

SUBDIVISION PROCEDURES
BRADFORD CITY SUBDIVISION ORDINANCE

1. Fill out a Subdivision Reference Form – available from the City Clerk’s Office. File it with the City Clerk, the City Council and the Bradford City Planning Commission.
2. Assure adequate sewage disposal for all lots. The City Planning Commission must receive written verification from the DEP (Department of Environmental Protection) that capacity is available to serve the proposed lot(s) (Only if the parcel is for development purposes).
3. Have the subdivision surveyed and a survey plan (plat) prepared by a Pennsylvania Registered Land Surveyor.
4. Submit four (4) copies of the survey plan, whether Preliminary or Final, to the City Clerk, City Council and the City Planning Commission for review. Submit one (1) copy to the McKean County Planning Commission for their review and comment prior to the City Planning Commission taking action on the Plan. The County has thirty (30) days to review and comment on the proposal.
5. A decision by the City Planning Commission shall be rendered not later than ninety (90) days after receipt of the survey plan and a complete Reference Form.
6. The Commission can approve, approve with conditions, disapprove or table a Preliminary Plan. The City Council must then take formal action on the Plan.
7. Approval of the Preliminary Plan shall not constitute an acceptance of the subdivision by the City Council or Planning Commission. The approved Preliminary Plan, signed by the Planning Commission and City Council, shall be retained at all times in the office of the City Clerk. One (1) copy of the Plan shall be given to the sub-divider.
8. The Final Plat shall be submitted to the City Clerk, City Council and the Planning Commission within one (1) year after the approval of the Preliminary Plat. The City Planning Commission shall render a decision not later than ninety (90) days after receipt of the Final survey plan and complete Reference Form.
9. The Commission can approve, with conditions, disapprove, or table a Final Plan. The City Council must then take formal action on the Final Plan.
10. The Final Plat shall be accompanied by:
 - A. A copy of the deed to the property containing such private restrictions or restrictive schemes as may be imposed upon the property, together with a statement of any restrictions that may already carry with the title to the land;
 - B. Street profiles for all streets;
 - C. Utility profiles for sewer lines and stormwater facilities.
11. Once the Final Plat is approved, it must contain a statement to that effect and the signatures of the authorized members of the City Planning Commission and City Council.

12. The Planning Commission or City Clerk must send the owner/developer a written notice of the decision by the Commission within 15 days of the decision. One (1) copy of the Plan shall be given to the subdivider.
13. The signed survey plan must then be recorded within ninety (90) days after approval in the County Recorder of Deeds Office.
14. The approved plan shall be recorded before, or at the same time as, any deed(s) for any lot(s).

SUBDIVISION REFERENCE FORM

I. To be completed by owner or agent:

A. Name of Subdivision: _____

B. Owner Information:

1. Name: _____

2. Address: _____

_____ Phone: _____

C. To be conveyed to: _____

D. Parcel Information:

1. Tax Parcel Number: _____
(Owner)

E. Surveyor:

1. Name: _____

2. Address: _____

_____ Phone: _____

F. Subdivision Information:

1. Lot to be connected to public sewer system: YES _____ NO _____

2. Total acreage:

a. Original Parcel: _____

b. Number of lots: _____

c. Average lot size: _____

3. Type of water supply: _____

II. To be completed by the City Planning Commission:

A. Sewage information:

1. Lot(s) approved for sewage disposal: YES _____ NO _____

2. Letter received from DEP: _____

B. County comments received: _____

C. City approval on road plan: _____

D. City approval of Stormwater Management Plan: _____
(if over 10,000 square feet of new impervious are created)

E. Plan conforms to Zoning Ordinance requirements: YES _____ NO _____

F. Proper access or right-of-way provided: YES _____ NO _____

III. Action of City Planning Commission:

A. Preliminary Plan:

1. Date submitted: _____

2. Received by: _____

3. Action taken: _____

A.) Moved: _____ B.) Second: _____

B. Final Plan:

1. Date submitted: _____

2. Received by: _____

3. Action taken: _____

A.) Moved: _____ B.) Second: _____

NOTES:

LIST OF ITEMS REQUIRED ON A FINAL SUBDIVISION PLAN

	YES	NO	PARTIAL
1. Property lines of the land to be subdivided, with accurate bearings and distances, the full plan of development to include an identification system for all lots and blocks; location of all monuments.	_____	_____	_____
2. Names of adjoining property owners	_____	_____	_____
3. Layout of adjoining streets	_____	_____	_____
4. Location of lines of incorporated areas, streets, buildings, tree masses and watercourses, areas to be dedicated as parks or other public purposes.	_____	_____	_____
5. A legible keymap showing relation of property to adjoining property, streets, within 600 to 1000 feet of any part of the property to be subdivided.	_____	_____	_____
6. Proposed location and width of streets, alleys, lots, building and setback lines and easements with lengths of tangents, radii, arcs and chords and central angles for all center-line curves on streets, and tangent, chord, arc, radius and central angle on all street corners; names of streets.	_____	_____	_____
7. Existing sanitary and storm sewers, water mains, culverts and other underground structures within the tract or adjacent thereto. Location and size of the nearest water and sewer main or inlet.	_____	_____	_____
8. Name of subdivision.	_____	_____	_____
9. Name and address of developer/owner.	_____	_____	_____
10. Contours at vertical intervals of 5 feet for land with 10% slope or greater, or 2 feet for land of lesser slope. Contours need not be shown for subdivisions of less than ½ acre or for subdivisions containing no new streets.	_____	_____	_____
11. North point, scale and date.	_____	_____	_____

	YES	NO	PARTIAL
12. Plans and written and signed statements regarding proposed improvements (pavement, size and type of sanitary sewers, water mains, other utilities, stormwater drainage facilities)	_____	_____	_____
13. Name and seal of PA Registered Surveyor Responsible for preparing the Plan.	_____	_____	_____
14. A statement that "A Highway Occupancy Permit" is required pursuant to section 420 of the act of June 1, 1945, (P.L. 1242, No. 428), known as the "State Highway Law", before driveway access to a State highway is permitted." (Only if newly accessing a state road)	_____	_____	_____