

# Developer's Checklist - Plan Specifications

## A. Plan Information

1. Plan shall bear the name, address, telephone number and signature of the professional land surveyor who performed the survey, his or her official seal and registration number, the date the survey was completed and the dates of all of the surveyor's revisions.
2. The address of the property surveyed.
3. North arrow shall be oriented to top of plan.
4. Standard scale 1" = 10', 20', 30', 40', 50', 60' (engineers scale only).

## B. Property Line Information

1. Legal Status of all streets shown on plan. Example (On City Plan - 50' wide - legally open) or (On City Plan 60' wide, legally open 33' wide). Footway and cartway width dimensions. Example (12'-26'-12'). Information may be found on the 8<sup>th</sup> floor, M.S.B. City Plans Road Records.
2. All streets abutting property and mentioned in deeds must be shown on plan.
3. Point of Beginning of each property as mentioned in deed and dimensioned to nearest legally opened street intersection. Show intersection on plan.
4. All property line courses and distances of existing and proposed lots must be shown in Philadelphia District Standard only. Tangent bearings, radii, arc length and degree of curve shown on plan. Dimensions shall be in feet and hundredths of a foot.
5. Rights-of-Way, dedicated or non-dedicated easements of record completely dimensioned. Alleys, driveways, and easements of record mentioned in deed or use, bounding on or across property.

## C. Existing and Proposed Conditions Shown on Plan

1. Location and dimension of existing and proposed structures, on and adjacent to property. (Within 10 feet, including buildings, walls, walkways, patio, driveways, concrete, asphalt etc).
2. Dimension buildings, height and number of stories, dimension to property lines and/or right of way lines.
3. Type and height of all fences and walls.
4. Existing and proposed structures within footway area in front of and adjacent to property shown and dimensioned.
5. Existing and proposed curb cuts dimensioned and distance to nearest street intersection right of way line. Location and dimension of off-street parking spaces. (Existing and proposed).
6. Location of overhead wires on or across property. (Existing and proposed).
7. Areas of existing and proposed lots shown on plan. Show areas in square feet and acres.
8. Zoning designation and all requirements pertaining to property.

## D. Elevations

1. Elevations must be shown in City Datum.
2. Existing contours (minimum one foot intervals) and/or spot elevations within and adjacent to the property.
3. Proposed first floor and basement elevation.
4. Location and elevation of existing or proposed top of drains.
5. City Plan and existing top of curb elevations in front of and adjacent to property lines.

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Certain plans may require additional information to be reviewed on a per plan basis if requested through other city departments. i.e. City Planning Commission, License and Inspection, Water Department etc.

When submitting plans to be reviewed, it would expedite the review process if the developer or agent would supply copies of recorded deeds for property in question.

Preliminary Plan Review – 2 copies required for survey district review. 1 copy returned with any corrections or changes to be made.

After plan has been reviewed and approved, thirteen (13) copies of plan with stamp and signature from survey district is required for distribution. District office keeps one (1).

If requested by survey district, client must comply with Philadelphia Code 14-2105 Specifications for Maps and Plats. Subsection (4) (.5) primary control points approved by the Department of Streets or ties to such control points to which all pertinent engineering data shall be referred.

It is the responsibility of the Professional Land Surveyor who prepared plan for accuracy of location and content of plans to be reviewed by survey district.