

PLAN INFORMATION	
Plan name:	File #:
Municipality:	
Review date:	Reviewer:



ACED/DRE Subdivision Reviewer Checklist*

***The checklist items have been checked by ACED to the extent possible. However, final responsibility for ensuring that the plan is prepared to the standards required and that all information on the plan is current, correct and complete is the landowner's and the landowner's agent.**

<input type="checkbox"/>	<p>1. Landowner name: All landowner names on the plan match the landowner names in the deed/s to the property/ies in the subdivision exactly.</p> <p>a. Deed information (DBV/Pg. #) is provided in the title clause.</p> <p>b. The correct forms of the landowner clauses are used¹.</p>
<input type="checkbox"/>	<p>2. Land ownership/title: All properties in the subdivision are in the names of the landowners that have been identified on the plan as a landowner.</p> <p>a. All landowners who have title to the property in the subdivision are included on the plan as a landowner.</p>
<input type="checkbox"/>	<p>3. Complete subdivision: Every parcel or lot that is proposed to be subdivided, resubdivided, or consolidated is shown on the plan in its entirety and completely described.</p>
<input type="checkbox"/>	<p>4. Complete lot line information: All lots and parcels in the subdivision are completely and legibly described; no distances, bearings, or curve data are missing or unreadable.</p>
<input type="checkbox"/>	<p>5. Plan areas: The following areas are provided in the plan in both acres and square feet:</p> <p>a. All existing and proposed lots, parcels, and units of land in the subdivision;</p> <p>b. Any area proposed to be dedicated for road right-of-way purposes, including the right-of-ways of any proposed new streets;</p> <p>c. The total plan area.</p>
<input type="checkbox"/>	<p>6. Parcel ID information: Tax parcel ID #s for all existing parcels/lots in the subdivision are provided on the plan.</p>
<input type="checkbox"/>	<p>7. Landowner/developer contact information: Complete contact information (name, address, phone) for the landowner and developer, if different than the landowner, is provided on the plan.</p>
<input type="checkbox"/>	<p>8. Subdivision and conveyance of land between adjacent landowners: If the plan shows a conveyance of land between different abutting landowners, the landowners are advised that recording the plan alone will not convey title to property; recording deed/s is also required.</p>
<input type="checkbox"/>	<p>9. If the property abuts a state road, the required PennDOT notice (MPC §508(6)) is on the plan.</p>
<input type="checkbox"/>	<p>10. The plan title is provided in the title block, is cited consistently every place on the plan, and is provided in all clauses where it is required to be provided.</p>

¹ See Appendix 3 of the Allegheny County Subdivision and Land Development Ordinance