

# Official Subdivision & Land Development Ordinance

**MONROE TOWNSHIP**  
CUMBERLAND COUNTY, PENNSYLVANIA

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Amended: October 9, 2008 - Ord. No. 08-01

Amended: December 8, 2016 – Ord. No. 2016-02

# MONROE TOWNSHIP MUNICIPAL DIRECTORY

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# Article 1

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## Background Provisions

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### **Section 101      Short Title**

This Ordinance shall be known and may be cited as the “Monroe Township Subdivision and Land Development Ordinance of 2008, Amended and Modified 2016”.

### **Section 102      Purpose**

The purpose of this Subdivision and Land Development Ordinance is to provide for the harmonious development of the Township by:

1.     Assisting in the orderly and efficient integration of land developments within the Township.
2.     Ensuring conformance of land development plans with the comprehensive Plan, and other municipal documents.
3.     Ensuring the provision of adequate public facilities including roadways, walkways, water supply, storm water facilities, sanitary sewerage facilities, open spaces and other improvements for the public health, safety and welfare.
4.     Ensuring coordination of inter-municipal and intra-municipal public improvement plans and programs.
5.     Securing the protection of water resources, drainage ways and other environmental resources.
6.     Facilitating the safe and efficient movement of traffic.
7.     Securing equitable handling of all development plans by providing uniform standards and procedures.
8.     In general, promoting greater health, safety, and welfare of the citizens of the Township.

### **Section 103      Adoption**

The Board of Supervisors of Monroe Township, Cumberland County, Pennsylvania, pursuant to the Pennsylvania Municipalities Planning Code, Act 247 of 1968, reenacted and amended by Act 170 of 1988, and as subsequently amended, and the Second Class Township Code, Act of May 1, 1993, P.L. 103, No. 69, re-enacted and amended July 10,

1947, P.L. 1481, No. 567, and as subsequently amended, hereby enacts and ordains the following Ordinance governing subdivisions and land developments within the limits of Monroe Township.

## **Section 104 Authority**

The Board of Supervisors shall administer and enforce this Ordinance and does hereby designate the Monroe Township Planning Commission as an agency of the Board of Supervisors:

1. With which applicants may hold all pre-application consulting relating to the plans.
2. Which makes recommendations to the Board of Supervisors concerning subdivision plans, land development plans and waivers.

## **Section 105 Scope**

This Ordinance shall apply to all subdivision and land development plans submitted after the effective date of this Ordinance, and to all subdivision and land development plans submitted before the effective date of this Ordinance which no longer have protection from the effect of changes in governing ordinances granted by Section 508(4) of the Pennsylvania Municipalities Planning Code as amended.

This Ordinance shall not affect any suit or prosecution pending or to be instituted, to enforce any provision of previous subdivision and land development ordinances of the Township of Monroe, on an act done, contract executed, or liability incurred prior to the effective date of this Ordinance, nor shall any provisions of this Ordinance be construed to waive the obligations imposed upon an applicant to complete a previously approved Preliminary or Final Plan including the installation of improvements required hereunder, in strict compliance with the requirements of the effective Monroe Township Subdivision and Land Development Ordinance.

No street, sanitary sewer, storm sewer, water main, or other facility in connection therewith shall be laid out, constructed, opened or dedicated for public use or travel, or for the common use of occupants of buildings thereon unless and until authorized by this Ordinance.

No lot in a subdivision may be sold, no permit to erect or alter any building upon land in subdivision or land development, unless and until a Final Subdivision or Land Development Plan has been approved by the Board of Supervisors and recorded, and until the improvements required in connection therewith have been either constructed or guaranteed in a manner prescribed herein.

All subdivision and land development plans are subject to the prevailing Township Zoning Ordinance, as amended, and all other applicable ordinances, regulations, and requirements of the Township.

# Article 2

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## Definitions

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### Section 201      **General**

Words and phrases shall be presumed to be used in their ordinary context unless such word or phrase is defined or interpreted differently within this section.

### Section 202      **General Terms**

In this Ordinance, when not inconsistent with the context:

1. Words in the present tense imply also the future tense,
2. The singular includes the plural,
3. The male gender includes the female gender,
4. The term “person” includes an individual, incorporator’s association, member(s) of a partnership or the officers of a corporation, as well as any similar entity,
5. The term “shall” or “must” is always mandatory,

### Section 203      **Specific Terms**

The following words and phrases shall have the particular meaning assigned by this section in the appropriate sections of this Ordinance.

**ACCESS DRIVE** - An improved cartway designed and constructed to provide for vehicular movement between a public road and a tract of land containing any use other than one single-family dwelling unit or farm.

**AGENT** - Any person other than the developer, who acting for the developer submits subdivision and/or land development plans to the Township for the purpose of obtaining approval thereof.

**AISLE, PARKING** - A private drive intended principally to provide vehicular access within a vehicular parking compound. Although aisles provide interior vehicular circulation, their principal function is to provide entrance and exit for individual parking spaces. Aisles may not be used to intersect streets.

**ALLEY** - A right-of-way intended to provide vehicular access to the side, rear or both, of property with frontage on a street.

**APPLICANT** - A landowner or developer, as hereinafter defined, who has filed an application for subdivision or land development including his heirs, successors and assigns.

**BLOCK** - A tract of land which is entirely bounded by streets, public parks, cemeteries, railroads, watercourses, or any other barrier to the continuity of development.

**BOARD OF SUPERVISORS** - The Board of Supervisors of Monroe Township, Cumberland County, Pennsylvania.

**BUILDING** - Any structure having walls and a roof or other covering, designed for the shelter or enclosure of any persons, animals, or property of any kind.

**CARTWAY**- The surface of a street, access drive, driveway, or alley available for vehicular traffic, including travel lanes and parking lanes but not necessarily including curbs, sidewalks or swales.

**CLEAR SIGHT TRIANGLE** - An area of unobstructed vision at a street intersection defined by a line of sight between points at center lines.

**COMPREHENSIVE PLAN** - The most recently adopted version of the Official Comprehensive Plan, Monroe Township, Cumberland County, PA, including any amendments.

**CUL-DE-SAC** - A dead-end street equipped with a circular vehicle turnaround at its terminus.

**CURB** - The raised edge of a pavement to confine surface water to the pavement and to protect the abutting land from vehicular traffic.

**CURB LINE** - The outside edge of the cartway.

**DEDICATION** - The deliberate assignment of land by its owner to another party.

**DEED** - A written instrument whereby an estate in real property is conveyed.

**DENSITY** - The number of dwelling units permitted in relation to the land area actually in use or proposed to be used for residential purposes, exclusive of public, private, or both, streets.

**DEVELOPER** - Any landowner, agent or such landowner, equitable owner, or tenant with the permission of the landowner, for whom subdivision or land development plans are being or have been made.

**DRIVEWAY** - An improved cartway designed and constructed to provide vehicular movement between a public street and a tract of land serving one single-family dwelling unit or a farm.

**EASEMENT** - A right-of-way granted for limited use of private land for a public or quasi-public or private purpose, and within which the owner of the property shall not

have the right to make use of the land in a manner that violates the right of the grantee.

ENGINEER - A Professional Engineer registered as such in the Commonwealth of Pennsylvania.

FLOODPLAIN - An area of land adjacent to the channel of a watercourse which has been or is likely to be flooded, or any area subject to the unusual and rapid accumulation or runoff of surface waters from any source.

FRONTAGE - The linear measurement taken along a property's common boundary with an adjoining street right-of-way, other than that of a limited access highway.

GRADE - The slope expressed in a percent which indicates the rate of change of elevation in feet per hundred feet.

LAND DEVELOPMENT - Any of the following:

A group of two or more residential or nonresidential buildings, whether proposed initially or cumulatively, or a single nonresidential building on a lot or lots regardless of the number of occupants or tenure; or

The division or allocation of land or space, whether initially or cumulatively, between or among two or more existing or prospective occupants by means of, or for the purpose of streets, common areas, leaseholds, condominiums, building groups or other features.

A subdivision of land.

However, the following are not considered land developments for the purposes of this Ordinance:

- the conversion of an existing single-family detached dwelling or single-family semi-detached dwelling into not more than three residential units, unless such units are intended to be a condominium;
- the addition of an accessory building, including farm buildings, on a lot or lots subordinate to an existing principal building; or
- the addition or conversion of buildings or rides within the confines of an enterprise which would be considered an amusement park. For purposes of this subclause, an amusement park is defined as a tract or area used principally as a location for permanent amusement structures or rides. This exclusion shall not apply to newly acquired acreage by an amusement park until initial plans for the expanded area have been approved by proper authorities.

LAND SURVEYOR - A land surveyor registered in the Commonwealth of Pennsylvania.

LANDOWNER - The legal, beneficial, equitable owner or owners of land, including the holder of an option or contract to purchase (whether or not such option or contract is subject to any conditions), a lessee (if he is authorized under the lease to exercise the

rights of the landowner), or another person having a proprietary interest in land, shall be deemed to be a landowner for the purposes of this Ordinance.

LANDSCAPE ARCHITECT - A landscape architect registered as such in the Commonwealth of Pennsylvania.

LATERAL - A utility line between a utility main that is located within a utility easement, and the building which the line serves.

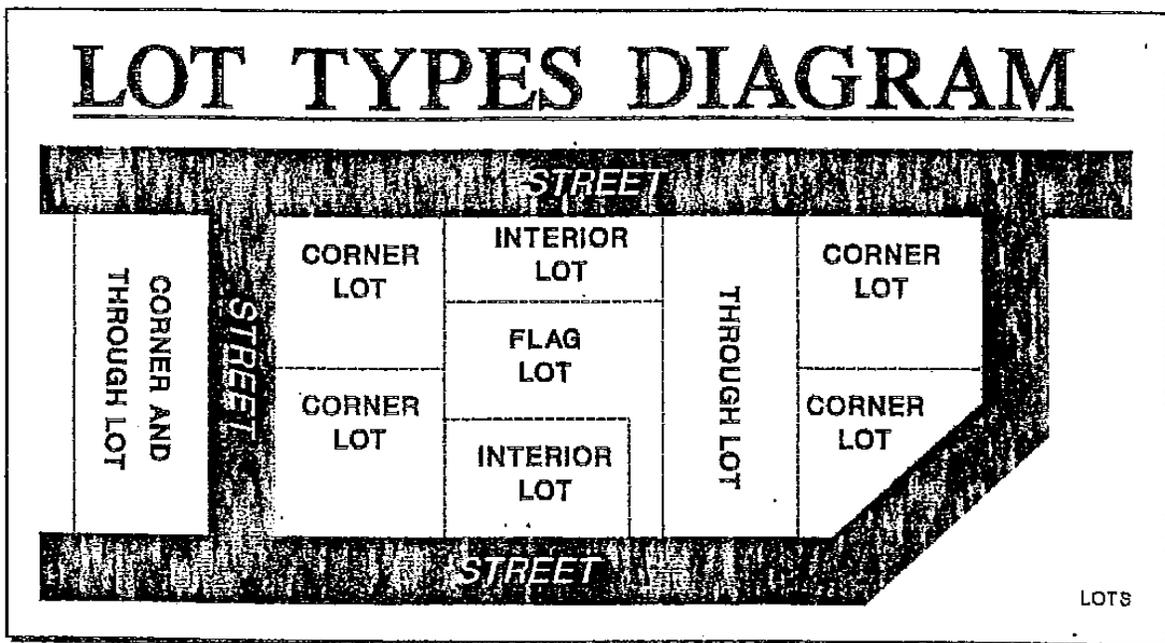
LOT - Any parcel, or tract of land intended as a single unit for purposes of ownership, transfer of ownership, use, rent, improvement, or development. The word "lot" includes the word "plot," "parcel" or "tract."

Lot, Corner: A lot which has an interior angle of less than one hundred thirty-five degrees (135°) at the intersection of two (2) street lines. A lot abutting upon a curve street shall be considered a corner lot if the tangents to the curve at the points of intersection of the side lot lines with the street line intersect at an interior angle less than one hundred thirty-five degrees (135°).

Lot, Flag: A lot whose frontage does not satisfy the minimum width requirements for the respective zone but that does have sufficient lot width away from the lot's frontage.

Lot, Interior: A lot other than a corner lot, the sides of which do not abut a street.

Lot, Double Frontage, Through or Reverse Frontage: An interior lot having frontage on two parallel or approximately parallel streets.



MANUFACTURED HOUSE - Any structure intended for or capable of permanent human habitation, with or without wheels, and capable of being transported or towed

from one place to the next, in one or more pieces, by whatsoever name or title it is colloquially or commercially known, but excluding transport trucks or vans equipped with sleeping space for a driver or drivers, and travel trailers. Manufactured houses placed in parks shall meet the requirements for Manufactured Housing parks listed in Article 7 of this Ordinance, as may be amended. Manufactured houses placed on individual lots shall be considered “dwellings,” and be bound by the requirements there-imposed.

**MANUFACTURED HOUSING LOT** - A parcel of land in a manufactured housing park, improved with the necessary utility connections and other appurtenances necessary for the erection thereon of a single manufactured house.

**MANUFACTURED HOUSING PARK** - A parcel or contiguous parcels of land which have been so designated and improved to contain two or more manufactured housing lots for the placement thereon of manufactured houses.

**PEDESTRIAN EASEMENT** - A right-of-way, municipally or privately owned which cuts across a block to furnish access for pedestrians to adjacent streets or properties.

**PLAN** - The map representing a tract of land including all supplementary data specified in Article 4 of this Ordinance. The following are the types of plans specified by this Ordinance:

**As-Built**: A revised Final Plan, showing dimensions and locations of all streets and other public improvements as actually constructed.

**Final Plan**: A subdivision and/or land development plan prepared for official recording as required by statute to define property rights, proposed streets and other public improvements.

**Preliminary Plan**: A complete and exact subdivision and/or land development plan, the purpose of which is to authorize the preparation of Final Plans.

**Sketch Plan**: A formal Plan not necessarily to exact scale, indicating salient existing features of a tract and its surroundings, with the general layout of a proposal for consideration prior to the submission of a Preliminary Plan.

**PLANNING COMMISSION** - The Planning Commission of Monroe Township.

**PROFESSIONAL CONSULTANTS** - Persons who provide expert or professional advice, including, but not limited to, architects, attorneys, certified public accountants, engineers, geologists, land surveyors, landscape architects or planners.

**PUBLIC GROUND** - Public parks, playgrounds, open space and other public areas; and sites for school, sewage treatment, refuse disposal and other public owned or operated facilities.

**RIGHT-OF-WAY** - Land reserved for use as a street, alley, crosswalk, utilities or other public or private use.

**SLOPE** - The degree of deviation of a surface from the horizontal. Slope is expressed in a percentage which indicates the rate of elevation change in feet per one hundred feet (100').

**STREET** - A strip of land over which there is a public or private right-of-way intended to serve principally as a means of vehicular access to and frontage for abutting properties, as well as general traffic circulation. Streets are further classified as follows:

**Arterial**: A street which provides for inter-community travel connecting population centers and carrying large volumes of traffic at speeds higher than desirable on other types of streets. The secondary function of an arterial street is to provide access to frontage lots; therefore, the intensity of driveway access is limited.

**Collector**: A street which conducts and distributes traffic between arterial and local streets. Collector street's primary function is to promote free traffic flow. The secondary function of a collector street is to provide access to frontage lots; therefore, the intensity direct driveway access is limited. Collectors shall be designed so that no section or any point of traffic concentration exceeds 1,000 average daily traffic movements.

**Cul-de-Sac**: A street with a single common ingress and egress.

**Local**: A street which provides frontage for access to lots, and carries traffic having destination or origin on the street itself.

The term *Alley* does not refer to a street. See the definition for *Alley*.

**STREET GRADE** - The elevation of a street along the centerline of the cartway.

**STREET LINE (RIGHT-OF-WAY LINE)** - A line defining the edge of a street right-of-way and separating the street from abutting property or lots.

**STREET, PRIVATE** - A street not offered for dedication or whose dedication was not accepted by the municipality.

**SUBDIVISION** - The division or redivision of a lot, tract, or parcel of land by any means into one, two or more lots, tracts, parcels, or other divisions of land, including changes in existing lot lines for the purpose, whether immediate or future, of lease, partition by the court for distribution to heirs or devisees, transfer of ownership, or building, or lot development; provided, however, that the subdivision by lease of land for agricultural purposes into parcels of more than ten (10) acres, not involving any new streets or easements of access or residential dwelling shall be exempted.

**SWALE** - A wide shallow ditch which gathers or carries surface water.

**TOWNSHIP ENGINEER** - A duly registered professional engineer, licensed as such by the Commonwealth of Pennsylvania, employed by the Township or engaged as a consultant thereto.

UNIT OF OCCUPANCY - A unit the use of which is not subordinate or customarily incidental to a principal unit. A unit of occupancy can be an independent unit within a building or a separate, detached building.

WAIVER - A process for alleviating specific requirements imposed by this Ordinance pursuant to the Pennsylvania Municipalities Planning Code, Act 247 of 1968, reenacted and amended by Act 170 of 1988, and as subsequently amended. Waiver provisions are in Section 306 and 804.

WATERCOURSE - A permanent or intermittent stream, river, brook, creek, channel, or swale, pond, lake, or other body of surface water carrying or holding surface water, whether natural or artificial.

WETLAND - Area with the characteristics of wetland, as defined by the U.S. Soil Natural Resources Conservation Service. Wetland areas are not limited to the locations delineated on wetland maps prepared by the U.S. Fish and Wildlife Service.

ZONING ORDINANCE - The current version of the Monroe Township Zoning Ordinance, as amended.

# Article 3

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## Plan Processing Procedures

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### Section 301 General

The procedures set forth in this Article shall be followed for all subdivision and/or land development plans.

The official Township determination on any application submitted under this Ordinance rests solely with the Board of Supervisors. The Township Planning Commission, Township Engineer, various Township officials, and Cumberland County Planning Department are advisory to the Board of Supervisors.

The procedure for consideration of a subdivision and/or land development plan includes three (3) stages. The Pre-Application Review specified in Section 302 is voluntary. Applicants are urged, but not required, to discuss possible development sites and plans with the Township Planning Commission, while the project is at an early stage.

- 301.1. A Preliminary Plan application is required for any of the following:
1. Land development,
  2. Subdivision of residential land into ten (10) or greater lots from the effective date of this Ordinance.
  3. Subdivision of land that is designated commercial or industrial in the Monroe Township Zoning Ordinance, as amended.
  4. Subdivision that includes construction of streets, alleys, public or joint use sanitary sewer facilities, public or joint use water supply facilities, or storm water detention/retention basins.

The Preliminary Plan contains detailed design data. Approval of the Preliminary Plan entitles the applicant to submit Final Plans in accordance with the terms of the Preliminary Plan. Procedures for a Preliminary Plan are in Section 303.

- 301.2. A Final Plan application is required for all subdivision and land development plans. The Final Plan contains detailed design data and guarantees the construction of certain improvements. Approval of the Final plan concludes with the recording of the plan which authorizes the construction of public/private improvements, and the selling of land. Procedures for a Final Plan are in Section 304.

Procedures are provided for a modification of the provisions of this Ordinance as they apply to a specific project. Modifications are referred to as Waivers. Procedures for Waivers are in Section 305.

Abbreviated procedures are provided for Minor Plans in Section 306.

## **Section 302 Pre-Application Review**

### **Sketch Plan Review**

Applicants are urged, but not required, to discuss possible development sites and plans with the Township Planning Commission prior to submission of a Preliminary or Final Plan. The purpose of the sketch plan meeting is to afford the applicant an opportunity to receive the recommendations of the Township while the project is at an early stage.

#### **Request for a Sketch Plan**

Review shall not constitute a formal filing of a plan.

A request for a Sketch Plan Review shall be submitted to the Township Secretary, or designee, at the Township Municipal Office at least fourteen (14) days prior to the Township Planning Commission meeting in order to be placed on the agenda. The request shall include one (1) application form (see Appendix No. 6). To aid in the effectiveness of the Sketch Plan Review, it is recommended that the application include at least ten (10) paper copies of the design plan to provide Township officials with the opportunity to prepare comments. When submitted, the design plan information should include the data required in Section 401, for a Sketch Plan.

Individuals are welcome to discuss proposals at a Township Planning Commission meeting without the submission of an Application or the benefit of a plan; however, the Planning Commission's ability to assist the applicant will be greatly limited.

In addition to the above, applicants may request that a Sketch Plan Review be submitted to Board of Supervisors for comments following the Township Planning Commission review. When requested, the Township Secretary, or designee, will advise the applicant of the meeting date at which the Sketch Plan Review is scheduled.

## **Section 303 Preliminary Plan Application**

303.1. Projects That Require Preliminary Plan Procedure - A Preliminary Plan application is required for any of the following:

1. Land development,
2. Subdivision of residential land into ten (10) or greater lots,
3. Subdivision of land that is designated commercial or industrial in the Monroe Township Zoning Ordinance, as amended.
4. Subdivision that includes construction of streets, alleys, public joint use sanitary sewer facilities, public or joint use water supply

facilities, or storm water detention/retention basins.

- 303.2 Consistency With Sketch Plan - The Preliminary Plan shall be substantially consistent with the Sketch Plan. The Preliminary Plan may include sections of an approved Sketch Plan, provided each section independently conforms to the Ordinance, regulations and other standards of the Township, and includes a reasonable portion of the Sketch Plan.
- 303.3. Submission Procedure - Preliminary Plans shall be submitted to the Township Secretary, or designee, at the Township Municipal Office, on any business day. However, Preliminary Plans must be submitted fourteen (14) days prior to the Township Planning Commission meeting in order to be placed on the agenda.

The Preliminary Plan Application shall not be available for revision or inclusion of additional information for fourteen (14) days before the Planning Commission meeting at which the plan will be considered. This time is to provide an examination of the plans and all appropriate supporting documentation. The Township will not accept changes or Amendments to the application after this date, unless the applicant or authorizes a rescheduling of the Preliminary Plan and grants an extension of the review time provided to the Township.

Applicants are required to submit a Sewer Facilities Plan Revision or Supplement in conjunction with the Preliminary Plan to avoid unnecessary delays in attaining revision or supplement approval prior to the Final Plan stage.

- 303.4 Application Requirement - All Preliminary Plan applications shall include the following:
1. A minimum of eleven (11) copies of the Preliminary Plan, reports, notifications and certification that are specified in Section 402. Additional copies of the Preliminary Plan and reports may be required by the Township.
  2. One (1) application form (see Appendix No. 6).
  3. Filing fee as set by resolution of the Board of Supervisors (see Fee Schedule available at Township Municipal Office), and the filing fee set forth by the Cumberland County Planning Department for review of the Plan.
- 303.5. Review for Completeness of Application - The Township Secretary shall have seven (7) days from the date of submission of an application to check the plans and documents to determine if the correct number of plans, amount of fee and proper application form were submitted. If defective, the application may be returned to the applicant with a statement of rejection, within the seven (7) day period; otherwise, it shall be deemed accepted for filing as of the date of submission. Acceptance for filing

shall not, however, constitute a waiver of any deficiencies or irregularities. The applicant may appeal a decision by the Township Secretary to the Board of Supervisors.

- 303.6. Distribution - The Township Secretary, or designee, shall distribute the Preliminary Plan to the Board of Supervisors, Township Planning Commission, Township Zoning Officer, Township Engineer and Township Solicitor. The applicant shall distribute the Preliminary Plan to the Cumberland County Planning Department, and Cumberland County Conservation District. If deemed necessary, data will be submitted to other officials (e.g., Water Supply Company/Authority, School District, Park Board, adjacent municipality, Emergency Management Coordinator, Pennsylvania Department of Transportation, Pennsylvania Department of Environmental Protection).
- 303.7. Reviewing Agencies - The Preliminary Plan is reviewed by the Township Secretary, Township Zoning Officer, Township Engineer, Cumberland County Planning Department, Cumberland County Conservation District, and, if deemed necessary, other officials. These reviewers will report their findings to the Township Planning Commission and Board of Supervisors.

All Plan reviews shall be based upon provisions of this Ordinance, as well as other applicable ordinances. All review comments to the Township Planning Commission, Township Board of Supervisors and applicant shall cite the provision of the ordinances relied upon or be specifically designated as a suggestion.

The Preliminary Plan will be placed on the Township Planning Commission agenda for a meeting which is a least fourteen (14) days following submission. Attendance at the Township Planning Commission meeting by the applicant or authorized agent is mandatory to:

1. Display for public viewing a plan which identifies at least the horizontal location of streets, parking, building, lot layout, storm water detention/retention basin, water supply, sanitary sewage disposal, and other planned features.
2. Verbally describe the property location and planned features in a presentation of no more than five (5) minutes;
3. Establish the acceptance or rejection of any recommendation of the Township Planning Commission and other officials; and,
4. Establish the intent to avail the application to the procedure for complying with recommendations of the Township Planning Commission as specified in Section 304.8.

- 303.8. Compliance with Recommendations of the Township Planning Commission - In order to avoid the Township Planning Commission's recommendation for disapproval, the applicant is encouraged to comply with the recommendations of the Township Planning Commission prior to their report to the Board of Supervisors. Should the applicant elect to revise the Preliminary Plan, ten (10) copies of the revised data and one (1) application form shall be submitted to the Township Secretary, or designee, at the Township Municipal Office. The revised data shall be submitted on any business day, at least fourteen (14) days prior to the Township Planning Commission meeting in order to be placed on the agenda. Revised plans will be distributed and reviewed in accordance with Sections 303.6. and 303.7.

Inherent in the submission of revised plans is a granting of a revision to the time period for a Township ruling on the Preliminary Plan (Section 303.9.) The revised time period shall be based upon the submission date of the revised data.

- 303.9. Ruling on the Preliminary Plan - A ruling on the Preliminary Plan is made by the Board of Supervisors. The applicant will be advised of the scheduled meeting for consideration of the Preliminary Plan by the Board of Supervisors. Attendance at the Board of Supervisors meeting by the applicant or authorized agent is mandatory. The applicant or authorized agent must be prepared to:

1. Display a plan which identifies at least the horizontal location of streets, parking, building, lot layout, storm water detention/retention basis, water supply, sanitary sewage disposal and other planned features;
2. Verbally describe the property location and planned features in a presentation of no more than five (5) minutes;
3. Establish the acceptance or rejection of any recommendation of the Township Planning Commission or other officials; and,
4. Establish the acceptance of any conditions of approval. The acceptance or rejection of the conditions of approval will be entered in the minutes of the Board of Supervisors. The acceptance of conditions will also be acknowledged in writing (see Appendix No. 8). If the applicant does not accept the conditions of approval; the plan will be disapproved.

The Board of Supervisors shall approve, conditionally approve, or disapprove the Preliminary Plan no later than the greater of the period of time required by the Municipalities Planning Code or ninety (90) days following the date of the regular meeting of the Planning Commission next following the date the application was filed; provided, however, should said next regular meeting occur more than thirty (30) days following the filing of the application, the said ninety (90) day period shall

be measured from the 30<sup>th</sup> day following the date the application was filed.

Should the applicant grant an extension of time within which the Board of Supervisors shall act upon the Preliminary Plan and/or render a written decision, the Board of Supervisors may act in accordance with such extension of time.

- 303.10. Notification of Ruling - The ruling of the Board of Supervisors shall be in the form of a written notice. The written notice shall cite defects in the application and the specific sections of this Ordinance, any applicable statute, or applicable Township Ordinance relied upon. The written notice shall be presented to the applicant personally or mailed to him at his last known address not later than fifteen (15) days following the decision. Refusal by the applicant to accept conditions of approval shall constitute disapproval of the plan.

In the event that any waiver of requirements from this Ordinance Is deemed necessary by the Board of Supervisors the Waiver and reasons for its necessity shall be entered in the minutes of the Board of Supervisors.

Approval of the Preliminary Plan entitles the applicant to Final Plan approval, in accordance with the terms of the Preliminary Plan, conditions of Preliminary Plan approval and Final Plan requirements.

Preliminary approval binds the applicant to the plan as approved. The Final Plan shall be substantially consistent with the approved Preliminary Plan. Preliminary approval does not authorize construction, sale or transfer of lots, nor shall this plan be recorded in the office of the Cumberland County Recorder of Deeds.

Unconditional Preliminary Plan approval shall expire within five (5) years after being granted, unless an extension is requested by the applicant and approved by the Board of Supervisors. Requests for extensions shall be submitted to the Township thirty (30) days prior to any prevailing expiration date. The Township has no responsibility to inform the applicant of the termination or pending termination of an application.

- 303.11. Compliance With Conditions of Approval - If the Board of Supervisors conditions its Preliminary Plan approval upon receipt of additional information, alterations, changes or notifications, such data shall be submitted and/or alterations noted on two (2) copies to be submitted to the Township Secretary, or designee. The applicant shall include a brief written descriptive narrative on the submitted data. The conditions of approval must be satisfied to obtain Preliminary Plan approval.

Compliance with the conditions of Preliminary Plan approval must Be attained within one (1) year of the Board of Supervisors' ruling on the Plan (see Section 304.9.), unless an extension is requested in writing by

the applicant and granted by the Board of Supervisors. Preliminary Plans which have not complied with the conditions of approval within the above time frame are disapproved.

In the event that any waiver of requirements from this Ordinance is deemed necessary by the Board of Supervisors, the Waiver and reasons for its necessity shall be entered into the minutes of the Board of Supervisors.

At the option of the applicant, and upon receipt of an unconditional Preliminary Plan approval, a Preliminary Plan may be presented to the Township for signature. (See Appendix Nos. 3 and 4 for certificate.)

## **Section 304 Final Plan Application**

304.1 Projects That Require Final Plan Procedure - A Final Plan application is required for all subdivision and land development plans. When a Sketch Plan or Preliminary Plan application is required in accordance with Sections 303 and 304, an application for Final Plan approval can be submitted only after obtaining Preliminary Plan approval.

304.2. Consistency With Preliminary Plan - The Final Plan shall be substantially consistent with the Preliminary Plan. The Final Plan may include sections of an approved Preliminary Plan provided each section independently conforms to the Ordinance, regulations and other standards of the Township, and includes a reasonable portion of the Preliminary Plan.

304.3. Submission Procedure - Final Plans shall be submitted to the designated Township Secretary, or designee, at the Township Municipal Office, on any business day. However, Final Plans must be submitted fourteen (14) days prior to the Township Planning Commission meeting in order to be placed on the agenda.

The Final Plan Application shall not be available for revision or inclusion of additional information for fourteen (14) days before the Planning Commission meeting at which the plan will be considered. This time is provided to allow an examination and study the plans and all appropriate supporting documentation. The Township will not accept changes or amendments to the application after this date, unless the applicant authorizes a rescheduling of the Final Plan and grants an extension of the review time provided to the Township.

Applicants are required to submit a Sewer Facilities Plan revision or supplement in conjunction with the Final Plan to avoid unnecessary delays in attaining revisions or supplement approval.

304.4. Application Requirement - All Final Plan application shall include the following:

1. A minimum of eleven (11) copies of the Final Plan, reports, notifications and certificates which are specified in Section 403. Additional copies of the Final Plan and reports may be required by the Township.
  2. One (1) application form (see Appendix No. 6).
  3. Filing fee as set by resolution of the Board of Supervisors (see Fee Schedule available at the Township Municipal Office), and the filing fee set forth by the Cumberland County Planning Department for review of the Plan.
- 304.5. Review for Completeness of Application - The Township Secretary shall have seven (7) days from the date of submission of an application to check the plans and documents to determine if the correct number of plans, amount of fee and proper application form were submitted. If defective, the application may be returned to the applicant with a statement of rejection, within the seven (7) day period; otherwise, it shall be deemed accepted for filing as of the date of submission. Acceptance for filing shall not, however, constitute a waiver of any deficiencies or irregularities. The applicant may appeal a decision by the Township Secretary to the Board of Supervisors.
- 304.6. Distribution - The Township Secretary, or designee, shall distribute the Final Plan to the Board of Supervisors, Township Planning Commission, Township Zoning Officer, Township Engineer and Township Solicitor. The applicant shall distribute the Preliminary Plan to the Cumberland County Planning Department, and Cumberland County Conservation District. If deemed necessary, data will be submitted to other officials (e.g., Water Supply or Sanitary Sewer Company/Authority, School Board, adjacent municipality, Emergency Management Council).
- 304.7. Reviewing Agencies - The Final Plan is reviewed by the Township Secretary, Township Zoning Officer, Township Engineer, Cumberland County Planning Department, Cumberland County Conservation District, and, if deemed necessary, other officials. These reviewers will report their findings to the Township Planning Commission and Board of Supervisors.

All Plan reviews shall be based upon provisions of this Ordinance, as well as other applicable ordinances. All review comments to the applicant and Board of Supervisors shall cite the provision of the ordinances relied upon or be specifically designated as a suggestion.

The Final Plan will be placed on the Township Planning Commission agenda for a meeting which is at least fourteen (14) days following submission. Attendance at the Township Planning Commission meeting by the applicant or authorized agent is mandatory to:

1. Display for public view a plan which identifies at least the

horizontal location of streets, parking, building, lot layout, storm water detention/retention basin, water supply, sanitary sewage disposal, and other planned features;

2. Verbally describe the property location and planned features in a presentation of no more than five (5) minutes;
3. Establish the acceptance or rejection of any recommendations of the Township Planning Commission, and other official; and,
4. Establish the intent to avail the application to the below procedure for complying with the recommendation of the Township Planning Commission as specified in Section 304.8.

304.8. Compliance With Recommendations of the Township Planning Commission - In order to avoid the Township Planning Commission's recommendation for disapproval, the applicant is encouraged to comply with the recommendations of the Township Planning Commission prior to their report to the Board of Supervisors. Should the applicant elect to revise the Final Plan, ten (10) copies of the revised data and one (1) application form shall be submitted to the Township Secretary, at the Township Municipal Office. The revised data shall be submitted on any business day, at least fourteen (14) days prior to the Township Planning Commission meeting in order to be placed on the agenda. Revised plans will be distributed and reviewed in accordance with Sections 304.6. and 304.7.

Inherent in the submission of revised plans is a granting of a revision to the time period for a Township ruling on the Final Plan (Section 304.9.). The revised time period shall be based upon the submission date of the revised data.

304.9. Ruling on the Final Plan - A ruling on the Final Plan is made by the Board of Supervisors. The applicant will be advised of the scheduled meeting for consideration of the Final Plan by the Board of Supervisors. Attendance at the Board of Supervisors meeting by the applicant or authorized agent is mandatory. The applicant or authorized agent must be prepared to:

1. Display a plan which identifies at least the horizontal location of streets, parking, building, lot layout, storm water detention/retention basin, water supply, sanitary sewage disposal and other planned features.
2. Verbally describe the property location and planned features in a presentation of no more than five (5) minutes.
3. Establish the acceptance or rejection of any recommendation of the Township Planning Commission or other officials.

4. Establish the acceptance of any conditions of approval. The acceptance or rejection of the conditions or approval will be entered in the minutes of the Board of Supervisors. The acceptance of conditions will also be acknowledged in writing (see Appendix No. 8). If the applicant does not accept the conditions of approval, the plan will be disapproved.

The Board of Supervisors shall approve, conditionally approve, or disapprove the Final Plan no later than the greater of the period of time required by the Municipalities Planning Code or ninety (90) days following the date of the regular meeting of the Planning Commission next following the date the application was filed; provided, however, should said next regular meeting occur more than thirty (30) days following the filing of the application, the said ninety (90) day period shall be measured from the 30<sup>th</sup> day following the date the application was filed.

Should the applicant grant an extension of time within which the Board of Supervisors shall act upon the Final Plan and/or render a written decision, the Board of Supervisors may act in accordance with the limits of such extension of time.

- 304.10. Notification of Ruling - The ruling of the Board of Supervisors shall be in the form of a written notice. The written notice shall cite the defects in the application and the specific sections of this Ordinance, any applicable statute, or applicable Township Ordinance relied upon. The written notice shall be presented to the applicant personally or mailed to him at his last known address not later than fifteen (15) days following the decision.

Refusal by the applicant to accept conditional of approval shall constitute disapproval of the Plan.

When requested by the applicant, in order to facilitate financing, the Board of Supervisors shall furnish the applicant with a signed copy of a resolution indicating approval of the Final Plan contingent upon the applicant obtaining financial security in a form satisfactory to the Board of Supervisors. The resolution's contingent approval shall expire and be deemed to be revoked if the Financial Security Agreement is not executed within ninety (90) days, unless an extension is requested in writing by the applicant and granted by the Board of Supervisors.

- 304.11. Compliance with Conditions of Approval - If the Board of Supervisors conditions its Final Plan approval upon receipt of additional information, alterations, changes or notifications, such data shall be submitted and/or alterations noted on two (2) copies to be submitted to the Township Secretary, or designee. The applicant shall include a brief written descriptive narrative on the submitted data. The conditions of approval must be satisfied to obtain Final Plan approval.

If the Board of Supervisors conditions its Final Plan approval upon installation of public improvements, the applicant shall comply with either the financial security provision in Section 502, or the provision for

installation of public improvements specified in Section 503.

Compliance with the conditions of Final Plan approval and submission for plan certification must be attained within one (1) year of the Board of Supervisors' ruling on the plan, or the Township action on the plan shall be considered a disapproval unless the Board of Supervisors grant a waiver by extending the effective time period. Requests for extensions shall be submitted to the Township thirty (30) days prior to any prevailing expiration date. The Township has not responsibility to inform the applicant of the termination or pending termination of an application.

304.12. Final Plan Certification - After approval of the Final Plan, the applicant shall present to the Township six (6) paper copies of the Final Plan set and one digital (1) copy on a CD/DVD or other digital physical storage of the plan set to be recorded (in PDF format). All six (6) copies of the Final Plan shall be in black ink and bear original signatures on each certificate.

1. Upon payment of any outstanding plan review fee or inspection fee, the Final Plans shall be signed by the Township Planning Commission and the Board of Supervisors (see Appendix Nos. 3 and 5). One (1) paper copy of the plan will be retained by the Township.
2. Upon certification by the Township, the Township shall submit the remaining plans to the Cumberland County Planning Department for signatures and the Office of the Cumberland County Recorder of Deeds for a Certificate of Recordation. Two (2) paper copies will be retained by the Recorder of Deeds, and one (1) paper copy shall be returned to the applicant.
3. The Final Plan shall be filed with the Cumberland County Recorder of Deeds within ninety (90) days of the Board of Supervisors' certification of approval. No lot may be sold and/or construction initiated until the Final Plan is filed with the Cumberland County Recorder of Deeds. The Township will not issue further approvals or permits until the evidence of recordation is provided by the applicant.
4. Recording of the Final Plan shall have the effect of an irrevocable offer to dedicate all streets and other areas designated for public use shown thereon unless reserved by the landowner as hereinafter provided. The approval of the Board of Supervisors shall not impose any duty upon the Township concerning maintenance or improvement of any such dedicated street, or public use, until the Board of Supervisors shall have accepted the same by the prevailing procedures of the Township.
5. If the Final Plan includes a notation to the effect that there is no offer of dedication to the public of common use areas, the title to such areas shall remain with the owner, their heirs and assigns, and

the Township shall assume no responsibility for improvements or maintenance thereof, which fact shall also be noted on the Final Plan.

## **Section 305 Waiver**

- 305.1. Purpose - A Waiver is the process to receive a modification of an Ordinance requirement as it applies to a specific project.
- 305.2. Standards for Waiver - A Waiver may be approved when the applicant demonstrates to the Board of Supervisors that all of the following is in existence:
1. The literal enforcement of the Ordinance requirement will exact undue hardship by reason of a peculiar condition that pertains to the specific proposal.
  2. The Waiver will not be contrary to the public interest.
  3. The Waiver is consistent with intent of this Ordinance.
  4. The Waiver is consistent with Section 102 - Purpose.
- 305.3. Application Requirement - All applications for waivers shall be submitted to the Township Secretary, or designee, at the Township Municipal Office, on any business day. A waiver request shall include twelve (12) copies of all applicable plans, reports, and supplementary data, and one (1) application form (see Appendix No. 7). If any of this information was filed with a Preliminary Plan or Final Plan, additional copies need not be submitted.
- The Township reserves the right to consider verbal request for waivers at a meeting provided the verbal request includes the justifications and a written request is submitted at the meeting.
- 305.4. Distribution - One (1) copy of the waiver request will be distributed by the Township Secretary, or designee, to the Township Zoning Officer, Township Planning Commission, Township Engineer, Board of Supervisors, and, if necessary, other officials.
- 305.5. Reviewing Agency - The Waiver will be placed on the Township Planning Commission agenda for a meeting which is at least fourteen (14) days following submission. Attendance at the Township Planning Commission meeting is necessary to present the justifications for the Waiver.

All Waiver review comments shall be based upon the proposal's compliance with the standards stated in Section 305.2.

- 305.6. Ruling on the Waiver - The Board of Supervisors shall have the authority to approve or disapprove the Waiver.

In granting any Waiver, the Board of Supervisors may impose such conditions as will, in its judgment, secure substantially the objectives of the standards and requirements of this Ordinance.

The acceptance or rejection of the conditions of Waiver will be entered in the minutes of the Board of Supervisors. The acceptance of conditions shall also be acknowledged in writing by the applicant. If there is no acceptance of conditions of approval, the Waiver is deemed denied.

Action on the Waiver shall be entered in the minutes of the Board of Supervisors and forwarded to the applicant. Failure of the Board of Supervisors to render a decision and communicate it to the applicant as described herein, shall not be deemed approval of the Waiver.

## **Section 306      Minor Plans - Plans Exempted From Standard Procedure**

- 306.1. Projects Exempt from Standard Procedures - A previously approved subdivision and/or land development plan that is revised to correct an obvious error is exempt from the standard procedures and a single lot addition of less than one (1) acre which require no public improvements.
- 306.2. Plan Revision Requirements - The Plan shall comply with all design requirements of this Ordinance. Revised plans shall not alter the number, location or configuration of lots, buildings or other aspects of the plan beyond the original understanding of the Board of Supervisors. Revised plans shall comply with all plan requirements and note the specific revision to indicate that the plan supersedes the previous plan solely as it applies to the revision.
- 306.3. Lot Add-On Requirements - Minor Plans shall be prepared by an engineer, land surveyor, and/or landscape architect registered in the Commonwealth of Pennsylvania to perform such duties. Metes and bounds descriptions shall be prepared by land surveyors, and designs which entail engineering shall be prepared by registered engineers with appropriate expertise. The Minor Plan shall show, be accompanied by, or be prepared in accordance with the following:
- 306.3.1 Drafting Standard
1. The plan shall be clearly and legibly drawn at a scale of 10 feet, 20 feet, 30 feet, 40 feet, 50 feet, or 100 feet to the inch.
  2. Dimensions for the entire property boundary shall be in feet and decimals; bearings shall be in degrees, minutes and seconds. Lot line descriptions shall read in a clockwise direction.

3. The sheet size shall be no larger than eighteen inches by twenty-four inches (18" x 24") and proportional to the size required by the Cumberland County recorder of Deeds. If the Plan is prepared in two (2) or more sections, a key map showing the location of the sections shall be placed on each sheet. If more than one (1) sheet is necessary, each sheet shall be numbered to show the relationship to the total number of sheets in the plan (e.g. Sheet 1 of 15)
4. Plans shall be legible in every detail to the satisfaction of the Township.

### 306.3.2 Location and Identification

1. The proposed project name or identifying title.
2. The municipality in which the project is to be located. If the property is located in the vicinity of a municipal boundary line, the location of the boundary shall be shown.
3. A location map, drawn to scale, relating the property to at least two (2) intersections of existing road centerlines.
4. The name and address of the owner(s), authorized agent for the land, developer and firm that prepared the plans.
5. Source of title to the land included within the subject applications, as shown in the office of the Cumberland County Recorder of Deeds. Additionally, if the property is subject to an equitable owner, the name, address and reference to the equity agreement shall be included.
6. The map and lot number assigned to the property by the Cumberland County Tax Assessment Office.
7. The file or project number assigned by the firm that prepared the plan, the plan date, and the date(s) of all plan revisions.
8. A north arrow, a graphic scale, and a written scale.
9. The total acreage of the entire existing property.
10. A statement on the plan identifying the Zoning Ordinance district for the subject property and surrounding land. Additionally, the lot size and/or density, lot coverage, building coverage, and yard requirements of the Zoning Ordinance, as amended, shall be identified for the subject property.
11. A statement on the plan identifying any existing waivers, variances, special exception, conditional use, and existing non-conforming structures/uses.

### 306.3.3 Existing Features

1. Existing contours, at a minimum vertical interval of one foot (1') within floodplains and land with average natural slope of two percent (2%); two feet (2') for land with average natural slope of four percent (4%) or less and at a minimum vertical interval of five feet (5') for more steeply sloping land. Contours shall be accompanied by the location of the bench mark within or immediately adjacent to the subject property and a notation indicating the datum used. Contours plotted from the United States Geodetic Survey may only be used for minor subdivision plans.
2. The names of all immediately adjacent landowners, and the names and plan book record numbers of all previously recorded plans for adjacent projects.
3. The location and description of existing lot line markers any monuments along the perimeter of the entire existing property.
4. The following items when located on the subject property:
  - A. The location, size, and name of existing rights-of-way and cartways for streets, access drives, driveways, and service streets.
  - B. The location and size of the following existing features (e.g. public sanitary sewer facilities, public water supply facilities, fire hydrants, buildings, swales, watercourses, bodies of water, floodplain, wetland, and storm water management facilities which affect stormwater runoff on the subject property) and any related rights-of-ways.
  - C. The location and size of existing rights-of-way of electric, telephone, cable television, gas, and oil transmission lines, and railroads.
5. The location and size of the existing individual on-lot sanitary sewer disposal facility and water supply facility when located on the subject property.

### 306.3.4 Proposed Features

1. Lot line dimensions and lot areas for all proposed parcels.
2. Lot numbers in consecutive order.
3. A statement on the plan indicating the proposed total number of lots, minimum lot size, types of sanitary sewage disposal, type of water supply (if applicable), and proposed land use. The location

of each land use if several types of uses are proposed.

4. Easement for utilities, access, storm water facilities, etc.
5. Building setback lines, with distance from the property and street right-of-way.
6. Identification of buildings, landscaping and other structures to be removed or demolished. Additionally, the schedule for removal and/or demolition shall be acknowledged on the Plan.
7. Location and material of all permanent monuments and lot line markers, including a note that all monuments and lot line markers are set or indicating when they will be set.
8. A statement on the plan indicating any proposed waivers, special exceptions, conditional uses or variances. This statement must be revised, upon action on the request to acknowledge the outcome of the requested waiver or variance prior to recordation of the Plan.
9. Identification of any lands to be dedicated or reserved for public, semi-public or community use.
10. A lot consolidation deed must be recorded with minor plan subject to solicitor's review.

#### 306.3.5 Certification and Notification

1. A statement on the Plan by the individual responsible for the data to the effect that the survey, plan and/or other general data are correct (See Appendix No. 1). This statement must be placed on plans.
2. A statement on the plan acknowledging that the subdivision or land development shown on the Plan is presented with the consent of the landowner.
3. A statement on the Plan that a Highway Occupancy permit is required pursuant to Section 420 of the Act of June 1, 1945 (P.L. 1242, No. 428), as amended, before any improvements are initiated within a State highway, or a street, access drive, or driveway intersection to a State highway is permitted.
4. An application (See Appendix No. 6).
5. A statement acknowledging Township action (see Appendix Nos. 3 and 4).

- 306.3.6      Filing Fee
1.      A check or money order drawn to Monroe Township in an amount specified on the fee schedule adopted by resolution of the Board of Supervisors and available at the Township Municipal Office.
  2.      A check or money or money order drawn to Cumberland County Planning Department in the amount specified on the County fee schedule.
- 306.3.7.      Minor Applications - All minor applications will be submitted in accordance with final plan application requirements of Section 304.
- 306.4.      Distribution - The Township Secretary, or designee, shall distribute the revised plan to the Township Engineer for review.
- 306.5      Reviewing Agency - The Township Engineer shall review the plan to determine if the plan complies with Sections 306.1. and 306.2. The Township Engineer's report shall be forwarded to the Board of Supervisors.
- 306.6.      Ruling - The Board of Supervisors shall have the authority to approve or disapprove the plan. If the Board of Supervisors determines that the plan conforms with the above standards, the plan will supersede the previous submission.
- 306.7.      Plan Certification - The applicant shall, within ninety (90) days of the approval, present to the Township six (6) paper copies of the revised plan. All six (6) copies of the plan shall be in black ink and bear the original signatures on each certificate. The plan shall be signed by the Board of Supervisors. One (1) paper copy of the plan will be retained by the Township. The Township shall submit the remaining plans to the Cumberland County Planning Department for signature and the office of the Cumberland County Recorder of Deeds for a Certificate. Two (2) copies will be retained by the Cumberland County Recorder of Deeds one (1) paper copy shall be returned by the applicant to the Township for certification of recording.

The Final Plan shall be filed with the Cumberland County Recorder of Deeds within ninety (90) days of the Board of Supervisors' certification of approval. No lot may be sold and/or construction initiated until the plan is filed with the Cumberland County Recorder of Deeds. The Township will not issue further approvals or permits until the evidence of recordation is provided by the applicant.

Recording of the Final Plan shall have the effect of an irrevocable offer to dedicate all streets and other areas designed for public use shown thereon unless reserved by the landowner as hereinafter provided. The approval of the Board of Supervisors shall not impose any duty upon the Township concerning maintenance or improvement of any such dedicated street, or

public use, until the Board of Supervisors shall have accepted the same by the prevailing procedures of the Township.

If the Final Plan includes a notation to the effect that there is no offer of dedication to the public of common use areas, the title to such areas shall remain with the owner, their heirs and assigns, and the Township shall assume no responsibility for improvements or maintenance thereof, which fact shall be noted on the Final Plan.

# Article 4

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## Information to Be Shown On or Submitted With Subdivision and Land Development Plans

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### Section 401      Sketch Plan

The scale and sheet size of Sketch Plans shall be as required for Preliminary Plans in Section 402.1. The Sketch Plan shall be prepared by a landowner, engineer, land surveyor, landscape architect, or land planner. The Sketch Plan submission shall include an application (see Appendix No. 6) and a plan.

It is suggested that the plan show or be accompanied by the following data, legible in every detail, but not necessarily drawn to exact scale with precise dimensions:

- 401.1.      Name and address of the landowner and applicant (if applicable).
- 401.2.      Name and address of the individual and the firm that prepared the plan.
- 401.3.      Location map with sufficient information to locate the property.
- 401.4.      North arrow.
- 401.5.      Written scale and graphic scale.
- 401.6.      Approximate location of existing property boundaries.
- 401.7.      Significant topographical and manmade features (e.g., streets, buildings, other improvements, steep slope, bodies of water, quarries, floodplains, tree masses).
- 401.8.      Proposed street, parking, building, lot layout, type of water supply, type of sanitary sewage disposal, landscaping, recreational facilities, and other planned features.
- 401.9.      Proposed land use; if several land uses are proposed, the location of each land use shall be indicated.

### Section 402      Preliminary Plan

Preliminary Plans shall be prepared by an engineer, land surveyor, and/or landscape architect registered in the Commonwealth of Pennsylvania to perform such duties.

Metes and bounds descriptions shall be prepared by land surveyors, and designs which entail engineering shall be prepared by registered engineers with appropriate expertise. The Preliminary Plan shall show, be accompanied by, or be prepared in accordance with the following:

402.1. Drafting Standard:

1. The plan shall be clearly and legibly drawn at a scale of 10 feet, 20 feet, 30 feet, 40 feet, 50 feet, or 100 feet to the inch. Profile plans shall maintain a ratio of 1:10 vertical to horizontal.
2. Dimensions for the entire property boundary shall be in feet and decimals; bearings shall be in degrees, minutes, and seconds. Lot line descriptions shall read in a clockwise direction.
3. The sheet size shall be no larger than thirty inches by thirty-six inches (30" x 36") and proportional to the size required by the Cumberland County Recorder of Deeds. If the Plan is prepared in two (2) or more sections, a key may showing the location of the sections shall be placed on each sheet. If more than one (1) sheet is necessary, each sheet shall be numbered to show the relationship to the total number of sheets in the plan (e.g., Sheet 1 of 5).
4. Plans shall be legible in every detail to the satisfaction of the Township.
5. All profile sheets shall include the correspondence horizontal alignment; utilities and storm water facilities located in a given area shall be provided on the same sheet to show their interrelationship. All plan information shall be provided in an easy to read format.

402.2. Location and Identification:

1. The proposed project name or identifying title.
2. The municipality in which the project is to be located. If the property is located in the vicinity of a municipal boundary line, the location of the boundary shall be shown.
3. A location map, drawn to scale, relating to property to at least two (2) intersections of existing road centerlines.
4. The name, mailing address, and an email address of the owner, authorized agent for the land, developer and firm that prepared the plans.
5. Source of title to the land included within the subject application, as shown in the office of the Cumberland County Recorder of Deeds.

Additionally, if the property is subject to an equitable owner, the name, address and reference to the equity agreement shall be included.

6. The map and lot number assigned to the property by the Cumberland County Tax Assessment Office.
7. The name, mailing address, and email address, project file or project number assigned of the firm that prepared the plan, the correct plan date, and the date(s) of all plan revisions.
8. A north arrow, a graphic scale, and a written scale.
9. The total acreage of the entire existing property.
10. A statement on the plan identifying the Zoning Ordinance district for the subject property and surrounding land. Additionally, the lot size and/or density, lot coverage, building coverage, and yard requirements of the Zoning Ordinance, as amended, shall be identified by the subject property.
11. A statement on the plan identifying any existing waivers, variances, special exception, conditional use, and existing non-conforming structures/uses.

402.3. Existing Features:

1. Existing contours, at a minimum vertical interval of one foot (1') within floodplains and land with average natural slope of three percent (3%); two (2') for land with average natural slope of 3 to 5 (3% - 5%) percent or less and at a minimum vertical interval of five feet (5') for more steeply sloping land. Contours shall be accompanied by the location of the bench mark within or immediately adjacent to the subject property and a notation indicating the datum used. Contours plotted from the United States Geodetic Survey may only be used for Subdivision Plans which require no new streets or other public improvements.

Unless required by the Township for upland or site evaluation, contour data is not necessary beyond the property of the applicant. The United States Geodetic Survey shall be used for benchmark datum. This information is not subject to recording with the Cumberland County Recorder of Deeds.

2. The names of all immediately adjacent landowners, and the names and plan book record numbers of all previously recorded plans for adjacent projects.
3. The location and description of existing lot line markers and monuments along the perimeter of the entire existing property.

4. The following items when located on the subject property, within two hundred feet (200') of the subject property, or beyond two hundred feet (200') of the subject property when the item affects the property:
  - A. The location, size, and name of existing rights-of-way and cartways for streets, access drives, driveways, and service streets.
  - B. The location and size of the following existing features (e.g., public sanitary sewer facilities, public water supply facilities, fire hydrants, buildings, swales, watercourses, bodies of water, floodplain, wetlands, sinkholes, and storm water management facilities which affect storm water runoff on the subject property) and any related rights or easements.
  - C. The location and size of existing rights-of-way or easements for storm water management facilities, sanitary sewers, electric, telephone, cable television, gas and oil transmission lines, and railroads.
5. The location and size of the existing individual on-lot sanitary sewer disposal facility and water supply facility when located on the subject property or within fifty feet (50') of the subject property. Off-site facilities may be waived when the applicant demonstrates a substantial difficulty in accessing the property.
6. The location of existing healthy trees with a caliper of six inches (6") or more as measured at a height of four and one-half feet (4 1/2') above existing grade.
7. The location of steep slopes (areas possessing slopes between fifteen percent (15%) and twenty percent (20%) and areas exceeding twenty percent (20%).
8. The location of rock outcrops
9. The soil types as described in the latest edition of the *Soil Survey of Cumberland County*.

402.4 Proposed Feature:

1. Complete description of the boundaries for all new streets. This description shall include distances and bearings with curve segments comprised of radius, tangent, arc, and chord. The description shall be certified to an error of closure no greater than one foot (1') in ten thousand feet (10,000').
2. Approximate lot line dimensions and lot areas for all proposed parcels. Along existing street rights-of-way, the description shall

utilize the existing deed lines.

3. Lot numbers in consecutive order.
4. For all land development plans, the location and configuration of proposed buildings, parking compounds, streets, access drives, driveways, and all other significant facilities.
5. A statement on the plan indicating the proposed total number of lots, units of occupancy, density, minimum lot size, lot coverage, building coverage, types of sanitary sewage disposal, type of water supply, name of authority providing sanitary sewage disposal and water supply (if applicable), and proposed land use. The location of each land use if several types of uses are proposed. This statement shall also include the criteria needed to calculate off-street parking, lot coverage and other requirements of the prevailing Township Zoning Ordinance, as amended.
6. Easements for utilities, access, storm water facilities, etc.
7. Building setback lines, with distances from the property and street right-of-way.
8. Identification of buildings, landscaping and other structures to be removed or demolished. Additionally, the schedule for removal and/or demolition shall be acknowledged on the Plan.
9. Typical street cross-section for each proposed street and typical cross-section for any existing street which will be improved as part of the application. Each cross-section shall include the entire right-of-way width. Cross-sections for improvements to existing streets shall be provided for each fifty foot (50') station location.
10. Vertical and horizontal alignment on the same sheet for each proposed street, storm water management facility, sanitary sewer (including manhole numbers), and water distribution system.

All street profiles shall show at least the existing (natural) profile along the centerline, proposed grade at the centerline, and the length of all proposed vertical curves for streets. The actual sight distance shall be identified at each street intersection.

All existing and proposed water distribution and sanitary sewer systems shall be shown on the plan and profiles as “Existing” or “As Designed” and include manhole, pipe sizes and materials, flow direction, fire hydrants with clearances required by utility providers and regulatory agencies. “As Designed” utility layout must be approved by the corresponding utility.

11. Proposed names for new streets, pavement markings and traffic control devices.
12. Location and material of all permanent monuments and lot line markers, including a note that all monuments and lot line markers are set and indicating when they will be set.
13. A grading plan for all subdivision land development plans. The grading plan shall include finished grades and ground floor elevations and elevations for all structures.
14. A statement on the plan indicating any proposed waivers, special exceptions, conditional uses or variances. This statement must be revised, upon action on the request to acknowledge the outcome of the requested waiver or variance prior to recordation of the Plan.
15. Identification of any lands to be dedicated or reserved for public, semi-public, or community use.
16. Identification of all required landscape features.
17. All phasing of Final Plan submission must be identified on Preliminary Plan with corresponding schedule for phased development.
18. Each existing and proposed structure on the tract must have finished floor elevation, lowest floor elevation and note whether or not lowest floor proposed to be served by public sewer.

## 402.5

Report:

1. Sketch Plan - When, in the opinion of the Township, the application significantly impacts the undeveloped portion of the landholding, a plan drawn to the standards of a Sketch Plan shall identify the future development scheme.
2. Sanitary Sewer - When required by the Pennsylvania Sewerage Facilities Act 537 of 1966, as amended, a Sewer Facilities Plan Revision (Plan Revision Module for Land Development), or Supplement must be submitted.
3. Traffic Impact Report - A Traffic Impact Report shall be submitted for projects that propose at least twenty (20) dwelling units or fifty (50) parking spaces.

In addition to the above, Board of Supervisors may require a Traffic Impact Report when, in their opinion, the following conditions exist:

Current traffic problems exist in the local area (e.g., high accident location, confusing intersection, congested intersection), or

The capability of the existing road system to handle increased traffic is questionable.

The Traffic Impact Report shall conform to the following:

- A. **Area of Traffic Impact Study** - The Traffic Impact Study area shall be based on the characteristics of the surrounding area. The intersections to be included in the Study shall be adjacent to the site or have direct impact upon the access to the site. The intersections shall be mutually agreed upon by the Township Engineer and the traffic engineer preparing the Study. The Board of Supervisors shall resolve any disputes between the Township Engineer and the traffic engineer.
- B. **Preparation by Transportation Engineer Required.** Traffic impact studies shall be prepared under the supervision of a professional engineer, qualified and experienced transportation engineers with specific training in traffic and transportation engineering, and at least two (2) years experience related to preparing traffic studies for existing or proposed developments.
- C. **Horizon Year.** The traffic forecasts shall be prepared for the anticipated opening year of the development, assuming full buildout and occupancy. This year shall be referred to as the horizon year in the remainder of this Ordinance.
- D. **Non-Site Traffic Estimates.** Estimates of non-site traffic shall be made, and will consist of through traffic and traffic generated by all other developments within the study area for which preliminary or final plans have been approved. Non-site traffic may be estimated using any one of the following three methods: "Build-up" technique, area transportation plan data or modeled volumes, and trends or growth rates.
- E. **Trip Generation Rates Required.** The Traffic Impact Study report shall include a table showing the categories and quantities of land uses, with the corresponding trip generation rates or equations (with justification for selection of one or the other), and resulting number of trips. The trip generation rates used must be either from the latest edition of *Trip Generation* by ITE, or from a local study of corresponding land uses and quantities. All sources must be referenced in the Study.

- F. **Consideration of Pass-By Trips.** If pass-by trips or shared trips are a major consideration for the land use in question, studies and interviews at similar land uses must be conducted or referenced.
- G. **Rate Sums.** Any significant difference between the sums of single-use rates and proposed mixed-use estimates must be justified in the Study report.
- H. **Explanations Required.** The reasoning and data used in developing a trip generation rate for special/unusual generators must be justified and explained in the report.
- I. **Definition of Influence Area.** Prior to trip distribution of site-generated trips, an influence area must be defined which contains eighty percent (80%) or more of the trip ends that will be attracted to the development. A market study can be used to establish the limits of an influence area, if available. If no market study is available, an influence area should be estimated based on a reasonable documented estimate. The influence area can also be based on a reasonable maximum convenient travel time to the site, or delineating area boundaries based on locations of competing developments.

Other methods, such as using trip data from an existing development with similar characteristics or using an existing origin-destination survey of trips within the area can be used in place of the influence area to delineate the boundaries of the impact.

- J. **Estimates of Trip Distribution Required.** Trip distribution can be estimated using any one of the following three methods:
- (1) Analogy
  - (2) Trip distribution model
  - (3) Surrogate data

Whichever method is used, trip distribution must be estimated and analyzed for the horizon year. A multi-use development may require more than one distribution and coinciding assignment for each phase (for example, residential and retail phases on the same site). Consideration must also be given to whether inbound and outbound trips will have similar distributions.

- K. **Trip Assignments.** Assignments must be made considering logical routings, available roadway capacities, left turns at critical intersections, and projected (and perceived) minimum travel times. In addition, multiple

paths should often be assigned between origins and destinations to achieve realistic estimates, rather than assigning all of the trips to the route with the shortest travel time. The assignments must be carried through the external site access points and in large projects (those producing five hundred (500) or more additional peak direction trips to or from the site during the development's peak hour) through the internal roadways. When the site has more than one access driveway, logical routing and possibly multiple paths should be used to obtain realistic driveway volumes. The assignment should reflect conditions at the time of the analysis. Assignments can be accomplished either manually or with applicable computer models.

If a thorough analysis is required to account for pass-by trips, the following procedures should be used:

- (1) Determine the percentage of pass-by trips in the total trips generated.
- (2) Estimate a trip distribution for the pass-by trips.
- (3) Perform two separate trip assignments, based on the new and pass-by trip distributions.
- (4) Combine the pass-by and new trip assignment.

Upon completion of the initial site traffic assignment, the results should be reviewed to see if the volumes appear logical given characteristics of the road system and trip distribution. Adjustments should be made if the initial results do not appear to be logical or reasonable.

L. **Total Traffic Impacts.** Traffic estimates for any site with current traffic activity must reflect not only new traffic associated with the site's redevelopment, but also the trips subtracted from the traffic stream because of the removal of a land use. The Traffic Impact Study report should clearly depict the total traffic estimate and its components.

M. **Capacity Analysis.** Capacity analysis must be performed at each of the major street and project site access intersection locations (signalized and unsignalized) within the Study area. In addition, analyses must be completed for roadway segments, deemed sensitive to site traffic within the Study area. These may include such segments as weaving sections, ramps, internal site roadways, parking facility access points, and reservoirs for vehicles queuing off site and on site. Other locations may be deemed appropriate depending on the situation.

The recommended level of service analysis procedures

detailed in the most recent edition of the *Highway Capacity Manual* must be followed. The Township considers the overall level of service ratings A, B, C, and D to be acceptable for signalized intersections (levels C or better are considered desirable); level of service E or F is considered to be unacceptable.

The operational analyses in the *Highway Capacity Manual* should be used for analyzing existing conditions, traffic impacts, access requirements, or other future conditions for which traffic, geometric, and control parameters can be established.

N. **Required Levels of Service.** The Traffic Impact Study shall identify the improvements necessary to meet the goals of the Study. The applicant shall be responsible for the improvements required to meet the goals of the Traffic Impact Study. The goals of the Traffic Impact Study are to:

- (1) Provide safe and efficient movement of traffic within the site and on surrounding roads.
- (2) Minimize the impact of the project upon non-site trips,
- (3) Not allow the levels of service at intersections currently rated A or B to be worse than C, and,
- (4) Not reduce the current levels of service at intersections with ratings of C or lower.

O. **Documentation Required.** A Traffic Impact Study report shall be prepared to document the purpose, procedures, findings, conclusions, and recommendations of the Study.

- (1) The documentation for a Traffic Impact Study shall include, at a minimum:
  - a. Statement of purpose and objectives.
  - b. Description of the site and study area.
  - c. Existing conditions in the area of the development.
  - d. Recorded or approved nearby development.
  - e. Trip generation, trip distribution and modal split.
  - f. Projected future traffic volumes.
  - g. An assessment of the change in roadway operating conditions resulting from the development traffic.
  - h. Recommendations for site access and transportation improvements needed to maintain traffic flow to, from, within, and

past the site at an acceptable and safe level of service.

- (2) The analysis shall be presented in a straightforward and logical sequence. It shall lead the reader step-by-step through the various stages of the process and resulting conclusions and recommendations.
- (3) The recommendations shall specify the time period within which the improvements should be made (particularly if the improvements are associated with various phases of the development construction), and any monitoring of operating conditions and improvements that may be required.
- (4) Data shall be presented in tables, graphs, maps, and diagrams wherever possible for clarity and ease of review.
- (5) To facilitate examination by the Township Planning Commission and Board of Supervisors, an executive summary of one or two pages shall be provided, concisely summarizing the purpose, conclusions and recommendations.
- (6) The report documentation outlined above provides a framework for site traffic access/impact study reports. Some studies will be easily documented using this outline. However, the specific issues to be addressed, local study requirements, and the Study results may warrant additional sections.

The Township may grant a waiver, in whole or in part, of the requirement for a Traffic Impact Study report or any of the requirements and standards. In considering any waiver or modification, the Board of Supervisors may consider, at their discretion, such factors as the location of the subject property, its proximity to intersections and major roadways, the size and density of the proposed subdivision or land development, the number and location of proposed accesses to the subject property and the nature of the use proposed.

4. Park and Recreation - A Park and Recreation Report for residential developments of fifty (50) or more units. Said report shall be prepared by a Certified Park and Recreational Professional (CPRP) with the following minimum considerations:
  - A. A description of the total projected number of residents in their respective age groups.

- B. A description of those existing public recreation facilities located within a one-half mile radius of the site.
  - C. A discussion on the adequacy of existing recreation facilities to serve the proposed residents, taking into consideration current usage.
  - D. A discussion of potential for any recreation facilities to be provided by the developer to accommodate new residents and/or compensate for any anticipated deficiencies of the Township's recreational facilities.
  - E. A description of any recreation facilities to be provided by the developer.
  - F. A description of responsibility for maintenance of any recreational facilities to be provided by the developer.
  - G. A description of accessibility of the proposed facilities to general Township residents.
  - H. A description of any contributions that the developer plans to make for Township recreation to compensate for expected impacts.
  - I. Source of standards used in the date presented.
5. Archaeological Resources - This provision applies to properties containing sites that are:
- A. Listed on the National Register of Historic Places,
  - B. Eligible for the National Register and received a determination of eligibility, from the National Park Service, or
  - C. Listed on the Cumberland County Historical Society Register.

These projects shall be subject to the completion of a level 1 and 2 archaeological survey, or a determination by the State Preservation Officer that the project will not disturb the cultural significance or artifacts on the property.

6. Groundwater Supply - A water supply capacity report for projects that propose a groundwater system of greater than twenty-five (25) residential units (single or cumulative), a commercial use or industrial use that propose the single or cumulative groundwater system greater than seven thousand five hundred (7,500) gallons per day.

The water supply capacity report shall be prepared by a professional engineer or registered geologist with expertise in hydrology, soil and geology. The report must demonstrate that the groundwater recharge on the subject property after development, during drought conditions (precipitation at forty percent [40%] below normal) will not lower the groundwater supply available to other property below safe levels.

7. Wetland Study - All subdivision and land development plans shall have a Wetland Study performed by a professional soil scientist, biologist, hydrologist, wetland ecologist, or other demonstrated qualifications. The Township may require at second study, at the applicant's expense, by another mutually chosen professional, and/or a "Jurisdictional Delineation" by the U.S. Army Corps of Engineers.

The Wetland Study shall identify the location of existing wetland as determined by the standards of either the U.S. Environmental Protection Agency, U.S. Army Corps of Engineers, Pennsylvania Department of Environmental Protection, or the U.S. Soil Conservation Service. Wetland areas are not limited to those areas delineated on wetland maps prepared by the U.S. Fish and Wildlife Service.

All subdivision and land development plans shall identify by plan note the Wetland Study and the location of all wetland areas.

8. Steep Slope Report - A Steep Slope Report for all applications involving construction on lands that possess slopes exceeding fifteen percent (15%). Standards for boundary interpretation are provided in Section 611. The Steep Slope Report shall include the following:
- A. A topographic map of the site which highlights those areas that possess slopes between fifteen percent (15%) and twenty percent (20%) and area exceeding twenty percent (20%). Also reflected on this map shall be all existing and proposed site alternations and improvements (e.g., buildings, streets, access drives, driveways, parking compounds, utilities, etc.) that are located within the steep slope area.
  - B. Only in those instances where construction and/or modifications is proposed to the existing topography and vegetative cover within areas of fifteen percent (15%) or greater slope, the applicant shall provide a detailed description of the methods that are being used to:

- (1) Protect and stabilize areas that have a high potential for soil erosion;
- (2) Accommodate storm water runoff;
- (3) Assure structural safety and minimize harm to the environment associated with construction on steep slopes;
- (4) Protect and preserve on-site and off-site valuable natural wildlife, plant habitats, and water quality;
- (5) Protect steep slopes on adjoining properties; and,
- (6) Assure adequate foundations for buildings and/or structures.

- C. Only in those instances where construction and/or modifications to the existing topography and vegetative cover in areas of twenty percent (20%) or greater slopes, the applicant shall provide a soils engineering report.

A soils engineering report shall be prepared by a registered professional engineer with expertise in soil, geology and construction. The report shall include:

- (1) The nature, types, distribution and stability of the surface and subsurface soils for load bearing, stability and compaction;
- (2) Extent, description and location of exposed rock and bedrock;
- (3) Erodability of surface soil; and,
- (4) Depth to seasonal high water table.

9. Storm Water Management - All subdivision and land development plans shall have a storm water management study performed in accordance with the Township Storm Water Management Ordinance of 2011-03, as amended. Action on the storm water management plan will be made in conjunction with the development plan.

10. Additional Studies and Reports - The Township may require the applicant to prepare studies and reports that address the proposal's coordination with the existing facilities necessary to service the development, accommodate prospective traffic, facilitate fire protection, prevent flooding, conform to the Township Comprehensive Plan, and conform to all regulations or maps adopted in furtherance thereof.

The development must insure that other properties will continue to have safe and convenient vehicular access, sanitary sewer service, water supply, and storm water management in accordance with the standards of this Ordinance, or to the level of service that existed prior to the development.

Studies and reports shall clearly identify all assumed improvements to the existing facilities. A study, report or plan that contains an assumption of future construction of improvements shall include evidence that:

A governmental entity has budgeted funds and/or entered into contracts for the assumed improvements, or

An approved and recorded plan guarantees the assumed improvements.

#### 402.6 Certification and Notification:

1. Where the land included in the subject application has an electric, telecommunication or telephone transmission line, a gas pipeline, or a petroleum or petroleum products transmission line located within the property, the application shall be accompanied by a copy of the right-of-way agreement or a letter from the owner or lessee of such right-of-way stating any conditions on the use of the land and the minimum building setback and/or right-of-way lines. This requirement may also be satisfied by submitting a copy of the recorded agreement.
2. A statement on the Plan by the individual responsible for the data to the effect that the survey, plan and/or other general data are correct (see Appendix No.1). This statement must be placed on both plans and reports. Signature must be dated after last revision on plans and/or reports.
3. A statement on the Plan acknowledging that the Subdivision or Land Development shown on the Plan is presented with the consent of the landowner. Owners statement must be dated after last revision noted on plans.
4. A statement on the Plan that a Highway Occupancy Permit is required pursuant to Section 420 of the Act of June 1, 1945 (P.L. 1242, No. 428), as amended, before any improvements are initiated within a State highway, or a street, access drive, or driveway intersection to a State highway is permitted.
5. Where the land is located in the Agricultural Zone, the following statement shall be provided on the Plan:

“All lands within the Agricultural Zone are located within an area where land is used for commercial agricultural production. Owners, residents and other users of this property may be subjected to inconvenience, discomfort and the possibility of injury to property and health arising from normal and accepted agricultural practices and operations, including, but not limited to, noise, odors, dust, the operation of machinery of any kind, including aircraft, the storage and disposal of manure, the

application of fertilizers, soil amendments, herbicides, and pesticides. Owners, occupants and users of this property should be prepared to accept such inconveniences, discomfort and possibility of injury from normal agricultural operations, and are hereby put on official notice that Section 4 of Pennsylvania Act 133 of 1982, "The Right to Farm Law," may bar them from obtaining a legal judgement against such normal agricultural operations."

6. An application (see Appendix No.6).
7. Provide statement for acknowledgment by Township of action (See Appendix Nos. 3 & 4).
8. Provide Erosion and Sedimentation Control Adequacy letter or approval from Cumberland County Conservation District or DEP.
9. Provide and Application (See Appendix No. 7) for Consideration of a Waiver for each section of the Subdivision and Land Development Ordinance, for each waiver requested.

402.7 Filing Fee - The Preliminary Plan shall be accompanied by:

1. A check or money order drawn to Monroe Township in an amount specified on the fee schedule adopted by resolution of the Board of Supervisors and available at the Township Municipal Office.
2. A check or money order drawn to Cumberland County Planning Department in the amount specified on the County's fee schedule.
3. A check or money order drawn to Cumberland County Conservation District in the amount specified on the District's fee schedule.

## **Section 403 Final Plan**

Final Plans shall be prepared by an engineer, land surveyor and/or landscape architect registered in the Commonwealth of Pennsylvania to perform such duties. Metes and bounds descriptions shall be prepared by land surveyors and designs which entail engineering shall be prepared by registered engineers with appropriate expertise. The Final Plan shall show, be accompanied by, or be prepared in accordance with the following:

- 403.1 Drafting Standard - The same standards are required for a Final Plan as specified for a Preliminary Plan in section 402.1.
- 403.2 Location and Identification - The same standards are required for a Final Plan as specified for a Preliminary Plan in Section 402.2.
- 403.3 Existing Features - The same standards are required for a Final Plan as

specified for a Preliminary Plan in section 402.3.

- 403.4 Proposed Features - In addition to the following data, the same standards are required for a Final Plan as specified for a Preliminary Plan in Section 402.4.
1. Complete description of the boundary of the right-of-way line for all new and existing streets. This description shall include distances and bearings with curve segments comprised of radius, tangent, arc, and chord. The description shall not have an error of closure greater than one foot (1') in ten thousand feet (10,000').
  2. Complete description of all lot lines, with accurate bearings and distances, and lot areas for all parcels. Curve segments shall be comprised of arc, chord, bearing and distance. Along existing street rights-of-way, the description may utilize the existing deed lines or road centerlines. Along all proposed street rights-of-way, the description shall be prepared to the right-of-way lines. The description shall not have an error of closure greater than one foot (1') in ten thousand feet (10,000').
  3. Easements which do not follow property lines shall be located by a locational dimension ("tie") with metes and bounds description.
- 403.5 Report - The same standards are required for a Final Plan as specified for Preliminary Plan in Section 402.5. If the reports were submitted with the Preliminary Plan and the contents are unchanged, they may be submitted by reference as opposed to full text submission.
- 403.6 Certification and Notification - In addition to the following data, the same standards are required for a Final Plan as specified for Preliminary Plan in Section 402.6.
1. Provide a statement on the plan acknowledging final plan review and approval by Monroe Township Board of Supervisors (See Appendix Nos. 4 & 5). These statements must be provided on first sheet of set to be recorded.
  2. Provide a review statement on the plan acknowledging the Township Planning Commission review (See Appendix No. 3). This statement must be provided on the first sheet of set to be recorded.
  3. A notice from the Pennsylvania Department of Environmental Protection that a Sewer Facilities Plan Revision or Supplement has been approved, or notice that a plan revision or Supplement is not necessary.
  4. A notarized statement on the Plan signed by the landowner, duly acknowledged before an officer authorized to take

acknowledgment of deeds, to the effect that the subdivision or land development shown on the plan is the act and the deed of the owner, that all those signing are all the owners of the property shown on the survey and plan, and that they desire the same to be recorded (see Appendix No. 2). This must be dated following the last change or revision to said plan.

5. A statement on the Plan of dedication of streets and other public property as well as area that is not to be offered for dedication (see Appendix No. 2).
6. Such written notices of approval as required by this Ordinance, including written notices approving the street name, encroachments along State Routes, water supply systems, sanitary sewage systems, and storm water runoff to adjacent properties.
7. Provide the Cumberland County Planning Department statement (See Appendix No. 3).
8. Provide Cumberland County Recorder of Deeds Certification (See Appendix No. 5).
9. An improvement guarantee in accordance with Article 5.
10. A statement on the Plan that all public improvements will comply with the Township's construction specifications.
11. A statement on the Plan that identifies the PennDOT permittee name and permit number.
12. A statement on the Plan that identifies the date of approval and permit number for storm water management plans.
13. A statement on the Plan that reads as follows: "Some land in Monroe Township is subject to conditions which may not permit the full utilization a property owner may want. These conditions may include the following:
  - Periodic flooding
  - Wet soils
  - Sinkholes and closed depressions
  - Noise and/or odor from agricultural uses
  - Nitrates in the groundwater
  - Aircraft noise
  - Noise from auto racing

Data is available in the Monroe Township offices which can be used by potential residents to identify their proximity to these conditions."

14. An application (see Appendix No. 6).
15. An executed Memorandum of Understanding which sets forth the responsibilities of all parties regarding the installation and

inspection of the required improvements (see sample memorandum available at the Township Municipal Office).

16. Provide Erosion & Sediment Control Adequacy letter or approval from Cumberland County Conservation District or DEP.
17. Provide a review statement on the plan acknowledging the Township Engineer's review (See Appendix No. 3). This statement must be provided on the first sheet of a plan set to be recorded.
18. Proof of Financial Security must be provided prior to plans recording for utility extensions.
19. Construction escrow must be established with Township prior to plan's recording.
20. All outstanding fees, including recreation fees, must be paid prior to plan's recording.

#### 403.7

Filing Fee - The Final Plan shall also be accompanied by:

1. A check or money order drawn to Monroe Township in an amount specified on the fee schedule adopted by resolution of the Board of Supervisors and available at the Township Municipal Office.
2. A check or money order drawn to Cumberland County Planning Department in the amount specified on the County fee schedule.
3. A check or money order drawn to Cumberland County Conservation District in the amount specified on the District fee schedule

# Article 5

## Improvement Guarantees

### Section 501 General

No project shall be considered in compliance with this Ordinance until the streets, street signs, street trees, sidewalks, curbs, survey monuments and markers, landscaping required by this Ordinance, storm drainage for dedication or which affects adjacent properties or streets, sanitary sewer facilities for multiple use, water supply facilities for multiple use, fire hydrants, and other such improvements required by this Ordinance have been installed in accordance with this Ordinance and other applicable Township ordinances.

When sanitary sewer and water supply facilities are to be installed under the jurisdiction and pursuant to the rules and regulations of a public utility or municipal authority separate and distinct from the Township, financial security to assure proper completion and maintenance thereof shall be posted in accordance with the regulations of the controlling public utility or municipal authority and shall not be included within the financial security as otherwise required by this section.

No Final Plan shall be signed by the Board of Supervisors for recording in the office of the Cumberland county Recorder of Deeds unless: (1) a financial security in accordance with section 502 is accepted by the Board of Supervisors and the Board of Supervisors has received confirmation that the public utility or municipal authority has been provided with financial security, if applicable, and/or (2) the improvements required by this Ordinance have been installed, in accordance with Section 503.

### Section 502 Financial Security

The administration of the financial security shall comply with the provisions of this Article, the Pennsylvania Municipalities Planning Code, Act 247, as re-enacted and amended by Act 170 of 1988, and as subsequently amended, and other applicable laws of the Commonwealth.

502.1 Submission of Financial Security - Final Plan applications which include required improvements that have not been installed, shall include a financial security and Memorandum of Understanding (see sample memorandum available at the Township Municipal Office).

1. Type of Financial Security - Financial security must comply with the following, and is subject to review by the Township Solicitor and Board of Supervisors for adequacy.
  - A. Irrevocable Letter of Credit. A letter provided by the developer from a Federally-chartered financial institution.

- B. Escrow Account. A deposit of cash either with the Township or in escrow with a Federally-chartered financial institution.
  - C. Bond. A bond with corporate surety authorized by the Pennsylvania Insurance Commission to do business in Pennsylvania.
  - D. Other. A deposit of any other form acceptable to the Township Solicitor, Township Engineer and Board of Supervisors.
2. General Contents - The terms of any financial security documents shall be acceptable to the Township Solicitor. In addition to other information required by the Township, financial securities shall include the following:
- A. The amount of secured funds.
  - B. In case of failure on the part of the developer to complete the specified improvements within a time period specified in a written agreement, the funds shall be paid to the Township immediately and without further action, upon presentation of a signed draft in an amount necessary to finance the completion of those improvements, up to the limit of the security.
  - C. The security is irrevocable and may not be withdrawn, or reduced in amount by other than the Township, until release or partially released by the Township.
3. Amount of Financial Security - The amount of financial security shall be equal to one hundred ten percent (110%) of the cost of completion estimated as of ninety (90) days following the date scheduled for completion by the developer. Annually the Township may adjust the amount of the financial security by comparing the actual cost for the completion of the remaining improvements as of the expiration of the 90<sup>th</sup> day after either the original date schedule for completion or a rescheduled date of completion. Subsequent to said adjustment, the Township may require the developer to post additional security in order to assure that the financial security equals said one hundred ten percent (110%). Any additional security shall be posted by the developer in accordance with this Ordinance.

The amount of financial security required shall be based upon an estimate of the cost of completion (including quantities and unit cost) of the required improvements, submitted by a developer and prepared and certified by an engineer to be a fair and reasonable estimate of such cost.

If the party posting the financial security requires more than one year from the date of posting of the financial security to complete the required improvements, the amount of financial security may be increased by an additional ten percent (10%) for each one-year period beyond the first anniversary date from posting of financial security or to an amount not exceeding one hundred ten percent (110%) of the cost of completing the required improvements as reestablished on or about the expiration of the preceding one-year period by using the above procedure.

As the work of installing the required improvements proceeds, the party posting the financial security may request the governing body to release or authorize the release, from time to time, such portions of the financial security necessary for payment to the contractor or contractors performing the work. Any such requests shall be in writing addressed to the governing body, and the governing body shall have 45 days from receipt of such request within which to allow municipal engineer to certify, in writing to the governing body that such portion of work upon the improvements has been completed in accordance with the approved plat. Upon such certification the governing body shall authorize release by the bonding company or lending institution of an amount as estimated by the municipal engineer fairly representing the value of the improvements completed or, if the governing body fails to act within said 45-day period, the governing body shall be deemed to have approved the release of funds as requested. The governing body may, prior to final release at the time of completion and certification by its engineer, require retention of 10% of the estimated cost of the aforesaid improvements.

#### 502.2 Release of Financial Security -

1. When the developer has completed all of the necessary and appropriate improvements, the developer shall notify the Township, in writing, by certified or registered mail, of the completion of the aforesaid improvements and shall send a copy thereof to the Township engineer. The Township shall, within ten (10) days after receipt of such notice, direct and authorize the Township engineer to inspect all of the aforesaid improvements. The Township engineer shall, thereupon, file a report, in writing, with the Township, and shall promptly mail a copy of the same to the developer by certified or registered mail. The report shall be made and mailed within thirty (30) days after receipt by the Township engineer of the aforesaid authorization from the Township; said report shall be detailed and shall indicate approval or rejection of said improvements, either in whole or in part, and if said improvements, or any portion thereof, shall not be approved or shall be rejected by the Township engineer, said report shall contain a statement of the reasons for such nonapproval or

rejection.

2. The Township shall notify the developer within fifteen (15) days of receipt of the Township engineer's report, in writing by certified or registered mail of the action of the Township.
3. If the Township or the Township engineer fails to comply with the time limitation provisions contained herein, all improvements will be deemed to have been approved and the developer shall be released from all liability, pursuant to its performance guaranty bond or other security agreement.
4. If any portion of the said improvements shall not be approved or shall be rejected by the Township, the developer shall proceed to complete the same and, upon completion, the same procedure of notification, as outlined herein, shall be followed.
5. Nothing herein, however, shall be construed in limitation of the developer's right to contest or question by legal proceedings or otherwise, any determination of the Township or the Township engineer.
6. Where herein reference is made to the Township engineer, it shall be as a professional consultant thereto.
7. The Board of Supervisors shall establish, by ordinance or resolution, a schedule for inspection fees to be paid by the applicant. Every applicant or developer shall reimburse the Township for the reasonable and necessary expense incurred in connection with the inspection of improvements. Inspection fees shall include reasonable and necessary charges by the Township's professional consultants for inspection and report thereon to the Township. The applicant shall not be required to reimburse the Township for any inspection which is duplicative of inspections conducted by other governmental agencies or public utilities. The burden of proving that any inspection is duplicative shall be upon the objecting applicant. Such expense shall be reasonable and in accordance with the ordinary and customary fees charged by the Township's professional consultant for work performed for similar services in the community, but in no event shall the fees exceed the rate or cost charged by the professional consultant to the Township for comparable services when fees are not reimbursed or otherwise imposed on applicants.
  - A. The Board of Supervisors shall submit to the applicant an itemized bill showing the work performed in connection with the inspection of improvements performed, identifying the person performing the services and the time and date spent for each task. In the event the applicant disputes the amount of any such expense in connection with the

inspection of improvements, the applicant shall, no later than 100 days after the date of transmittal of a bill for inspection services, notify the Township and the Township's professional consultant that such inspection expenses are disputed as unreasonable or unnecessary and shall explain the basis of their objections to the fees charged, in which case the Township shall not delay or disapprove a request for release of financial security, a subdivision or land development application or any approval or permit related to development due to the applicant's dispute of inspection expenses. Failure of the applicant to dispute a bill within 100 days shall be a waiver of the applicant's right to arbitration of that bill under this section.

- B. Subsequent to the final release of financial security for completion of improvements for a subdivision or land development, or any phase thereof, the professional consultant shall submit to the Board of Supervisors a bill for inspection services, specifically designated as a final bill. The final bill shall include inspection fees incurred through the release of financial security.
- C. If a professional consultant and the applicant cannot agree to the amount of expenses which are reasonable and necessary, then the applicant shall have the right, within 100 days of the transmittal of the final bill or supplement to the final bill to the applicant, to request the appointment of another professional consultant to serve as an arbitrator. The applicant and professional consultant whose fees are being challenged shall, by mutual agreement, appoint another professional consultant to review any bills the applicant has disputed and which remain unresolved and make a determination as to the amount thereof which is reasonable and necessary. The arbitrator shall be of the same profession as the professional consultant whose fees are being challenged.
- D. The arbitrator so appointed shall hear such evidence and review such documentation as the arbitrator in his or her sole opinion deems necessary and shall render a decision no later than 50 days after the date of appointment. Based on the decision of the arbitrator, the applicant or the professional consultant whose fees were challenged shall be required to pay any amounts necessary to implement the decision within 60 days. In the event the Township has paid the professional consultant an amount in excess of the amount determined to be reasonable and necessary, the professional consultant shall within 60 days reimburse the excess payment.

- E. In the event that the Township's professional consultant and applicant cannot agree upon the arbitrator to be appointed within 20 days of the request for appointment of an arbitrator, then, upon application of either party, the President Judge of the Court of Common Pleas of Cumberland County (or if at the time there be no President Judge, then the senior active judge then sitting) shall appoint such arbitrator, who, in that case, shall be neither the Township's professional consultant nor any professional consultant who has been retained by, or performed services for, the Township or the applicant within the preceding five years.
- F. The fee of the arbitrator shall be paid by the applicant if the disputed fee is upheld by the arbitrator. The fee of the arbitrator shall be paid by the charging party if the disputed fee is \$2,500 or greater than the payment decided by the arbitrator. The fee of the arbitrator shall be paid in an equal amount by the applicant and the charging party if the disputed fee is less than \$2,500 of the payment decided by the arbitrator.
- G. In the event that the disputed fees have been paid and the arbitrator finds that the disputed fees are unreasonable or excessive by more than \$10,000, the arbitrator shall:
- (i) award the amount of the fees found to be unreasonable or excessive to the party that paid the disputed fee; and
  - (ii) impose a surcharge of 4% of the amount found to be unreasonable or excessive to be paid to the party that paid the disputed fee.
- H. The Township or an applicant shall have 100 days after paying a fee to dispute any fee charged as being unreasonable or excessive

502.3 Other Remedies - If proceeds of the financial security are insufficient to pay the cost of installing or making repairs or corrections to all the improvements covered by said security, the Board of Supervisors may, at its option, install all or part of such improvements and may institute appropriate legal or equitable action to recover the funds necessary to complete the remainder of the improvements. All of the proceeds, whether resulting from the security or from any legal or equitable action brought against the applicant, or both, shall be used solely for the installation of the improvements covered by such security, and not for any other municipal purpose.

## Section 503      **Installation of Public Improvement in Conjunction With Conditional Final Plan Approval**

The procedure is available for the installation of required improvements in lieu of placing financial security with the Township.

503.1      Authorization for Construction - The applicant may receive approval to construct only the improvements required as part of this Ordinance upon receipt of conditional Final Plan approval with the only outstanding condition being the guarantee of public improvements, the recording of the Plan. However, the approvals/permits from other agencies with jurisdiction shall be obtained.

The construction of improvements is limited to streets, street signs, street trees, sidewalks, curbs, survey monuments and markers, landscaping required by this Ordinance, storm drainage for dedication or which affects adjacent properties or streets, sanitary sewer facilities for multiple use, water supply facilities for multiple use, fire hydrants, and other such improvements.

503.2      Completion of Public Improvement - When all or part of the required improvements are complete, the developer shall notify the Board of Supervisors. Except for mandatory inspection during construction, notification of completion of a portion of the required improvements is only necessary should the developer elect to financially secure the remaining improvements in accordance with Section 502.

Notification of completion of improvements shall be in writing, by certified or registered mail, and copy thereof shall be sent to the Township Engineer. This notice shall include the "As-Built Plan" in accordance with Section 507.

After receipt of notice that improvements are completed, the Board of Supervisors shall, within ten (10) days, authorize the Township Engineer to inspect all of the aforesaid improvements. The Township Engineer shall, thereupon, within thirty (30) days of authorization, file a report, in writing, with the Board of Supervisors, and shall promptly mail a copy of the same to the developer by certified or registered mail. The report shall

be detailed and shall indicate approval or rejection of said improvements, either in whole or in part, and if said improvements, or any portion thereof, are not approved by the Township Engineer, said report shall contain a statement of reasons for such rejection.

The Board of Supervisors shall notify the developer, within fifteen (15) days of receipt of the Township Engineer's report, in writing by certified or registered mail of the action of the Board of Supervisors with relation thereto.

If any portion of the said improvements shall not be approved by the

Board of Supervisors, the developer shall proceed to complete the same and, upon completion, the same procedure of notification, as outlined herein, shall be followed.

Nothing herein, however, shall be construed in limitation of the developer's right to contest or question by legal proceedings or otherwise, any determination of the Board of Supervisors or the Township Engineer.

## **Section 504      Dedication of Improvement**

All improvements shall be deemed to be private improvements and only for the benefit of the specific project until such time as the same have been offered for dedication and formally accepted by the Board of Supervisors. No responsibility of any kind with respect to improvements shown on the plan shall be transferred until the improvements have been formally accepted. Proof is to be provided that utility installations within public rights-of-way and easements have been accepted by the governing utilities or agencies (i.e. MetEd, PennDOT), release of mortgages and/or liens, title search to indicate no liens exist on the property, prior to acceptance of improvements by the Township. All requests for dedication shall be made in accordance with Township rules and regulations, shall include all information required by the Township for processing such request, and shall be accompanied by any required filing fee.

## **Section 505      Maintenance Guarantee**

The Board of Supervisors may, at its discretion, require the developer to submit a maintenance guarantee or other approved guarantee as specified herein, guaranteeing the structural integrity as well as function of any improvement shown on the Final Plan for a term not to exceed eighteen (18) months from the date of acceptance of dedication by the Board of Supervisors. Said guarantee shall be fifteen percent (15%) of the actual cost of installation of said improvements and be of the same type of financial security as required in this Article.

## **Section 506      Inspection of Public Improvement During Construction**

Inspections shall be required prior to the start of construction, during installation of materials and structures, and upon the completion of all improvements. Prior to the initiation of construction, the developer shall arrange a pre-construction meeting with the Township Engineer or designee so that an inspection schedule can be coordinated with the construction schedule. The Township Engineer or designee shall be notified two (2) working days in advance of any intended date of construction. The provisions stated herein shall not be construed as mandating periodic inspections and the undertaking of periodic inspections shall not be construed as an acceptance of the work during construction or as a final inspection of the construction.

The Township, at the expense of the developer, reserves the right for the Township Engineer to require drawing detail or shop drawing, and/or tests by an approved testing facility to determine whether the improvement complies in all respects with the requirements of the Township.

A specific schedule and procedure for information will be established for each project. The following is intended to describe the format of inspections:

- 506.1. Subsoil System. Inspection and testing to determine subsoil compaction to required density, and inspection of subsoil elevation to insure grade and profile compatibility.
- 506.2. Subgrade. Inspection and testing of subgrade type and required density.
- 506.3. Underground Utilities and Storm Drainage System. Inspection and testing of pipe installation, including service laterals, inlets, manholes, endwalls, and bridges prior to backfilling. Air testing of water distribution system to required standards.
- 506.4. Concrete Curb. Inspection prior to installation of string line to show type of curb, grade, and alignment. Material inspection, including the submittal of all certified material delivery slips.
- 506.5. Street Sub Base Course. Inspection of materials placed as sub base prior to installation of base course, including the submittal of all certified material delivery slips.
- 506.6. Street Base Course. Inspection of materials placed as base, including the submittal of all certified material weight slips.
- 506.7. Street Wearing Course. Inspection of materials placed as wearing surface, including the submittal of all certified material weight slips.
- 506.8. Sidewalk. Inspection of sub base grade and form grade and alignment prior to any pour.
- 506.9. Right-of-Way Profile. Inspection of required finish grade elevations to limits of street right-of-way.
- 506.10. Storm Distance. Inspection of required finish grade elevations, alignments and profiles to limits of easement.
- 506.11. Seeding, Sodding and Erosion Control. Inspection as required to assure compliance with storm drainage regulations.

## **Section 507 As-Built Plan**

Upon completion of all required improvements and prior to final inspections of improvements, the developer shall submit a Plan labeled "As-Built Plan," showing the actual location, dimension and elevation of all existing improvements. In addition, the plan shall demonstrate the existing grading, drainage structures and/or drainage systems and erosion and sediment control practices, including vegetative measures, are in substantial conformance with the previously approved drawings and specifications. The plan shall specifically identify all deviations from the previously approved drawings and

acknowledge the Township Engineer's approval of the change. The applicant's engineer shall certify that the construction of the stormwater management facility was completed in accordance with the plans and specifications as approved by the Township. Three (3) paper copies of the plan shall be submitted to the Township Secretary, or designee, who shall distribute a paper copy to the Township Engineer and retain two (2) copies for the Township files. These plans are not subject to recording with the Cumberland County Recorder of Deeds.

# Article 6

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## Design Standards

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### Section 601      General

The standards and requirements contained in this Article shall apply as minimum design standards for subdivision and/or land developments. Whenever other Township ordinances or regulations impose more restrictive standards and requirements than those contained herein, the more restrictive shall apply.

To the extent the design standards contained in this Ordinance differ (more or less restrictive) from the Village Overlay Development provisions of Section 204 of the Township Zoning Ordinance, as amended, as amended, the standards of the Village Overlay Development shall govern.

Whenever the Zoning Ordinance, as amended, provides that the use proposed by the applicant for subdivision and/or land development approval shall constitute a use by special exception or a conditional use, the applicant shall obtain such special exception or conditional use approval from the Zoning Hearing Board or the Board of Supervisors, as applicable, prior to the submission of the Final Plan. The Plan shall be designed and developed in accordance with any conditions which have been imposed upon the grant of such special exception or conditional use by the Zoning Hearing Board or the Board of Supervisors, as applicable.

601.1.      Site Analysis - An analysis shall be made of the site characteristics, such as site configuration, geology, soil, topography, water bodies, ecology, vegetation, structures, road network, visual features and past/present use of the site. Development of the site shall be designed to:

1.      Preserve the natural features of the site;
2.      Avoid areas of environmental sensitivity; and,
3.      Minimize negative impacts and alternation of natural features.

601.2.      Preservation of Natural and Cultural Features - The following specific areas shall be preserved and incorporated into the overall design:

1.      Wetlands, as defined by this Ordinance, except in those situations where permits or approvals from applicable State and Federal agencies have been obtained (see Section 617);
2.      Floodplain, as defined by the Monroe Township Floodplain Ordinance (see Section 616); and,
3.      Steep slopes in excess of fifteen percent (15%) (see Section 619).

601.3. General Design Goals - The development shall be laid out to avoid unnecessary impervious cover and to mitigate adverse effects of shadow, noise, glare, odor, traffic, drainage, and utilities on neighboring properties.

601.4. Conformance with Adopted Plans - Design of the development shall take into consideration all adopted Townships, County and State plans for the Township and surrounding community.

## **Section 602 Street**

602.1. General Street Circulation - Streets, alleys, driveways, and access drives form the circulation system. The circulation system shall be designed to:

1. Permit the safe, efficient and orderly movement of vehicles;
2. Conform with the circulation plan of the Township.
3. Provide, when possible, two directions of vehicular access by means of a street or access drive to and within a development;
4. Meet the needs of the present and future population;
5. Provide a simple and logical pattern;
6. Function under a hierarchy system where the intensity of intersections decrease as traffic volumes and speed increase;
7. Respect the natural features and topography;
8. Provide for the movement of emergency vehicles; and,
9. Present an attractive streetscape.

602.2. Private Street - Private streets are prohibited.

602.3. Improvements to Existing Street - Where a subdivision and/or land development abuts an existing Township street and/or State route, the application shall conform to the following:

1. Compliance With Traffic Impact Report - Where the Traffic Impact Report indicates that improvements are required, the application shall include the installation of the improvements. The applicant shall be responsible for the improvements required to meet the goals of the Traffic Impact Study. The goals of the Traffic Impact Study are to:
  - A. Provide safe and efficient movement of traffic within the site and on surrounding roads;

- B. Minimize the impact of the project upon non-site trips;
  - C. Not allow the levels of service at intersections currently rated A or B to be worse than C; and,
  - D. Not reduce the current levels of service at intersections with ratings of C or lower.
2. Guarantee of Improvements - Improvement guarantees in the form permitted by this Ordinance shall assure that such improvements will be made within such period of time as the Township shall determine, such determination to be based on the likely timing of the project and the improvements of the other portion of said street.
- 602.4. Arterial Street - The arterial street provides for traffic flow between municipalities. Direct access to adjoining properties is a minor and secondary responsibility of an arterial street. The design standards for arterial streets shall be as specified by PennDOT and based upon the projected average daily traffic, vehicle type and speed limit. Development which adjoins arterial streets are required to conform with the following:
- 1. No vehicular access is permitted along an arterial street when alternative access is possible from a street of less classification.
  - 2. Access to arterial streets must be designed for use by adjoining properties to coordinate and reduce the number of access points. Shared access drives, shared driveways, feeder roads, marginal access streets, reverse frontage lots, or other such treatment shall be utilized to reduce the number of intersections along arterial streets.
  - 3. Intersections of streets, access drives, driveways, or alleys with arterial streets shall not be located closer than five hundred feet (500'), measured along the centerline of the arterial street.
  - 4. Intersections of access drives and driveway with arterial streets shall be limited to one (1) per two (2) lots. Each shared driveway shall be provided with adequate turnaround within the lot so egress to the street is in the forward direction. Shared access drive and driveway entrance points are required for adjoining or adjacent lots.
  - 5. Alternative access roads or feeder roads shall, when possible, be provided with the development plan.
- 602.5. Street Function - Streets shall be designed to form continuations of streets with similar function and access streets of a greater function. Local streets shall be laid out to discourage use by through traffic and excessive speeds. Streets shall conform with the circulation routes of the

Township, adjoining development patterns, topography, and natural features.

602.6. Street Provisions for Future Development - Where appropriate, areas shall be reserved for future street usage in conjunction with the development of adjacent properties. Areas reserved solely for street usage at a future date will not be required to be improved; however, the right-of-way for these areas shall be reserved for street improvements to be provided by the developer of the adjacent tract.

Wherever there exists a dedicated or platted area reserved for future street usage along the boundary of a property being developed, the adjacent street shall be extended into the proposed project provided this use is not adverse to significant man-made or natural features of the site.

When connecting a proposed street to an existing temporary cul-de-sac, such connection and all restoration work required to restore the adjacent lots in the area of the existing turnaround shall be the responsibility of the developer proposing the connection.

602.7 Street Sign and Traffic Control - Street signs including name and traffic controls, shall be installed by the Township and funded by the developer. Streets which are continuations of existing streets shall be known by the same name. Names for new streets shall not duplicate or closely resemble names of existing streets within the same postal area. All new street names are subject to approval by the Township, Emergency Management Council and United States Post Office.

602.8. Vertical Street Alignment - Vertical street alignments shall be measured along the centerline. The minimum grade of all street with curb shall be one and a half percent (1.5%) and one percent (1%) for streets without curb. The maximum grade for streets shall not exceed ten percent (10%). Minor streets where access is also available over streets with ten percent (10%) or less grades may have grades up to twelve percent (12%), for a maximum length of four hundred feet (400').

1. Vertical curves shall be used in changes of grade exceeding one percent (1%). The minimum lengths in feet, of vertical curves shall be based upon the following:

	SPEED LIMIT*		
	30	40	50
Crest Vertical Curves	28	55	85
SAG Vertical Curves	35	55	75

\*If the 85<sup>th</sup> percentile speed varies by more than ten (10) miles per hour from the speed limit, the Township may require the 85<sup>th</sup> percentile speed

to be used.

*For example, if a three percent (3%) upgrade is followed by a four (4%) percent downgrade, the algebraic deference is the grade for a 30 mile per hour speed limit is  $7[+3-(-4)=7]$ ; the minimum length of the vertical curve would then be 196 feet [ $28 \times 7 = 196$ ].*

- A. Minor Street - Two hundred feet (200').
  - B. Collector Street - Three hundred feet (300').
2. Where the approaching grade, within one hundred feet (100') of the centerline intersection, exceeds seven percent (7%) on streets at a four-way street intersection, or the terminating street at a three-way intersection, a leveling area shall be provided. Such leveling area shall have a maximum grade of five percent (5%) for a minimum length of one hundred feet (100') measured from the intersection of the centerlines.
  3. The grade within the diameter of a turnaround at the terminus of a permanent cul-de-sac shall be at least two percent (2%) and not exceed five percent (5%) in any direction.
  4. All areas within the street right-of-way shall be crowned with a cross slope of one-quarter foot (1/4'). The maximum slopes of banks located outside of the street right-of-way, measured perpendicular to the right-of-way of the street shall not exceed three to one (3:1) for fills and two to one (2:1) for cuts.
  5. The need for guardrail protection on embankments shall be determined and installed according to Pennsylvania Department of Transportation *Design Manual, Part 2, Chapter 14*, as amended.

602.9. Horizontal Street Alignment - Horizontal street alignments shall be measured along the centerline. Horizontal curves shall be used at all angle changes.

Single, long radius curves shall be used rather than a series of curves with varying radii and/or a series of short curves separated by short, straight segments.

The minimum horizontal curve radius shall be one hundred fifty feet (150') for Minor Streets and three hundred feet (300') for Collector Streets. All curves shall be tangential arcs.

A minimum tangent of one hundred feet (100') on collector streets and fifty feet (50') on local streets shall be provided between reverse curves.

1. Perimeter Street - Street locations along the perimeter of a property shall be required to provide building setback lines, adequate sight

distance and clear sight triangles within the adjacent properties; permission for these encroachments shall be obtained in the form of a right-of-way from the adjacent landowner.

2. Cartway Alignment - The centerline of the street cartway shall correspond with the centerline of the street right-of-way.

602.10. Street Right-of-Way and Cartway Width - The minimum street rights-of-way and cartway widths for new streets are based upon the following street functions:

Function	Minimum Right-of-Way Width	Minimum Cartway Width
<u>Type I.</u> A street which (a) provides access to a residential land use with a density in excess of three (3) dwelling units per acre, or (b) provides access to an industrial use or a commercial land use, or (c) serves an average daily traffic count over one thousand (1,000) vehicles, or (d) has a speed limit over twenty-five (25) miles per hour.	50 ft.	36 ft.
<u>Type II.</u> A street which provides access to a residential land use with a maximum permitted density of three (3) or less dwelling units per acres or an institutional land use.	50 ft.	28 ft.
Turnaround <sup>1</sup>	100 ft. <sup>2</sup>	80 ft. <sup>2</sup>

<sup>1</sup>The Board of Supervisors may permit an alternative turnaround design, including a turnaround incorporated into a parking court or a landscaped island, provided safe movement of traffic is assured, adequate radii are used and guaranteed long-term maintenance is provided.

<sup>2</sup>Width/diameter.

The extension of existing streets which are presently constructed with a cartway different from the standards of this Ordinance shall be provided with a transition area, the design of which is subject to Township Approval.

602.11. Street Improvement Specification - All streets shall be designed and constructed in accordance with the latest edition of the PennDOT *Publication 408*, standards acceptable to the Township Engineer and the following:

STREET/ROAD CLASSIFICATION	TOWNSHIP SUPERPAVE DESIGN Minimum Depths	PENNDOT DESCRIPTION
<b>Local Roads/Streets</b>	Six inches (6") of 2A Aggregate Subbase	Subbase 6" Depth (No. 2A)
	Four inches (4") of Superpave twenty-five millimeter (25.0 mm) Base Course	Superpave Asphalt Mixture Design, HMA Base Course, PG 64-22, <0.3 Million ESALs, 25.0 mm Mix, 4" Depth
	One and one-half inches ( 1 ½") of Superpave twelve and one-half millimeter (12.5 mm) Wearing Course, SRL-L (or higher)	Superpave Asphalt Mixture Design, HMA Wearing Course, PG 64-22, <0.3 Million ESALs, 9.5 mm Mix, 1 ½" Depth, SRL-L
	<ul style="list-style-type: none"> <li>• Assumes &lt;0.3 million ESALs for twenty (20) year design life for pavement mix design</li> <li>• Assumes 0-1,000 Two-Way ADT for SRL determination</li> </ul>	
<b>Collector Roads/Streets</b>	Eight inches (8") of 2A Aggregate Subbase	Subbase 8" Depth (No. 2A)
	Four inches (4") of Superpave twenty-five millimeter (25.0 mm) Base Course	Superpave Asphalt Mixture Design, HMA Base Course, PG 64-22, 0.3 to <3 Million ESALs, 25.0 mm Mix, 4" Depth
	One and one-half inches (1 ½") of Superpave twelve and one-half millimeter (12.5 mm) Wearing Course, SRL-G (or higher)	Superpave Asphalt Mixture Design, HMA Wearing Course, PG 64-22, 0.3 to <3 Million ESALs, 9.5 mm Mix, 1 ½" Depth, SRL-G
	<ul style="list-style-type: none"> <li>• Assumes 0.3 to &lt;3 million ESALs for twenty (20) year design life for pavement mix design</li> <li>• Assumes 3,001 - 5,000 Two-Way ADT for SRL determination</li> </ul>	
<b>Arterial Roads/Streets</b>	Eight inches (8") of 2A Aggregate Subbase	Subbase 8" Depth (No. 2A)
	Five inches (5") of Superpave twenty-five millimeter (25.0 mm) Base Course	Superpave Asphalt Mixture Design, HMA Base Course, PG 64-22, 3 to <10 Million ESALs, 25.0 mm Mix, 5" Depth
	One and one-half inches ( 1 ½") of Superpave twelve and one-half millimeter (12.5 mm) Wearing Course, SRL-H (or higher)	Superpave Asphalt Mixture Design, HMA Wearing Course, PG 64-22, 3 to <10 Million ESALs, 9.5 mm Mix, 1 ½" Depth, SRL-H
	<ul style="list-style-type: none"> <li>• Assumes 3 to &lt;10 million ESALs for twenty (20) year design life</li> <li>• Assumes 5,001 - 20,000 Two-Way ADT for SRL determination</li> </ul>	

The minimum criteria presented in the table above do not preclude the requirement to design pavements in accordance with PennDOT policy and guidance based upon anticipated traffic volumes and estimated Equivalent Single Axle Loads (ESALs) over the design life.

602.12. Street Intersection:

1. All intersections with a State Route shall be subject to the approval of PennDOT. Copies of Highway Occupancy Permits from PennDOT shall be submitted for all proposed intersections with a State Route prior to Final Plan approval.
2. Multiple intersections involving the junction of more than two streets are prohibited. Only two and four way intersections are permitted.
3. The distance between the centerline intersections of streets shall be measured along the centerline of the street being intersected and conform with the following:

Function	Minimum Separation
Arterial	1,000 feet
A street which serves average daily traffic count of over one thousand (1,000) vehicles per day and/or a speed limit over twenty-five (25) miles per hour.	300 feet
All Other Streets	150 feet

4. Right angle intersections shall be used whenever possible. No street shall intersect another at an angle of less than sixty degrees (60°) or more than one hundred twenty degrees (120°).
5. The cartway edge at intersections shall be rounded by a tangential arc with a minimum radii of fifty-five feet (55') for collector and/or arterial streets, and thirty feet (30') for minor streets. The right-of-way radii at intersections shall be substantially concentric with the cartway edge.
6. There shall be provided and maintained at all existing and proposed intersections a clear-sight triangle with a line of sight between points which are established along the centerline of the intersecting streets. The minimum clear-sight triangles are as follows:

Types of Street	Clear-Sight Triangle Side
Arterial/Collector	150 ft.
Other	100 ft.

Clear-sight triangles shall be indicated on all plans. No building, structure, planting, or other obstruction that would obscure the vision of a motorist shall be permitted within these areas. No

obstructions, grading and/or plantings greater than three feet (3') above the cartway grade are permitted in the clear-sight triangle. A public right-of-way shall be reserved for the purpose of removing any object, material or other obstruction to the clear sight.

7. **Sight Distance** - All intersections shall be designed to provide adequate sight distance with regard to both horizontal and vertical alignment. The sight distance shall be measured at the centerline of the cartway to an object one and one-half feet (1 ½') above the pavement, from a height of three and one-half feet (3 ½') and ten feet (10') from the edge of paving at the intersection. The following are minimum sight distances:

SPEED (MPH)*	STREET GRADE IN PERCENT												
	<1	+1	-1	+2	-2	+3	-3	+4	-4	+5	-5	+6	-6
15	75'	74'	75'	73'	76'	73'	77'	73'	77'	73'	78'	72'	79'
20	109'	108'	110'	107'	111'	106'	112'	105'	113'	105'	114'	104'	115'
25	147'	145'	148'	144'	150'	143'	151'	142'	153'	140'	155'	139'	157'
30	196'	194'	198'	191'	201'	189'	204'	187'	207'	185'	210'	183'	214'
35	249'	245'	252'	242'	256'	238'	260'	236'	265'	233'	269'	231'	274'
40	314'	309'	319'	309'	325'	299'	331'	295'	337'	291'	345'	287'	352'
45	383'	376'	390'	370'	398'	364'	406'	358'	415'	353'	425'	348'	435'
50	462'	453'	471'	444'	481'	436'	492'	429'	504'	421'	517'	415'	531'
55	538'	527'	550'	517'	562'	508'	576'	494'	590'	490'	605'	422'	622'

SPEED (MPH)*	STREET GRADE IN PERCENT													
	+7	-7	+8	-8	+9	-9	+10	-10	+11	-11	+12	-12	+13	-13
15	72'	79'	71'	80'	71'	81'	71'	82'	70'	83'	70'	84'	70'	85'
20	103'	117'	102'	118'	102'	119'	101'	121'	101'	123'	100'	125'	100'	127'
25	138'	159'	137'	161'	136'	164'	135'	166'	134'	169'	134'	172'	133'	175'
30	182'	217'	180'	221'	178'	226'	177'	230'	175'	235'	174'	241'	173'	247'
35	228'	280'	226'	286'	224'	292'	221'	299'	219'	306'	217'	314'	215'	323'
40	284'	360'	280'	369'	277'	379'	274'	389'	271'	401'	268'	414'	266'	428'
45	343'	447'	338'	459'	334'	472'	330'	487'	326'	503'	322'	521'	319'	540'
50	409'	547'	403'	563'	397'	581'	392'	600'	388'	622'	382'	647'	378'	674'
55	475'	641'	467'	660'	461'	682'	454'	706'	448'	733'	442'	762'	437'	795'

\*If the 85<sup>th</sup> percentile speed varies by more than ten (10) miles per hour from the speed limit, the Township may require the 85<sup>th</sup> percentile speed to be used.

Sight distance for roads with grades greater than thirteen percent (13%) shall be calculated in accordance to the following:

$$SSSD = 1.47 Vt + \frac{V^2}{30 (f \pm g)}$$

SSSD = Minimum safe stopping sight distance (feet).

V = Velocity of vehicle (miles per hour)

t = Perception time of motorist (average = 2.5 seconds).

f = Wet friction of pavement (average = 0.30).

g = Percent grade of roadway divided by 100.

Source: Pennsylvania Code, Title 67. Transportation, Chapter 44, Access to And Occupancy of Highways by Driveways and Local Roads, (January, 1982).

- 602.13. Cul-de-Sac Street - Temporary or permanent cul-de-sac streets shall not exceed a centerline distance of five hundred feet (500') in length, measured from the centerline intersection with a street which is not a cul-de-sac to the center of the cul-de-sac turnaround or provide access to more than eleven (11) dwelling units. The use of such turnaround shall be guaranteed until such time as the street is extended. All cul-de-sac streets, whether permanently or temporarily designed, shall be provided at the closed end with: (1) a fully-paved turnaround to the specifications stated in Section 602.10. and (2) a 20' x 20' easement area for the deposit of snow by road maintenance crews.

## Section 603 Alley

The use of alleys is encouraged to provide access to off-street parking. The use of alleys shall be limited to providing a secondary means of access to the side and/or rear of those lots with street frontage and designed to discourage through traffic. Alleys shall conform to the following standards:

- 603.1. No part of any dwelling, garage, or other structure shall be located within eighteen feet (18') of the cartway of an alley.
- 603.2. Alleys shall be designed in accordance with the street standards in Sections 602.1., 602.5., 602.6., 602.7., 602.8., 602.9., 602.11., and 602.12.
- 603.3. An alley may not terminate as a cul-de-sac.
- 603.4. A minimum right-of-way width of thirty feet (30') and a minimum cartway width of twenty feet (20') shall be provided for alleys.
- 603.5. On-street parking is prohibited along alleys and this prohibition must be acknowledged both on the Plan and on the site.

## Section 604 Driveway

Driveways shall only be used to provide vehicular access between a parking area for a single residential unit of occupancy or agricultural use and a street, alley, or access drive.

Driveways shall conform to the standards contained in the Township Zoning Ordinance, as may be amended from time to time.

## **Section 605                      Access Drive**

Access drives are private drives, which provide vehicular movement between a street and a tract of land containing any use other than one single-family dwelling unit or farm. Access drives shall conform with Section 309 of the Zoning Ordinance as amended, and the following:

- 605.1.            Vertical Alignment - The vertical alignments of access drives shall conform to the specifications for streets, as stated in Section 602.8. of this Ordinance.
- 605.2.            Horizontal Alignment - The horizontal alignments of access drives shall be measured along the centerline. Horizontal curves shall be used at all angle changes in excess of two degrees (2°). All curves shall be tangential arcs. The minimum horizontal curve radius shall be seventy-five feet (75').
- 605.3.            Intersection - All access drive intersections shall be:
1.            Subject to approval of PennDOT when intersecting a State Route. Copies of Highway Occupancy Permits from PennDOT shall be submitted for all proposed intersections with a State Route prior to Final Plan approval.
  2.            Set back one hundred feet (100') from the intersection of any street right-of-way lines.
  3.            Set back one hundred feet (100') from the intersection of any other access drive located upon the same lot (measured from cartway edges).
  4.            Set back fifteen feet (15') from any side and/or rear property lines; however, this setback can be waived along the property line when a joint parking lot is shared by adjoining uses.
  5.            Located in relationship to access drive intersections on adjacent properties to provide safe and efficient movement of vehicles.
  6.            Designed with right angle intersections whenever possible. No access drive intersection shall utilize an angle less than seventy-five degrees (75°), unless turning movement restrictions are imposed.
  7.            Rounded by an tangential arc with a minimum radius of thirty feet (30'). The Township may require fifty-five foot (55') radius where large vehicle turning movements are anticipated.

8. Provided with a clear sight distance as required for a street, in accordance with Sections 602.12.7 of this Ordinance.

- 605.4. Cul-de-Sac - Access drives which form a cul-de-sac shall not exceed seven hundred feet (700') in length, measured from the centerline intersection of a street or access drive which is not a cul-de-sac. Access drive cul-de-sacs which do not terminate in a parking compound shall be provided at the terminus with a fully paved turnaround with a minimum diameter of eighty feet (80') and a designated area for the discharge of snow.

The Board of Supervisors, upon the recommendation of the Planning Commission, may permit an alternative turnaround design, including a turnaround incorporated in a parking court or a landscaped island, provided safe movement of traffic is assured.

- 605.5. Parking - When vehicular parking is prohibited along access drives, the prohibition must be acknowledged on the Plan and properly signed along the cartway.

- 605.6. Improvement - The cartway of all access drives shall be constructed with a minimum six inch (6") 2A aggregate-base course, a two and one-half inch (2 ½") Superpave twelve and one-half millimeter (12.5 mm) surface course of materials. All materials and work shall conform to the latest edition of PennDOT *Manual Form 408*.

- 605.7. Cartway Width - The following table specifies various access drive width requirements:

Function	Required Cartway Width
Two lanes of traffic with parking along cartway	36 feet
Two lanes of traffic without parking along cartway	24 feet
One lane of traffic with one lane of parking along cartway*	20 feet
One lane of traffic without parking along cartway*	12 feet

\*The one-way direction of traffic must be identified along the cartway.

- 605.8. Side Slope - The maximum slopes of banks located within twenty feet (20') of the cartway shall not exceed three to one (3:1) for fills, and two to one (2:1) for cuts in rock or 3:1 for cuts in soils.

## Section 606 Recreation or Non-Licensed Vehicle Crossing

All recreation or non-licensed vehicle trail crossings (e.g., equestrian, golf carts, off-road vehicles, snowmobiles) of a street, alley, access drive, or driveway shall be:

- 606.1. Designed in a manner consistent with the existing storm water drainage of the area being crossed.

- 606.2. Easily identifiable in each direction.
- 606.3. Perpendicular to the street, alley, access drive, or driveway.
- 606.4. Located no less than fifteen feet (15') from the cartway edge of a street, alley, access drive, or driveway intersection.
- 606.5. Provided with a clear-sight triangle of seventy -five feet (75') measured along the centerline of the street, access drive, or driveway, and five feet (5') from the edge of the roadway at the centerline of the recreation vehicular crossing. No obstructions, grading and/or planting greater than three feet (3') above the cartway grade are permitted in the clear-sight triangle. A public right-of-way shall be reserved for the purpose of removing any object, material or other obstruction to the clear sight.
- 606.6. Not exceed a slope of eight percent (8%) within twenty-five feet (25') of the cartway being crossed.
- 606.7. Signed to warn motorists and those crossing the oncoming traffic. The surface of the crossing shall be brightly painted with angle stripes.
- 606.8. A tunnel, bridging or other suitable measures to assure safe crossing for collector or arterial streets.

## **Section 607 Vehicular Parking**

- 607.1. Schedule of Required Number of Parking Spaces - The required number of off-street parking spaces is specified in Section 310 of the Township Zoning Ordinance, as amended.
- 607.2. Access Drive - All parking lots shall connect to streets by way of an access drive. The design standards for access drives are provided in Section 605.
- 607.3. Surfacing - All parking lots and loading areas shall be constructed and maintained with a paved surface of concrete or bituminous materials, or another dust-free surface, approved by the Township.
- 607.4. Separation from Streets and Sidewalks - Parking spaces shall be guarded by curbs or other protective devices, which are arranged so that parked vehicles cannot project into the streets, sidewalks, or other setback areas.
- 607.5. Location - All parking spaces for non-residential uses shall not be located closer to the street line than the facade of the principal building.
- 607.6. Drainage - Parking lots shall be provided with adequate facilities to collect and convey storm water in accordance with Section 615.
- 607.7. Parking Space Sizes - The following lists required minimum space sizes in

feet:

Parallel	22 x 8
Non-parallel	20 x 10

607.8. Design Standard for Handicapped Parking Space - Off-street parking facilities shall conform with the latest copy of the Americans With Disabilities Act Accessibility Guidelines.

607.9. Aisle - Aisles are intended principally to provide vehicular access within a parking compound and entrance/exit area for individual parking spaces. Aisles may not be used to intersect street. All aisles shall have the minimum widths indicated in the following table:

Angle of Parking	Width of Driveway in Feet One-Way Traffic	Width of Driveway in Feet Two-Way Traffic
90 Degrees	24	24
60 Degrees	18	22
45 Degrees	13	22
30 Degrees	12	22
Parallel	12	22

All aisles in areas where there is no parking permitted shall be eleven feet (11') wide for each lane of traffic.

607.10. Marking of Parking Space and Interior Drive - All parking lots shall be adequately marked and maintained for the purpose of defining parking stalls and interior drives.

For paved parking areas, the lines of all parking stalls and interior drives (including directional arrows, etc.) shall be solid and four inches (4") in width. Painted lines, arrows and dividers shall be provided and maintained to control parking and direct vehicular circulation. Parking lots with greater than thirty (30) parking spaces shall define parking areas from aisles by raised curb at the beginning and end of parking aisles.

607.11. Curb Radius - Not less than a four foot (4') radius of curvature shall be permitted for horizontal curves in parking areas.

607.12. End Stall - All dead-end parking lots shall be designed to provide sufficient backup area for all end stalls.

607.13. Lighting - Adequate lighting shall be provided if the parking lot is to be used at night. The lighting shall be arranged so as not to reflect or glare on adjoining lots or streets. The plan shall specify the type and location of all lighting fixtures and the resulting field of illumination. The lighting shall be based on the IES Manual and show the delivered lumens of the fixtures.

- 607.14. Perimeter Landscaping - When a parking lot abuts a street, a landscaped strip shall be provided along the entire street line and yard line. This landscaping strip may be located within any other required landscaped strip. The following lists the required width of landscape strips:

Number of Spaces in Parking Lot Including Joint Facilities	Landscape Strip Width in Feet	
	Side and Rear Yard	Street R.O.W. Line
Less than 100	10	20
100 to 250	10	25
Over 250	10	30

Vegetative ground cover alone is not sufficient to meet this requirement. A mixture of deciduous and evergreen trees, shrubs, or other approved material shall be provided. At least one (1) shade tree shall be provided for each seventy-five (75) linear feet of landscaping area. These trees shall have a clear trunk at least five feet (5') above finished-grade level.

- 607.15. Interior Landscaping - In any parking lot (except a parking garage), ten percent (10%) of the total area of the lot shall be devoted to interior landscaping. Such interior landscaping may be used at the end of parking space rows to break up rows of parking spaces at least every ten parking spaces, and to help visually define travel lanes through or next to the parking lot.

Landscaped areas situated outside of the parking lot, such as peripheral areas and areas surrounding buildings, shall not constitute interior landscaping.

For the purpose of computing the total area of any parking lot, all areas within the perimeter of the parking lot shall be counted, including all parking spaces and access drives, aisles, islands, and curbed areas.

Ground cover alone is not sufficient to meet this requirement. Interior landscaping shall comply with Section 618.4.

Parked vehicles may not overhang interior landscaped areas more than two and one-half feet (2 ½'). Where necessary, curbing or another protective measure shall be provided to insure no greater overhang.

If a parking lot of under twenty (20) spaces is built without interior landscaping, and later additional spaces are added so that the total is twenty (20) or more, the interior landscaping shall be provided for the entire parking lot.

607.16. Speed Bump - All speed bumps provided as part of access drives or parking lot aisles shall be marked with permanent, yellow diagonal stripes. Speed bumps may be in the form of mounds or depressions in the pavement. There shall be warning signs posted at each entrance to a parking area that has speed bumps. In no case shall the overall height (or depth) of speed bumps exceed two inches (2").

**Section 608 Off-Street Loading**

608.1. Schedule of Required Loading Space - The required number of off-street loading spaces is specified in Section 311 of the Township Zoning Ordinance, as amended.

608.2. Location - Ground-level loading areas may be located in the side and rear yard. No exterior portion of a loading facility and its access drive shall be located within fifty feet (50') of a residential zoning district. Where possible, loading facilities shall be located on the wall of a building that does not face a residential zoning district. Loading areas shall not be located closer to the street line than the facade of the principal building.

608.3. Access - Every loading space shall be connected to a street by means of an access drive. The access drive shall be at least twenty-four feet (24') wide for two-way travel, or fifteen feet (15') wide for one way travel, exclusive of any parts of the curb and gutters. Section 605 specifies other requirements for access drives;

608.4. Circulation - Off-street loading spaces shall be designed so that there will be no need for service vehicles to back over streets or sidewalks. Furthermore, off-street loading spaces shall not interfere with off-street parking lots;

608.5. Surface - Off-street loading facilities (including access drives) shall be constructed and maintained with a paved surface of concrete or bituminous material.

608.6. Storm Water Management - Off-street loading facilities shall conform with the storm water management provisions of Section 615.

608.7. Required Size - The following lists required minimum loading space sizes, in feet (excluding access drives, entrances, and exists):

Facility	Length	Width	Height (If Covered or Obstructed)
Industrial, Wholesale and Storage Uses	63 feet	12 feet	15 feet
All Other Uses	33 feet	12 feet	15 feet

608.8. Lighting - Adequate lighting shall be provided if the loading facility is to be used at night. The lighting shall be arranged so as not to be directed, reflected or cause glare off of the site;

608.9. Perimeter Landscaping - All off-street loading facilities shall be surrounded by a fifteen foot (15') wide landscape screen, designed in accordance with Section 618.5.

## **Section 609 Sidewalk**

609.1. Sidewalk shall be provided in all residential areas where the majority of lots have less than one hundred twenty-five feet (125') of street frontage, or land developments with an average net density of four (4) or more dwelling units per acre. Additionally, sidewalk shall be required in the following circumstances:

1. To continue existing sidewalk systems to the terminus of a service area or block.
2. To provide access to vehicular parking compounds, school bus zones, or recreational facilities.
3. To provide access to and/or within a commercial, industrial, or other community facilities.

609.2. Sidewalk which is located along streets or access drives shall be located along the side(s) of the street upon which lots front and pedestrian traffic is anticipated.

609.3. Sidewalk which is provided off-street or off-access drives shall be located along anticipated pedestrian traffic routes.

609.4. Sidewalk located adjacent to streets shall be constructed in accordance with PennDOT *Publication 408*, Section 676 "Cement Concrete Sidewalks," as amended.

609.5. Sidewalk located outside of the public right-of-way, (e.g., adjacent to driveways, access drives, and parking compounds) may be constructed of any stable and mud-free material. Sufficient protection shall be provided to restrict parked vehicles from encroaching onto the sidewalk.

609.6. Sidewalk shall have a minimum width of four feet (4').

609.7. Sidewalk shall be graded so as to discharge storm water runoff. A minimum cross slope of two percent (2%) shall be provided.

609.8. Sidewalk along streets shall be located two feet (2') inside the street right-of-way and physically divided from the street cartway by curb or grass strip.

- 609.9. Maintenance and repair cost for sidewalk is the sole responsibility of the landowner.
- 609.10. Pedestrian easements, which may be required by the Township to facilitate pedestrian circulation or to give access to community facilities, shall have a minimum right-of-way width of ten feet (10') to accommodate a walkway width of five feet (5'). This walkway shall be improved to the standards assigned by the Township.
- 609.11. Sidewalk shall conform with the Americans With Disabilities Act Accessibility Guidelines.

## **Section 610 Curb**

- 610.1. Curb shall be provided wherever sidewalks are installed along streets or access drives.
- 610.2. Depending on storm drainage conditions, curb may be required in blocks where a street grade exceeds five percent (5%).
- 610.3. The Township may require curb where unusual or particular conditions prevail with respect to storm water runoff, traffic, on-street parking and/or safety of pedestrians.
- 610.4. Transitions in curb type shall be subject to approval by the Township.
- 610.5. Curb shall be constructed in accordance with PennDOT *Publication 408*, Section 641, "Plain Cement Concrete Curb Gutter, type A, C and D," as amended.
- 610.6. Curb shall conform with the Americans With Disabilities Act Accessibility Guidelines.
- 610.7. Vertical curb shall be twenty inches (20") deep, eight inches (8") wide at the top, and nine inches (9") wide at the base. The distance from the top of the curb to the flow line of the gutter shall be eight inches (8") for commercial or industrial developments and six inches (6") for residential developments.
- 610.8. Slant curb shall be sixteen inches (16") deep at the back, twelve inches (12") deep at the front, and fourteen inches (14") wide at the top and base.
- 610.9. The distance from the top of the face of curb to the flow line of the gutter shall be one inch (1").
- 610.10. Maintenance and repair cost for curb is the sole responsibility of the property owner.

## Section 611      **Block and Lot**

- 611.1.      General - The configuration of blocks and lots shall be based upon the lot area requirements of the Township Zoning Ordinance, as amended, traffic circulation, salient natural features, existing man-made features, and land use. Lot configurations should provide for flexibility in building locations, while providing safe vehicular and pedestrian circulation.
- 611.2.      Residential Block - All blocks in a residential subdivision shall have a maximum length along any side of sixteen hundred feet (1,600') and a minimum length of any side of two tiers of lots that conform to the prevailing standards.
- 611.3.      Nonresidential Block - Block configurations in nonresidential areas shall be based upon safe and efficient traffic circulation, and salient natural features.
- 611.4.      Lot Configuration:
1.      Side lot lines shall be radial to street lines for a minimum distance of half the lot depth.
  2.      In order to avoid jurisdictional problems, lot lines shall, wherever feasible, follow municipal boundaries rather than cross them. Where a lot is divided by a municipal boundary, the minimum standards of both municipalities shall apply.
  3.      Lots with areas that are two or more times the minimum area requirements shall, wherever feasible, be designed with configurations that allow for additional subdivision. The Township may require a sketch plan of such large lots that indicates the potential future subdivision is generally in conformance with the design standards.
  4.      All lots shall front on a public street.
  5.      Double Frontage Lots are prohibited. A double frontage lot fronts upon two parallel streets or upon two streets which do not intersect and vehicular access is provided to both streets. The Township permits Reverse Frontage Lots as provided in Section 611.4.6.
  6.      Reverse Frontage Lots front upon two parallel streets, or upon two streets which do not intersect, and vehicular access is provided to only one (1) of the streets. All residential reverse Frontage Lots shall designate one (1) frontage as the rear yard with a minimum depth of seventy-five feet (75') and have a planted buffer easement of at least twenty feet (20') in width located immediately contiguous to the street right-of-way. Vehicular access shall be prohibited from the rear of Reverse Frontage Lots. All reverse Frontage Lots shall include an identification of the frontage for use

as a road access.

7. Flag-Lots - Flag-lots shall only be permitted when specifically provided for within the Monroe Township Zoning Ordinance, as amended.
8. All remnants of land (areas remaining after subdivision) shall conform to the lot area and configuration requirements.
9. All lots shall be designed to provide sufficient building area based upon building setbacks, easements, floodplains, etc.

611.5. Lot Size and/or Intensity - Lot areas shall conform with the prevailing Monroe Township Zoning Ordinance, as amended, requirements.

## **Section 612 Building Setback Line and Building Separation**

The building setback lines and building separations shall conform with the prevailing Monroe Township Zoning Ordinance, as amended, requirements.

## **Section 613 Easement**

Easements for sanitary sewer facilities, storm water drainage facilities, public utilities, or pedestrian, or vehicular access shall meet the following standards:

- 613.1. To the fullest extent possible, easements shall be adjacent to property lines. Easements which do not follow property lines must be identified by two locational dimension (“ties”) with metes and bounds. All easements must be described with perimeter metes and bounds.
- 613.2. Nothing shall be placed, planted, set, or put within the area of an easement that would adversely affect the function of the easement or conflict with the easement agreement.
- 613.3. The Plan and easement agreement shall clearly identify who has the right-of-access and responsibility for function of the easement area.
- 613.4. Pedestrian easements shall have a minimum width of ten feet (10').
- 613.5. Sanitary sewer and water supply easements shall have a minimum width of thirty feet (30'). In the case of shared utility easement, sufficient area shall be provided to allow a minimum of ten feet (10') between the centerline of the utility and the edge of the right-of-way.
- 613.6. Storm water easements shall have a minimum width of twenty feet (20') for an open swale and thirty feet (30') for piping, and shall be adequately designed to provide area for (a) the collection and discharge of water, (b) the maintenance, repair, and reconstruction of the drainage facilities, and (c) the passage of machinery for such work.

- 613.7. Where any electric or telephone transmission or petroleum product transmission line traverses a property, the applicant shall confer with the applicable transmission or distribution company to determine the minimum distance which shall be required between each structure and the centerline of such petroleum or petroleum product transmission line. All applications shall include a copy of the recorded agreement or a letter from the owner of the transmission line stating any conditions on the use of the property and the right-of-way width.
- 613.8. Easements may not contain a building as defined by this Ordinance, with the exception of utility enclosures.

## **Section 614 Survey Monument and Marker**

- 614.1. Monuments shall be accurately placed along one (1) side of each street at changes in direction and a maximum separation of five hundred feet (500'). Monuments shall be placed in at least two (2) intersections of the street right-of-way and property line. Intermediate monuments may be required by the Township wherever topographical or other conditions make it impossible to sight between two otherwise required monuments.
- 614.2. Markers shall be set at all points where lot lines intersect curves and/or other property lines, and at both high and low elevation points to provide easy identification.
- 614.3. Monuments shall be of concrete or stone, with a flat top having a minimum width or diameter of four inches (4") and a minimum length of thirty inches (30"). Concrete monuments shall be marked with a three-quarter inch (3/4") copper or brass dowel; stone or pre-cast monuments shall be marked on the top with a proper inscription and a drill hole.
- 614.4. Markers shall consist of iron pipes or steel bars at least thirty inches (30") long and not less than three-quarter inch (3/4") in diameter.
- 614.5. All monuments and markers shall be placed by a registered land surveyor so that the scored or marked point shall coincide exactly with the point of intersection of the lines being monumented or marked.
- 614.6. All monuments/markers shall be set flush with the finished grade, except for temporary placement and/or woodland conditions.
- 614.7. All existing monuments and lot line markers shall be delineated on the Preliminary Plan. All existing and proposed monuments and lot line markers shall be delineated on the Final Plan.
- 614.8. Proposed property corners must be established prior to plans recording or bonded as improvements. All corners must be established prior to issuing a building permit.

## **Section 615 Storm Water Management**

All subdivision and land development plans shall conform with the Monroe Township Storm Water Management Ordinance of 2011-03, as amended.

## **Section 616 Floodplain**

All subdivision and land development plans shall conform with the floodplain standards specified in the Monroe Township Floodplain Ordinance.

## **Section 617 Wetland**

Any proposed encroachment into the wetland shall include a copy of the permit or approval from the applicable State and Federal agencies. No subdivision or land development shall involve uses, activities or improvements that will entail encroachment into, the regarding of, or the placement of fill in wetlands in violation of State or Federal regulations. No action by the Township shall be relied upon in lieu of a permit issues by the appropriate agency.

## **Section 618 Landscaping**

- 618.1. Protection of Natural Features - The finished topography of the site shall adequately facilitate the proposed development without excessive earth moving, and destruction of natural amenities. Natural features shall be preserved and incorporated into the final landscaping wherever possible and desirable. The applicant shall demonstrate the means whereby the natural features shall be protected during construction.
- 618.2. Existing Wooded Area - Existing wooded areas shall be protected to prevent unnecessary destruction. Healthy trees with a caliper of six inches (6") or more as measured at a height of four and one-half feet (4 ½') above existing grade, shall not be removed unless their location interferes with a planned improvement that cannot be relocated to coordinate with the existing wooded areas. At least twenty-five percent (25%) of the number of trees (size described above) that exist at the time of Plan submission shall be maintained or replaced immediately following construction. Replacement trees shall be a minimum trunk caliper of two inches (2") at a height of six inches (6") above finished grade. Plans shall be submitted showing existing trees and proposed construction in conformance with this section.
- 618.3. Street Trees - Street trees shall be provided along all road frontages. Street trees shall conform to the following standards:
1. The trees shall be nursery grown in a climate similar to that of the locality of the project. Varieties of trees shall be subject to the approval of the Township. The applicant is encouraged to be creative in selecting tree varieties and locations to achieve a pleasing appearance.

2. All trees shall have a normal habit of growth and shall be sound, healthy, and vigorous; they shall be free from disease, insects, insect eggs, and larvae.
3. The trunk diameter, measured at a height of six inches (6") above finish grade, shall be a minimum of two inches (2").
4. Trees shall be planted between the street right-of-way line and the building setback line, at a maximum spacing of seventy-five feet (75'). The following varieties are acceptable trees:

American Linden	Green Ash	Scarlet Oak
American Red Maple	Greenspire Linden	Shingle Oak
Black Oak	Little Leaf European Linden	Silver Linden
Bur Oak	Marshall's Seedless Ash	Sugar Maple
Columar Norway Maple	Norway Maple	Sycamore
Common Hackberry	Pin Oak	Thornless Locust
Crimean Linden	Purple Beech	Tulip Poplar
Eastern Poplar	Red Oak	Willow Oak
European Beech	Sawtooth Oak	White Oak

5. All planting shall be performed in conformance with good nursery and landscape practice.
6. Requirements for the measurements, branching, grading, quality, balling, and the burlapping of trees shall follow the code of standards recommended by the American Association of Nurserymen, Inc., in the American Standard for Nursery Stock, ANSIZ60, 1-1973, as amended.

618.4. Strip and Interior Landscaping - Any required landscaping shall include a combination of the following elements; deciduous trees, ground covers, evergreens, shrubs, vines, flowers, rocks, gravel, earth mounds, berms, walls, fences, screens, sculptures, fountains, sidewalk furniture, or other approved materials. Artificial plants, trees, and shrubs may not be used to satisfy any requirement for landscaping or screening. No less than eighty percent (80%) of the required landscape area shall be vegetative in composition, and no outdoor storage shall be permitted within required landscape areas.

For each seven hundred and fifty (750) square feet of required area for landscape strips, one shade/ornamental tree shall be provided. For every three hundred (300) square feet or fraction thereof of interior landscaping required (parking lots), one (1) shade tree shall be provided. If deciduous, these trees shall have a clear trunk at least five feet (5') above finished grade; if evergreen, these trees shall have a minimum height of six feet (6'). All required landscape strips shall have landscaping materials distributed along the entire length of the lot line abutting the yard;

618.5. Landscape Screening - The following materials may be used: evergreens (trees, hedges, or shrubs), walls, fences, earth berms, or other approved

similar materials. Any wall or fence shall not be constructed of corrugated metal, corrugated fiberglass, or sheet metal. Screening shall be arranged so as to block the ground level views between grade, and a height of six feet (6'). Landscape screens must achieve this visual blockage within two (2) years of installation.

- 618.6. Landscape Material - Trees and shrubs shall be typical of their species and variety; have normal growth habits, well-developed branches, densely foliated, vigorous, fibrous root systems. They shall have been grown under climatic conditions similar to those in the locality of the project and properly acclimated to conditions of the locality of the project.

Any tree or shrub which dies shall be replaced. All landscaping and screening treatments shall be properly maintained; and,

- 618.7. Ground Cover - Ground cover shall be provided on all areas of the project to prevent soil erosion. All areas which are not covered by paving, stone, pine needles, bark mulch, or other solid material shall be protected with a vegetative growth. Varieties of ground cover shall be subject to the approval of the Township.

## Section 619 Steep Slope Conservation

Steep slope conservation standards shall apply to where construction and/or modifications to the existing topography or vegetative cover is located within areas which contain fifteen percent (15%) or greater slope.

- 619.1. Boundary Interpretation - an initial determination as to whether the steep slope conservation standards apply to a subdivision or land development plan shall be based upon the presence of fifteen percent (15%) or greater slope, as documented in one of the following:

1. The Cumberland County Soil Survey, the U.S. Soil Conservation Service; or,
2. The topographic survey prepared by the United States Geodetic Survey.

Should a dispute arise concerning the boundaries of any steep slope conservation area, a topographic survey prepared by a registered land surveyor with minimum vertical intervals of five feet (5') shall be submitted. Final boundary interpretation shall be made by the Township.

- 619.2. Average Slope - The average slope of the lot shall be determined by the following slope calculation:

$$\text{Grade:} \quad = \frac{\text{Vertical Distance}}{\text{Horizontal Distance}}$$

- 619.3. General Design Requirement - The following requirements are based upon the average slope of a lot. Whenever other ordinances or regulations impose more restrictive standards than those contained herein, the more restrictive shall apply.

<b>Average Slope of Lot</b>	<b>Minimum Percent of Undisturbed Area<sup>1</sup></b>	<b>Maximum Impervious Surface Within Steep Slope</b>
15-25%	75% of steep slope	15% of steep slope
Over 25%	90% of steep slope	10% of steep slope

<sup>1</sup>Undisturbed area shall be defined as land in its natural state before development.

- 619.4. Setback - No change in existing topography of the steep slope area, which results in a slope greater than the pre-development condition, may be located within twenty-five feet (25') of the neighboring property.
- 619.5. Disturbances - All disturbances in the steep slope area shall conform with the Steep Slope Report required in Section 402.5.8.

## **Section 620 Sanitary Sewage Disposal**

- 620.1. When the Pennsylvania Sewage Facilities Act, Act 537 of 1966, as amended, requires a Sewer Facilities Plan Revision (Plan Revision Module for Land Development), or Supplement, approval of the Revision or Supplement shall be submitted with the Final Plan Application.
- 620.2. The applicant shall provide the type of sanitary sewage disposal facility consistent with the Pennsylvania Sewage Facilities Act, Act 537 of 1966, as amended.
- 620.3. Sanitary sewer systems shall be designed in accordance with the prevailing rules and regulations of the Pennsylvania Department of Environmental Protection and any applicable bona fide sewer authority, or cooperative association of lot owners.
- 620.4. When sanitary sewage disposal is provided by means other than by an individual on-lot system for use by a single unit of occupancy, the Final Plan Application shall include:
1. Evidence that the supplier is a certificated public utility; a bona fide cooperative association of lot owners; or a municipal corporation, authority, or utility. A copy of a Certificate of Public Convenience from the Pennsylvania Public Utility Commission or an application for such certificate, a cooperative agreement or a commitment or agreement to serve the area in question, whichever is appropriate, shall be acceptable evidence.

2. Notice of approval of the design, capability to service, method of installation, and possible financial guarantee from the provider.
  3. Appropriate measures, as deemed necessary by the Board of Supervisors, to ensure adequate future maintenance of the system.
- 620.5. Where individual on-site sanitary sewage disposal facilities are to be utilized, each lot so served shall be of a size and shape to accommodate the necessary subsurface sewage disposal system and a replacement system at a safe distance from building and water supply in accordance with Title 25, Chapter 73, Rules and Regulations of the Pennsylvania Department of Environmental Protection, as amended, and the Pennsylvania Sewage Facilities act, Act 537 of 1966, as amended.
- 620.6. No proposed on-lot disposal system can be located within one-hundred feet (100') of an existing well.
- 620.7. A one-hundred foot (100') setback from on-lot disposal system must remain on the subject property and must not extend onto any adjacent property.

## **Section 621 Water Supply**

- 621.1. When, in accordance with Section 402.5.6., a report on groundwater supply is required, the application must demonstrate that the groundwater recharge on the subject property after development, during drought conditions (precipitation at forty percent [40%] below normal) will exceed the anticipated water usage and that the project will not lower the groundwater table in the area to the extent of decreasing the groundwater supply available to other property below safe levels.
- 621.2. Water supply systems shall be designed in accordance with the prevailing rules and regulations of the Pennsylvania Department of Environmental Protection and any applicable bona fide water authority, or cooperative association of lot owners.
- 621.3. Wherever the water supply system contains sufficient capability or will in the foreseeable future, with or without developer assistance, fire hydrants shall be provided. Fire hydrants shall meet the specifications of the Emergency Management Council. Fire hydrants shall typically be located at street intersections no more than ten feet (10') from the curb. All fitting types shall be in accordance with the standards of the applicable fire department. The large fitting shall face the street and be a minimum of sixteen inches (16") above the ground level.
- 621.4. Where individual on-site water supply system is to be utilized, each lot so served shall be of a size and shape to allow safe location of such a system, in accordance with all applicable standards.
- 621.5. If water is to be provided by means other than by an individual on-site

water supply system (wells that are owned and maintained by the individual lot owners), the Final Plan application shall include:

1. Evidence that the supplier is a certificated public utility; a bona fide cooperative association of lot owners; or a municipal corporation, authority, or utility. A copy of a Certificate of Public Convenience from the Pennsylvania Public Utility Commission or an application for such certificate, a cooperative agreement or a commitment or agreement to serve the area in question, whichever is appropriate, shall be acceptable evidence.
2. Notice of approval of the design, installation, and possible financial guarantee from the provider.
3. Appropriate measures, as deemed necessary by the Board of Supervisors, to ensure adequate future maintenance of the system.

## **Section 622 Historical Feature**

622.1. This section applies to all applications involving structures or lands that are:

1. Listed on the National Register of Historic Places,
2. Eligible for the National Register and received a determination of eligibility, from the National Park Service,
3. Listed on the Cumberland County Historical Society Register, or
4. Listed with the Monroe Township Historical Society.

622.2. All applications that include historic features shall be designed to preserve, adaptively reuse, or otherwise provide for the historic features. Modifications and exterior alternations to historic features or sites, or new construction adjacent to historic features, shall be consistent with the Secretary of the Interior's Standards for Rehabilitation of Historic Properties, as published by the National Park Service.

622.3. Subdivisions and land developments shall also be designed so that new structures do not block historic views, or obstruct the view of historic properties. Landscape screening shall be provided in accordance with Section 618.5. in all cases where the proposed size, construction material, or type of use would jeopardize the historic value of a site or structure.

## **Section 623 Park and Open Space Provisions**

This section shall only apply to proposals that would result in the creation of new dwelling units. It is the purpose of this section to implement the language contained in Section 503 (11) of the Pennsylvania Municipalities Planning Code and thereby provide needed recreation/open space to accommodate growth.

All park and open space proposals shall be submitted for review by the Monroe Township Recreation Board.

623.1. Mandatory Dedication - Any proposal that would result in the creation of one or more new dwelling units shall be required to dedicate a minimum of .028 acres of park and/or open space per dwelling unit to the Township, prior to Final Plan approval.

As an alternative to dedication, and upon agreement with the Board of Supervisors, the applicant may agree to provide any of the following:

1. Construct and/or improve existing recreation facilities.
2. Pay a fee-in-lieu of dedication.
3. Guarantee the private reservation and maintenance of parkland.
4. Provide for any combination of the above.

Any of the preceding alternatives must be at least equal to the predetermined Monroe Township fee schedule or the predevelopment fair market value of the open space which would have been otherwise required for dedication. Fair market value shall be submitted by the developer and determined by a Member of the Appraisal Institute of the American Institute of Real Estate Appraisers (MAI) and shall include any documentation used to derive the site's fair market value. Should the Township dispute the appraised fair market value, it can require mandatory dedication of needed acreage. The Board of Township Supervisors may waive the foregoing land appraisal requirement, provided that the applicant agrees to pay a fee in the amount established by resolutions of the Board of Supervisors.

623.2. Parkland and Open Space Design Requirements - In general, parklands and open spaces provided for by this section shall involve areas for active recreational pursuits. Accordingly, the following design requirements shall apply:

1. The site shall be located and designed so that safe and convenient access shall be provided to all existing and proposed inhabitants. Additionally, each site shall have at least one area available for vehicular access that is no less than twenty-four (24) feet in width.
2. The site shall be sized and configured so as to accommodate its intended uses. Sufficient lot width/depth dimension shall be provided so as to accommodate, where practicable, ball fields, courts, and other open play areas. Furthermore, should a development be proposed at a location contiguous to an existing park, dedicated parklands should be provided, where practicable, as an expansion of the existing facility.

3. The site shall have suitable topography and soil conditions for use and development as active play areas. No more than twenty-five percent (25%) of the site shall be comprised of floodplains, storm water management facilities, and/or slopes exceeding three percent (3%). Any unimproved site shall be provided with a healthy and vibrant grass ground cover.
4. The site shall be located and designed to conveniently access proximate public utilities (e.g. sewer, water, power, etc.). However, no part of any overhead utility easement, nor any above-ground protrusion of an underground utility, should be permitted in active play areas of the site.
5. No part of the site shall be calculated as part of any required setback, yard, and/or open space for adjoining lots or uses as regulated by the Zoning Ordinance, as amended.
6. In special instances, the Township may waive any or all of the preceding design standards. In such instances, the applicant must demonstrate that the public will be better served by some alternate design that would accomplish at least one of the following objectives:
  - a. Protection of important natural resources (e.g., streams, ponds, wetlands, steep slopes, woodlands, unique geologic features, wildlife habitats, aquifer recharge areas, etc.).
  - b. Protection of important historical and/or archaeological sites.
  - c. Integration of greenbelts throughout the development that link residences with on-site or adjoining parks, schools, or other similar features.

623.3. Parkland Capital Reserve Fund

1. A fee authorized under this subsection shall, upon its receipt by the Township, be deposited in an interest-bearing account, clearly identified as reserved for providing, acquiring, operating or maintaining park or recreational facilities. Interest earned on such accounts shall become funds of that account.
2. Upon request of any person who paid any fee under this subsection, the Township shall refund such fee, plus interest accumulated thereon from the date of payment, if the Township has used the fee paid for a purpose other than the purposes set forth in this section.

# Article 7

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## Manufactured Housing Park

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### Section 701 General

The standards and requirements contained in this Article shall apply as minimum design standards for manufactured housing, manufactured housing lots and manufactured housing parks. Whenever other Township ordinances or regulations impose more restrictive standards and requirements than those contained herein, the more restrictive shall apply.

### Section 702 Procedure

In addition to the requirements of this Article, all new manufactured housing parks and expansion to existing manufactured housing parks shall follow the procedure specified in this Ordinance for preliminary plans and final plans (see Article 4).

### Section 703 Area and Density Requirement

- 703.1. Density - The maximum permitted density shall conform with Section 205 of the Township Zoning Ordinance, as amended.
- 703.2. Recreation Area - The minimum area devoted to active and/or passive common recreational facilities shall conform with Section 205 of the Township Zoning Ordinance, as amended.
- 703.3. Lot Dimension - The minimum lot dimensions and density shall conform with Section 205 of the Township Zoning Ordinance, as amended.

### Section 704 Manufactured Housing Unit Requirement

- 704.1. Stand - Each lot shall be provided with a stand which is constructed with a minimum six inch (6") stone base. Said stand shall be designed to uniformly support the manufactured house in a level condition. Consideration shall be given to the effect of frost action, surface water drainage, vibration or other forces acting on the superstructure. Each stand shall be equipped with properly designed and approved water, sewer and electric connections.
- 704.2. Skirting - An enclosure of compatible design and material, commonly called skirting, shall be erected around the entire base of the manufactured house prior to occupancy or other use. Such enclosure shall provide sufficient ventilation to inhibit decay and deterioration of the structure.
- 704.3. Anchoring - Every manufactured house shall be anchored to the stand

where it is located prior to the unit being occupied, and no more than seven (7) days from the arrival of the manufactured house. The anchoring system shall be designed by a registered professional engineer to prevent tilting of the unit and resist a minimum wind velocity of ninety (90) miles per hour.

704.4. Hitch - The hitch or tow bar of a manufactured house for transport purposes shall be removed and remain removed when the unit is placed on its stand.

704.5. Address - All manufactured houses shall be assigned a numerical identification. Identification numbers shall be sequential from the main entrance, and signed on each lot in a location which is easily visible from the front of the unit.

## **Section 705 Street**

Streets that are proposed as part of a manufactured housing park shall conform with the street standards of Section 602.

## **Section 706 Alley**

The use of alleys is prohibited.

## **Section 707 Driveway**

Driveways that are provided as part of a manufactured housing park shall conform with Section 604. Driveways to all units must access onto the interior street or access drive system of the park. Direct driveway access to an existing adjoining public street is prohibited.

## **Section 708 Access Drive**

Access drives that are proposed as part of a manufactured housing park shall conform with the access drive standards of this Ordinance (see Section 605). Additionally, the cartway edge at all intersections of both streets and access drives shall be rounded by a tangential arc with a minimum radii of fifty-five feet (55').

## **Section 709 Recreation and Non-Licensed Vehicle Crossing**

Recreation and non-licensed vehicle crossings that are part of a manufactured housing park shall conform to Section 606.

## **Section 710 Vehicular Parking Facility**

Off-street parking spaces shall comply with the off-street parking requirements of the Township Zoning Ordinance, as amended, and Section 607 of this Ordinance.

## **Section 711 Sidewalk**

Sidewalks that are part of a manufactured housing park shall comply with Section 609. Sidewalks shall be provided (a) along both sides of streets and access drives, (b) within parking compounds, and (c) between manufactured houses, parking compounds, and service buildings. Sidewalks shall conform with Section 609.

## **Section 712 Sanitary Sewage Disposal**

- 712.1. Manufactured housing parks shall be served by public sanitary sewer facilities.
- 712.2. Sanitary sewage disposal systems that are part of a park shall conform with Section 620.
- 712.3. Connection - All units shall be provided with individual riser pipes having a minimum inside diameter of four inches (4") shall be located on each stand and shall extend at least one inch (1") above the stand. The sewer riser pipe shall be sealed with a securely fastened plug or cap when the stand is unoccupied.
- 712.4. Protection - Adequate provision shall be made to protect sanitary sewers from storm water infiltration and damage. All sewer lines shall be constructed with materials and by methods approved by the Sewer Authority and Pennsylvania Department of Environmental Protection.

## **Section 713 Water Supply**

- 713.1. All manufactured housing parks shall be serviced by a public water supply system.
- 713.2. All water supply systems that are part of a park shall conform with Section 621.
- 713.3. Connection - All units and service buildings shall be connected to the water supply system. Individual water riser pipes having an inside diameter or not less than three-quarter inch (3/4") shall be provided for each stand and shall terminate no less than four inches (4") above the stand. The water riser pipe shall be sealed with a secure plug or cap when the stand is unoccupied.
- 713.4. Protection of Water Lines - Adequate provisions shall be made to protect water service lines from damage, including a shut-off valve, below the frost line for each stand.

## **Section 714 Storm Water Management**

Manufactured housing parks shall conform with the Monroe Township Storm Water Management Ordinance of 2011-03, as amended.

## **Section 715 Floodplain**

Manufactured housing parks shall conform with the floodplain standards specified in the Monroe Township Floodplain Ordinance.

## **Section 716 Steep Slope Conservation**

All manufactured housing parks shall conform to the steep slope conservation standards specified in Section 619.

## **Section 717 Refuse Disposal**

Manufactured housing park refuse disposal sites shall be provided at locations which are not more than one hundred feet (100') from any manufactured housing space and no less than fifty feet (50') from the park boundary. Containers shall be provided in sufficient number and capacity to properly store all refuse.

- 717.1. Community refuse disposal sites shall be screened with densely planted evergreens or other thick foliage, solid or closely woven fences, stone walls or planted earth berms.
- 717.2. The storage area shall be provided with a minimum six inch (6") thick poured concrete slab over a minimum six inch (6") stone base. The concrete slab shall be certified to develop a compressed stress of at least three thousand, five hundred (3,500) P.S.I. at twenty-eight (28) days.
- 717.3. The storage, collection and disposal of refuse in the manufactured housing park shall be so managed as to create no health hazards, rodent harborage, insect-breeding areas, accident, fire or air pollution. All refuse shall be stored in fly-tight, water-tight rodent-proof containers.
- 717.4. Racks or holders shall be provided for all refuse containers. Such containers shall be so designed as to prevent tipping, to minimize spillage and container deterioration, and to facilitate cleaning around them.
- 717.5. All refuse shall be collected at least once weekly and comply with current recycling requirements. Where suitable collection service is not available, the manufactured housing park operator shall provide this service. All refuse shall be collected and transported in enclosed vehicles or containers.

## **Section 718 Exterior Lighting**

Streets, access drives, driveways, and walkways shall be lighted at night with an average illumination of at least 0.2 foot candles at their service. Lighting fixtures shall be so spaced and so equipped as to provide adequate levels of illumination throughout the manufactured housing park for the safe movement of vehicles and pedestrians. Lighting fixtures shall be shielded to avoid glare on adjacent properties and streets.

## **Section 719      Landscaping**

A visual screen shall be placed along the manufactured housing park boundary in accordance with Section 205 of the Zoning Ordinance, as amended.

## **Section 720      Service and Accessory Building**

- 720.1.      Construction - All service and accessory buildings, including management offices, storage areas, laundry buildings and indoor recreation areas shall be adequately constructed, ventilated, and maintained so as to prevent decay, corrosion, termites and other destructive elements from causing deterioration.
- 720.2.      Manufactured Housing Park Office - Every park shall have a structure designed for and clearly identified as the office of the park manager. The park office may be located in a separate and properly identified portion of a manufactured house or other dwelling unit.
- 720.3.      Storage Space - Occupants of each manufactured house shall be provided with at least one hundred fifty (150) cubic feet of enclosed storage space which is exclusive of the floor area devoted to living space. Storage facilities shall not intrude into any required yard or setback area and shall substantially conform in style, quality and color to the adjacent manufactured house. The type of storage facility shall be approved by the Board of Supervisors. Service and accessory buildings shall be used only by the occupants of the park.

## **Section 721      Electrical Distribution**

The manufactured housing park shall contain an electrical wiring system which shall be installed and maintained in accordance with the appropriate electric company's specifications and the National Electrical Code.

The electrical distribution system shall be underground. All underground conductors or cable shall be buried at least thirty-six inches (36") below the ground surface and shall be insulated and specially designed for the purpose. Such conductors shall be located not less than one foot (1') radial distance from water, sanitary/storm sewer, gas, or communication lines.

Each manufactured house shall be provided with an approved disconnecting serve and weatherproof over current protective equipment. Individual manufactured housing spaces shall be provided with a polarized type receptacle with a ground conductor. All exposed non-current-carrying metal parts of manufactured houses, other structures and equipment shall be grounded by means of an approved grounding conductor. The neutral conductor shall not be used as an equipment ground for manufactured houses, other structures, and equipment.

Temporary electrical connections are prohibited.

**Section 722      Easement**

Easements located within a manufactured housing park shall conform with Section 613.

**Section 723      Survey Monument and Marker**

All manufactured housing parks shall conform with Section 614.

# Article 8

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## Administration

### **Section 801      General**

This article outlines the procedures for enforcement and amendment of this Ordinance, as well as procedures for challenges and appeals of decisions rendered under this Ordinance.

### **Section 802      Interpretation**

In interpreting and applying the provisions of this Ordinance, they shall be held to be the minimum requirements for the promotion of the health, safety and general welfare of the residents of the Township.

In interpreting the language of this Ordinance, to determine the extent of the restriction upon the use of the property, the language shall be interpreted, where doubt exists as to the intended meaning of the language written and enacted by the governing body in favor of the property owner and against any implied extension of the restriction.

### **Section 803      Amendment**

Amendments to this Ordinance shall become effective only after a public hearing held pursuant to public notice in the manner prescribed for enactment of a Subdivision and Land Development Ordinance in the Pennsylvania Municipalities Planning Code, Act 247 of 1968, as re-enacted and amended by Act 170 of 1988, and as subsequently amended.

### **Section 804      Waiver**

The provisions of this Ordinance are intended as minimum standards for the protection of the public health, safety and welfare. The Board of Supervisors may modify any mandatory provision of these regulations in accordance with the provisions of Section 305.

### **Section 805      Challenge and Appeal**

The decision of the Board of Supervisors may be appealed, as provided for in the Pennsylvania Municipalities Planning Code, Act 247 of 1968, as re-enacted and amended by Act 170 of 1988, and as subsequently amended.

### **Section 806      Fees and Charges**

The Township may impose fees and charges to recover all costs incurred in the administration of this Ordinance. All fees and charges shall be adopted by ordinance or

resolution. These fees and charges shall include, but not necessarily limited to, the following: application fees; fees for the review of sketch plans, preliminary plans, final

plans, studies, financial security and associated documentation by the Township Engineer, Township Solicitor or other professional consultants; fees for the inspection of improvements installed in connection with development authorized by any plan; fees for the acceptance of dedication of improvements.

The applicant shall pay all professional consultant's review fees as follows:

- 806.1. The Board of Supervisors shall establish, by ordinance or resolution, a schedule of review fees to be paid by the Applicant at the time of filing of the sketch, preliminary and final plans, and any other plans or submissions required by this Ordinance. Review fees shall include reasonable and necessary charges by the Township's professional consultants for review and report thereon to the Township. Such review fees shall be reasonable and in accordance with the ordinary and customary charges for similar service in the community, but in no event shall the fees exceed the rate or cost charged by the professional consultant for comparable services to the Township for services which are not reimbursed or otherwise imposed on applicants. Fees charged to the Township relating to any appeal of a decision on an application shall not be considered review fees and may not be charged to an applicant.
- 806.2. The Board of Supervisors shall submit to the applicant an itemized bill showing work performed, identifying the person performing the services and the time and date spent for each task. Nothing in this paragraph shall prohibit interim itemized billing or municipal escrow or other security requirements. In the event the applicant disputes the amount of any such review fees, the applicant shall, no later than 45 days after the date of transmittal of the bill to the applicant, notify the Township and the Township's professional consultant that such fees are disputed and shall explain the basis of their objections to the fees charged, in which case the Township shall not delay or disapprove a subdivision or land development application due to the applicant's dispute over fees. Failure of the applicant to dispute a bill within 45 days shall be a waiver of the applicant's right to arbitration of that bill under Section 502.2.7. of this Ordinance.
- 806.3. In the event that the Township's professional consultant and the applicant cannot agree on the amount of review fees which are reasonable and necessary, then the applicant and the Township shall follow the procedure for dispute resolution set forth in Section 502.2.7. of this Ordinance, provided that the arbitration resolving such dispute shall be of the same profession or discipline as the professional consultant whose fees are being disputed.
- 806.4. Subsequent to a decision on an application, the Board of Supervisors shall submit to the applicant an itemized bill for review fees, specifically designated as a final bill. The final bill shall include all review fees

incurred at least through the date of the decision on the application. If for any reason additional review is required subsequent to the decision, including inspections and other work to satisfy the conditions of the approval, the review fees shall be charged to the applicant as a supplement to the final bill.

The provisions of this Ordinance so far as they are the same as those of Ordinances in force immediately prior to the enactment of this Ordinance, are intended as a continuation of such Ordinances and not as new enactments. Provisions of this Ordinance shall not affect any act done or liability incurred, nor shall they affect any suit or prosecution pending or to be instituted to enforce any right or penalty or to punish any offenses under the authority of any Ordinance repealed by this Ordinance.

## **Section 807      Violation**

Any person, partnership or corporation, or the members of such partnership or the officers of such corporation, who or which, being the owner or agent of the owner of any lot, tract or parcel of land, shall

- 807.1.      Layout, construct, open and/or dedicate any street, sanitary sewer, storm sewer, water main or other improvement for public use, travel or other purposes or for the common use of occupants of buildings abutting thereon; or
- 807.2.      Sell, transfer or agree or enter into an agreement to sell or transfer any land in a subdivision or land development, whether by reference to or by use of a plan of such subdivision or land development or otherwise; or
- 807.3.      Erect any building or buildings which constitute a land development thereon; or
- 807.4.      Commence site grading or construction of improvements prior to recording of a Final Plan, unless such grading or construction is for the sole purpose of installing improvements as prescribed in Section 503.

unless and until a Final Plan has been prepared in full compliance with the provisions of this Ordinance and has been recorded as provided herein, or who or which in any other way is in violation of or violates any of the provisions of this Ordinance, shall be subject to the penalties and remedies set forth in Section 808.

## **Section 808      Penalty and Remedy for Violation**

District justices shall have initial jurisdiction in proceedings brought under this Ordinance.

In addition to other remedies, the Township may institute and maintain appropriate actions by law or in equity to restrain, correct or abate violations, to prevent unlawful construction, to recover damages and to prevent illegal occupancy of a building, structure or premises. The description by metes and bounds in the instrument of transfer or other

documents used in the process of selling or transferring shall not exempt the seller or transferor from such penalties or from the remedies herein provided.

The Township may refuse to issue any permit or grant any approval necessary to further improve or develop any real property which has been developed or which has resulted from a subdivision of real property in violation of this Ordinance. The authority to deny such a permit or approval shall apply to any of the following:

1. The owner of record at the time of such violation.
2. The vendee or lessee of the owner of record at the time of such violation without regard as to whether such vendee or lessee had actual or constructive knowledge of the violation.
3. The current owner of record who acquired the property subsequent to the time of violation without regard as to whether such current owner had actual or constructive knowledge of the violation.
4. The vendee or lessee of the current owner of record who acquired the property subsequent to the time of violation without regard as to whether such vendee or lessee had actual or constructive knowledge of the violation.

As an additional condition for issuance of a permit or the granting of an approval to any such owner, current owner, vendee or lessee for the development of any such real property, the Township may require compliance with the conditions that would have been applicable to the property at the time the applicant acquired an interest in such real property.

Any person, partnership or corporation who or which has violated the provisions of this ordinance, upon being found liable thereof in a civil enforcement proceeding commenced by the Township must pay a judgment as provided for in the Pennsylvania Municipalities Planning Code, Act of July 31, 1968, P.L. 805, No. 247, re-enacted and amended by Act 170 of 1988, as amended, and the Second Class Township Code, Act of May 1, 1993, P.L. 103, No. 69, re-enacted and amended July 10, 1947, P.L. 1481, No. 567, and as subsequently amended, plus all court costs, including reasonable attorney fees incurred by the Township as a result thereof. No judgment shall commence or be imposed, levied or be payable until the date of the determination of a violation by the district justice. If the defendant neither pays nor timely appeals the judgment, the municipality may enforce the judgment pursuant to the applicable rules of civil procedure. Each day that a violation continues shall constitute a separate violation, unless the district justice determining that there has been a violation further determines that there was a good faith basis for the person, partnership or corporation violating the ordinance to have believed that there was no such violation, in which event there shall be deemed to have been only one such violation until the fifth day following the date of the determination of a violation by the district justice and thereafter each day that a violation continues shall constitute a separate violation.

The court of common pleas, upon petition, may grant an order of stay, upon cause shown, tolling the per diem judgment pending a final adjudication of the violation and judgment.

Nothing contained in this section shall be construed or interpreted to grant to any person or entity other than the Township the right to commence any action for enforcement pursuant to this section.

No person shall proceed with any site grading or construction of improvements prior to recordation of a Final Plan, unless such grading or construction is for the sole purpose of installing the public improvements as prescribed in Section 305.8., Compliance with Conditions of Approval.

No deeds shall be executed or recorded for lots, nor shall the construction of any structure be initiated, before the Board of Supervisors has approved the Final Plan and such Plan is recorded with the office of the Cumberland County Recorder of Deeds.

### **Section 809      Recordkeeping**

The Township shall keep an accurate, public record of its findings, decisions, and recommendations relevant to all applications filed with it for review or approval.

### **Section 810      Validity**

Should any section, subsection or provision of this Ordinance be declared by a Court of competent jurisdiction to be invalid, such decisions shall not affect the validity of the Ordinance as a whole, or of any other part thereof.

### **Section 811      Conflict**

Whenever there is a difference between the standards specified herein and those included in other applicable regulations, the more stringent requirement shall apply.

### **Section 812      Repeal**

The Subdivision and Land Development Ordinance of the Township of Monroe, enacted in 1975 and as subsequently amended, is hereby repealed in total; provided, however, that this repeal shall in no manner be construed as a waiver, release or relinquishment of the right to initiate, pursue, or prosecute, as the case may be, any proceeding at law or in equity pertaining to any act done which would have constituted a violation of the Monroe Township Subdivision and Land Development Ordinance of 1975, as amended. All provisions of the Monroe Township Subdivision and Land Development Ordinance of 1975, as amended, shall remain in full force and effect, and are not repealed hereby, as they pertain to such acts and to the processing of such plans filed prior to the effective date of this Ordinance which are protected from the effect of intervening ordinances by Section 508(4) of the Pennsylvania Municipalities Planning Code.

### **Section 813      Erroneous Approval**

An approval issued in violation of the provisions of the Ordinance, is void without the necessity of any proceedings for revocation. Any work undertaken pursuant to such an approval is unlawful. No action may be taken by a board, agency, or employee of the Township purporting to validate such a violation.

**Section 814      Effective Date**

This Ordinance shall become effective in accordance with law.

**Section 815      Continuation**

The provisions of this Ordinance, so far as they are the same as those of Ordinances in force immediately prior to the enactment of this Ordinance, are intended as a continuation of such Ordinances and not as new enactments. Provisions of this Ordinance shall not affect any act done or liability incurred, nor shall they affect any suit or prosecution pending or to be instituted to enforce any right or penalty or to punish any offense under the authority of any Ordinance repealed by this Ordinance.

**Section 816      Severability**

In the event that any provisions, section, sentence, clause or part of this Ordinance shall be held to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause or part of this Ordinance or other Ordinances affected by this Ordinance, it being the intent of Monroe Township that such remainder shall be and shall remain in full force and effect.

**Section 817      Relationship to Other Ordinances**

All other Ordinances, parts of Ordinances or parts of Resolutions inconsistent herewith shall be and the same expressly are repealed.

ENACTED AND ORDAINED this 8<sup>th</sup> day of December, 2016.

ATTEST:

MONROE TOWNSHIP  
BOARD OF SUPERVISORS

\_\_\_\_\_  
Philip F. Kehoe, Chairman

\_\_\_\_\_  
A.W. Castle, III, Vice Chairman

\_\_\_\_\_  
Carl W. Kuhl., Member

CERTIFICATE

I, the undersigned, Secretary of the Township of Monroe, Cumberland County, Pennsylvania (the "Township"), certify that: the foregoing is a true and correct copy of any Ordinance of the Board of Supervisors of the Township (the "Board"), which duly was enacted by affirmative vote of a majority of the members of the Board at a meeting held on December 8, 2016; said Ordinance duly has been recorded in the Ordinance Book of the Township; said Ordinance duly has been published as required by law; and said Ordinance remains in effect, unaltered and unamended, as of the date of this Certificate.

IN WITNESS WHEREOF, I set my hand and affix the official seal of the Township, this 8<sup>th</sup> day of December, 2016.

\_\_\_\_\_  
Secretary

(SEAL)

# APPENDICES

# Appendix No. 1

## STATEMENT OF ACCURACY

### SURVEY DATA

I hereby certify that, to the best of my knowledge, the survey and plan shown and described hereon is true and correct to the accuracy required by the Monroe Township Subdivision and Land Development Ordinance. The error of closure is no greater than one foot (1') in ten thousand feet (10,000').

\_\_\_\_\_, 20\_\_\_\_

\* \_\_\_\_\_

\*Signature and seal of the registered land surveyor responsible for the preparation of the plan.

### GENERAL PLAN/REPORT DATA

I hereby certify that, to the best of my knowledge, the \* \_\_\_\_\_ shown and described hereon is true and correct to the accuracy required by the Monroe Township Ordinances.

\_\_\_\_\_, 20\_\_\_\_

\*\* \_\_\_\_\_

\*Title of Plan/Report Data

\*\*Signature and seal of the registered professional responsible for preparation of the data.

(See Sections 402.6. and 403.6.)

## Appendix No. 2

### STATEMENT OF OWNERSHIP, ACKNOWLEDGMENT OF PLAN, AND OFFER OF DEDICATION

On this, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_ who being duly sworn according to law, deposes and says that he is the \_\_\_\_\_ of the property shown on this plan, that the plan thereof was made at his direction, that he acknowledges the same to be his act and plan, that he desires the same to be recorded, and that all streets and other property identified as proposed public property (excepting those areas labeled “NOT FOR DEDICATION”) are hereby dedicated to the public use.

### CO-PARTNERSHIP

On this, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, personally appeared \_\_\_\_\_, being one of the firm of \_\_\_\_\_, who being duly sworn according to law, deposes and says that the co-partnership is the \_\_\_\_\_ of the property shown on this plan, that the plan thereof was made at its direction, that it acknowledge the same to be its act and plan and desires the same to be recorded, and that all street and other property identified as proposed public property (exception those areas labeled “NOT FOR DEDICATION”) are hereby dedicated to the public use.

### CORPORATE

On this, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, personally appeared \_\_\_\_\_, being \_\_\_\_\_ of \_\_\_\_\_, the \_\_\_\_\_ of the property shown on this plan, that he is authorized to execute said plan on behalf of the corporation that the plan is the act and deed of the corporation, that the corporation desires the same to be recorded and on behalf of the corporation further acknowledges, that all streets and other property identified as proposed public property are hereby dedicated to the public use - (excepting those areas labeled “NOT FOR DEDICATION”).

(See Section 403.6.)

# Appendix No. 3

## TOWNSHIP PLANNING COMMISSION REVIEW STATEMENT

At a meeting on \_\_\_\_\_, 20\_\_\_\_, the Monroe Township Planning Commission reviewed this plan.

MONROE TOWNSHIP  
PLANNING COMMISSION

\_\_\_\_\_  
Chairman or Designee

## COUNTY PLANNING COMMISSION REVIEW STATEMENT

Reviewed by the Cumberland County Planning Department.

\_\_\_\_\_  
Director of Planning

\_\_\_\_\_  
Date

## TOWNSHIP ENGINEER'S REVIEW STATEMENT

This plan reviewed by the Monroe Township Engineer this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Township Engineer \_\_\_\_\_

(See Sections 402.6. and 403.6.)

# Appendix No. 4

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## MINOR PLAN APPROVAL STATEMENT

At a meeting on \_\_\_\_\_, 20 \_\_, the Board of Supervisors of the Township of Monroe approved this project, based upon its conformity with the standards of Monroe Township Subdivision and Land Development Ordinance, and all conditions of approval have been met. This approval includes the complete set of plans/reports which are filed with the Township and available for public review.

MONROE TOWNSHIP  
BOARD OF SUPERVISORS

\_\_\_\_\_  
Chairman or Designee

ATTEST: \_\_\_\_\_  
Monroe Township Secretary

## PRELIMINARY PLAN APPROVAL STATEMENT

At a meeting on \_\_\_\_\_, 20 \_\_, the Board of Supervisors of Monroe Township granted PRELIMINARY PLAN APPROVAL of this project, including the complete set of plans marked sheet(s) \_\_\_\_\_ through \_\_\_\_\_ which form a part of the application dated \_\_\_\_\_, last revised \_\_\_\_\_. This plan may not be recorded in the office of the Cumberland County Recorder of Deeds.

MONROE TOWNSHIP  
BOARD OF SUPERVISORS

\_\_\_\_\_  
Chairman or Designee

ATTEST: \_\_\_\_\_  
Monroe Township Secretary

(See Section 402.6.)

# Appendix No. 5

## FINAL PLAN APPROVAL STATEMENT

At a meeting on \_\_\_\_\_, 20\_\_\_\_, the Board of Supervisors of the Township of Monroe approved this project, based upon its conformity with the standard of the Monroe Township Subdivision and Land Development Ordinances, and all conditions of approval have been met. This approval includes the complete set of plans/reports which are filed with the Township and available for public review.

MONROE TOWNSHIP  
BOARD OF SUPERVISORS

\_\_\_\_\_  
Chairman or Designee

ATTEST: \_\_\_\_\_  
Monroe Township Secretary

## RECORDER OF DEEDS CERTIFICATE

Recorded in the Office for Recording of Deeds, in and for Cumberland County, Pennsylvania, by Instrument Number \_\_\_\_\_.

(See Section 403.6.)

# Appendix No. 6

## MONROE TOWNSHIP

### APPLICATION FOR CONSIDERATION OF A SUBDIVISION AND/OR LAND DEVELOPMENT PLAN

<b>(For Township Use Only)</b>	
Township File No.: ____	Date of Filing: _____ Deadline for Action: _____
Date of Revisions: _____	Date of Revisions: _____
Date of Revisions: _____	Date of Revisions: _____

The undersigned hereby applies for approval under the Monroe Township Subdivision and Land Development Ordinance for the Plan, submitted herewith and described below:

1. Plan Name: \_\_\_\_\_  
 Plan No.: \_\_\_\_\_ Plan Date: \_\_\_\_\_
  
2. Project Location: \_\_\_\_\_  
 \_\_\_\_\_
  
3. Name of Property Owner(s): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Fax No.: \_\_\_\_\_ Phone No.: \_\_\_\_\_
  
4. Land Use and Number of Lots and/or Units (indicated answer by number of lots or units):  

____ Single Family (Detached)	____ Commercial
____ Multi-Family (Attached-Sale)	____ Industrial
____ Multi-Family (Attached-Rental)	____ Institutional
____ Manufactured Housing Park	____ Other (Please specify)
  
5. Total Acreage: \_\_\_\_\_
  
6. Application Classification:  

Sketch Plan (Section 302)	Revised Final Plan (Section 304.8).
Preliminary Plan (Section 303)	Minor Plan (Section 306)
Revised Preliminary Plan (Section 303.8.)	
Final Plan (Section 304)	

7. Name of Applicant (if other than owner): \_\_\_\_\_  
Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

8. Firm Which Prepared Plan: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Person Responsible for Plan: \_\_\_\_\_

9. Is a Zoning Variance, Special Exception, Conditional Use or Waiver Approval  
Necessary? \_\_\_\_\_ If yes, please specify:  
\_\_\_\_\_

10. Type of Water Supply Proposed:  
\_\_\_\_\_ Individual \_\_\_\_\_ Public \_\_\_\_\_ Semi-Public \_\_\_\_\_ Capped

11. Type of Sanitary Sewage Disposal Proposed:  
\_\_\_\_\_ Individual \_\_\_\_\_ Public \_\_\_\_\_ Semi-Public \_\_\_\_\_ Capped

12. Lineal Feet of New Street \_\_\_\_\_

13. Sewer Facilities Plan Revision or Supplement Number \_\_\_\_\_ and  
Date Submitted \_\_\_\_\_

The undersigned hereby represents that, to the best of his knowledge and belief, all information listed above is true, correct and complete.

Date: \_\_\_\_\_  
Signature of Landowner or Applicant

The undersigned hereby represents that, to the best of his knowledge and belief, all information listed above is true, correct and complete. Together with the submission of this revision, the undersigned grants the Township an extension of the time period for ruling on the plan (see Sections 303.9 and 304.9.) for a period equal to the time consumed between the prior application and this revision.

Revision Date: \_\_\_\_\_  
Signature of Landowner or Applicant

(See Sections 401, 402.6. and 403.6.)

# Appendix No. 7

## MONROE TOWNSHIP

### APPLICATION FOR CONSIDERATION OF A WAIVER

<p>(For Township Use Only)</p> <p>Plan No. _____</p> <p>Date of Receipt/Filing: _____</p>
---

The undersigned hereby applies for approval of a waiver, submitted herewith and described below:

1. Name of Project: \_\_\_\_\_

2. Project Location: \_\_\_\_\_

\_\_\_\_\_

3. Name of Property Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Phone No.: \_\_\_\_\_

4. Name of Applicant (if other than owner): \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

5. Specify Section(s) of the Monroe Township Subdivision and Land Development Ordinance for which a Waiver is requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. The Proposed Alternative to the Requirement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Appendix No. 8

**ACCEPTANCE OF CONDITIONS UPON APPROVAL OF  
SUBDIVISION OR LAND DEVELOPMENT PLAN IMPOSED BY  
THE BOARD OF SUPERVISORS OF MONROE TOWNSHIP**

I have reviewed the conditions imposed by the Board of Supervisors of the Township of Monroe upon the approval of the subdivision and/or land development plan entitled

\_\_\_\_\_

Prepared by \_\_\_\_\_,  
Capacity as landowner/landowner's agent and being authorized to do so, and intending to be legally bounded, I hereby accept the imposition or the conditions attached hereto as part of the approval of the above described subdivision and/or land development plan.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
[Printed Name]

# Appendix No. 9

## STANDARD PLAN FORMAT

North Arrow					<b>Statement of Ownership</b>	
					See Appendix No. 2	
					<b>Plan Review and Approval Certificates</b>	
					See Appendix Nos. 3, 4, & 5	
					<b>Zoning Data</b>	<b>Site Data</b>
					See Sections 402.02.10 402.02.11 402.04.14	See Sections 402.02.09 402.04.5
					<b>Recorder of Deeds Certificates</b>	
					See Appendix No. 3	SEAL
					<b>Statement of Accuracy</b>	
					See Appendix No. 1	SEAL
Individual/Firm Name Address						
					<b>Landowner/Developer</b>	
<b>Location Map</b>	<b>Plan Notes</b>	<b>Revisions</b>	<b>Source of Title</b>		<b>Sheet No.</b>	Name Address
			Page	Book		
			<b>Tax Map</b>			Final Plan Of  Xxxx X. Xxxx MONROE TOWNSHIP CUMBERLAND COUNTY, PA Scale      Date 1"=xxx      xx/xx/xx  Graphic Scale
			Book	Block	Lot	