location of property lines and names of adjacent owners; The location of watercourses, sanitary sewers, storm drains, and similar Features within 400 feet of any part of the land to be subdivided or developed.
- (2) Location, size, and ownership of all underground utilities and any right of way within the Property.
- (3) Location and character of existing buildings, location and size of trees, the outline of all Wooded areas, quarries, marshy areas, areas subject to inundation and other data.

#### **(c) Proposed Layout**

- (1) Lot Layout, including dimensions and bearings and consecutive numbering of lots.
- (2) The proposed names, cart way width and right-of-way width of all Proposed streets.
- (3) The arrangement of buildings and parking areas in commercial and Multifamily developments, with all necessary dimensions noted on the Plan.
- (4) Sufficient data to determine readily the location, bearing and length of Every street, lot and boundary line.
- (5) The proposed building setback line for each street or the proposed location of each building.
- (6) Accurate locations of all monuments, one to be placed at each change In direction of boundary, two to be placed at each street intersection And one on one side of each street at angle points and at the beginning

And end of curves. Utility easements shall be monumented at their Beginning and end, and areas to be conveyed for public use shall be Fully monumented at their external boundaries.

- (7) The location, width and purpose of all easements or rights of way and Boundaries by bearings and dimensions.
- (8) For multi-family developments, the total area, total dwelling units, Number of buildings, proposed density, total parking spaces, building Coverage and the floor area ratio shall be noted on the plan.
- (9) For subdivisions, the total area, number of lots, average and minimum Lot size and proposed length of new streets shall be noted on the plan.
- (10) The location, size and invert elevations of all sanitary sewers, storm Sewers and locations of all manholes, inlets and culverts and the Design calculations of same, along with the plan and profile of same And any appurtenances.
- (11) The location of all existing and proposed fire hydrants and utilities.
- (12) Typical cross-sections and street profiles for all streets. Such profiles Shall show the existing and proposed grades along the proposed street Center lines.
- (13) Areas reserved as open space, together with material required by ordinance.
- (14) Areas dedicated to public usage, together with appropriate deeds of Dedication.
- (15) An improvement plan showing grading pavement and curb lines, Sidewalks with dimensions of all utilities, property designated and With sizes noted, lots numbered and streets identified, at the same Scale as the final plan of lots, is required.
- (16) If the construction requirements are not completed, a bond, executed By a surety company consisting of cash or securities satisfactory to the Director of Finance and Personnel, shall be furnished, equal to the cost Of construction plus engineering fees for layout and inspection, based On an estimate furnished by the Director of Community and Economic Development. This bond shall be accepted on the basis that the Improvements will be completed within one year, and in the event they Are not completed, the City will proceed with the work, and the owner And/or bond will be liable for the costs thereof.
- (17) Protective covenants in final form for recording in the office of the Lycoming County Recorder of Deeds shall be presented.
- (18) Other data is required such other certificates, affidavits or Endorsements as may be required by the Planning Commission or Council.

**(d) Every final plan must have following signatures:**

- (1) Owner of the land.
- (2) Signature and seal of the registered engineer or surveyor.
- (3) Director of the Department of Community and Economic Development.
- (4) Chairman of the City Planning Commission.
- (5) City Clerk.
- (6) Fire Chief