

This lists an ongoing project. As rules are changed the list will be updated.

Developer's Checklist - Plan Specifications

A. Contents of Plan

1. Embossed Seal of Professional Land Surveyor who prepared plan including name, address and phone number.
2. Legal Status of all streets shown on plan. (Information may be found 8th floor, M.S.B. City Plans Road Records). (Example = 50' wide, legally open) or (Example = On City Plan 60' wide, legally open 33' wide).
3. Footway and cartway width dimensions (Example = 12' – 26' – 12').
4. All streets abutting property and mentioned in deeds must be show on plan.
5. Beginning point of each property as mentioned in deed. Dimension to nearest legally opened street intersection. Show intersection on plan.
6. Legal Descriptions written from plan, dimensioned to nearest 1000th of a foot.
7. All courses and distances of existing and proposed lots must be shown in Philadelphia District Standard. Tangent bearings, radii, arc length and degree of curve shown on plan.
8. Rights-of-Way, dedicated or non-dedicated easements of record completely dimensioned.
9. Alleys, driveways, and easements of record mentioned in deed or use, bounding on or across property.
10. All existing and proposed structures, on and adjacent to property. (Including buildings, walls, walkways, patio, driveways, concrete, asphalt etc).
11. Measurements of all buildings, existing and proposed structures, the relationship to existing or proposed property lines and right of way lines.
12. All structures within footway.
13. Existing and proposed curb cuts, (including size and location to adjacent property lines).
14. Location and dimension of off-street and handicapped parking spaces. (Existing and proposed).
15. Areas of all existing and proposed lots shown on plan. Show areas both in sq. ft. to hundreds of a foot and acres to 10,000 of a foot.
16. Existing and proposed aerial services on or across property.
17. Zoning district and all requirements pertaining to property.
18. Date survey completed and all plan revisions.
19. North arrow oriented to top of plan when practicable.
20. Standard scale 1" = 10', 20', 30', 40', 50', or 60' (engineers scale only).

B. ELEVATIONS, IF REQUIRED ON PLANS

1. Elevations must be shown in city datum.
2. Existing and proposed contours (minimum two 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 on proposed subdivision.
5. City Plan, existing and/or proposed top of curb elevations in front of and adjacent to property lines.

C. Notes required on all Sub-division and Site Plans

1. Attention is called to the Zoning Requirements in the Philadelphia Code as amended.
2. All distances are Philadelphia District Standard unless otherwise noted.
3. All interior lines are proposed lines of subdivision.
4. Plan made as per instructions of (name of applicant).

D. Note required on all As-Built Site Plans

1. For preliminary subdivision review purposes only. No legal descriptions will be written or recorded using this plan. Not to be used for conveyance purposes.

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When submitting plans to be reviewed, developer or agent will supply copies of recorded deeds for property in question and adjoining properties and any applicable plans available. 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 etc.

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.

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

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

Minimum price charged per plan review is \$ 360.00 Additional charges may be required subject to review time and content of plans.