

**BRISTOL BOROUGH
SUBDIVISION AND LAND DEVELOPEMENT
PLAN SUBMISSION CHECKLIST**

Project Name: _____

PC File #: _____

Submission (Check One):	<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Preliminary Plan	<input type="checkbox"/> Final Plan
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The following check list summarizes the information which shall be provided with Sketch, Preliminary, or Final Plan Submissions in order to be accepted as a complete submission by the Zoning Officer, and be reviewed by the Borough Planning Commission and/or Borough Council. The checklist is not comprehensive. The Applicant should review the plan requirements applicable to the type of Plan submission in Part 4 of the Borough Subdivision and Land Development Ordinance. The check list shall be filled out by the Zoning Officer and the Applicant at the time of submission. If incomplete, the plan shall be returned to the applicant noting the deficiencies. If complete, the Zoning Officer shall distribute per the appropriate Distribution Checklist.

Complete only the column that corresponds to Plan Submission indicated above.

ITEM	SKETCH	PRELIM.	FINAL
1. Fully executed Professional Services Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Check payable to Bristol Borough in an amount consistent with the Borough Fee Schedule for the Plan Submission Application Fee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Check payable to Bristol Borough in an amount consistent with the Borough Fee Schedule or the Professional Services Agreement for the Professional Services Escrow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Sketch Plans, Application Form, & Checklist – 21 copies.	<input type="checkbox"/>	N/A	N/A
5. Preliminary Plans, Application Form, & Checklist – 23 copies.	N/A	<input type="checkbox"/>	N/A
6. Final Plans, Application Form, & Checklist – 23 copies.	N/A	N/A	<input type="checkbox"/>
7. Stormwater Management Reports – 5 copies	N/A	<input type="checkbox"/>	<input type="checkbox"/>
8. Traffic Impact Study – 5 copies	N/A	<input type="checkbox"/>	<input type="checkbox"/>
9. Water Resources Study – 5 copies	N/A	<input type="checkbox"/>	<input type="checkbox"/>
10. Digital copy of Plans in DWG format – 2 copies.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
11. Digital copy of entire submission (Application, Plans, Reports, etc.) in PDF format – 2 copies.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
12. Bucks County Planning Commission Review Form – 2 copies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Bucks County Planning Commission Review Fee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Name, address, and telephone number of the owner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Name and address of the engineer, surveyor, or architect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Plan date & revision date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Location Map.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Tract Boundaries indicated by solid heavy line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Streets (name and/or State Route) on and adjacent to the tract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	SKETCH	PRELIM.	FINAL
20. Significant topographical and physical features.	<input type="checkbox"/>	N/A	N/A
21. Proposed general street layout.	<input type="checkbox"/>	N/A	N/A
22. Proposed general lot layout or building layout.	<input type="checkbox"/>	N/A	N/A
23. Tract Boundary bearings and distances.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
24. Present zoning classification of tract and adjacent areas.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
25. Sheet size of 18" x 24", 24" x 36" or 30" x 42"	N/A	<input type="checkbox"/>	<input type="checkbox"/>
26. Scale of 1" equals 100 feet, 1" equals 50 feet or greater.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
27. Information to be included in summary on plan for Subdivisions:			
a. total area	N/A	<input type="checkbox"/>	<input type="checkbox"/>
b. number of lots proposed	N/A	<input type="checkbox"/>	<input type="checkbox"/>
c. average and minimum lot size	N/A	<input type="checkbox"/>	<input type="checkbox"/>
d. proposed length of new streets proposed for dedication	N/A	<input type="checkbox"/>	<input type="checkbox"/>
e. zoning requirements	N/A	<input type="checkbox"/>	<input type="checkbox"/>
28. Names of adjoining subdivision or development, if any, and the names of owners of all adjacent land.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
29. Location of existing and proposed easements & rights-of-way.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
30. Existing topography and natural features – trees, streams, etc.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
31. Existing improvements – buildings, utilities, driveways, streets, sidewalks, etc.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
32. Proposed topography and improvements - buildings, utilities, driveway, streets, sidewalks, etc.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
33. Proper signature blocks as required in Part 4, §407 of the Subdivision and Land Development Ordinance.	N/A	N/A	<input type="checkbox"/>
34. The words "Final Plan" in title-block.	N/A	N/A	<input type="checkbox"/>
35. Improvement construction plans.	N/A	N/A	<input type="checkbox"/>

Date of Acceptance of Complete Submission by Borough Zoning Officer: _____

Signatures: _____

Zoning Officer

Applicant/Agent