



# WHITE OAK BOROUGH PLANNING COMMISSION SITE PLAN REVIEW SUMMARY CHECKLIST

For any construction on, or development of, land zoned commercial or industrial as required under Section 1305.05 of the White Oak Borough Zoning Ordinance, including other general requirements.

Date: \_\_\_\_\_

Plan name: \_\_\_\_\_

Owner's name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Engineer/Architect: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

The following list is to be filled out by the individual preparing the plan and submitted with 14 copies of the plans to the Code Enforcement Officer. To submitted application an appointment is required.

All plans must be 18" x 24" or 24" x 36" and carry a professional seal.

SITE PLAN CHECKLIST

		Yes	No
1	Lot currently zoned for business use.		
2	Source of title (D.B.V. & Page) and tax map & parcel no.		
3	Owner's name, address and phone number shown on the plan.		
4	Entire property shown, drawn to scale, including bearings, distances and areas.		
5	Names of owners of any adjacent properties.		
6	General relationship to Borough, County & legislative roads.		
7	Exact size and location of the building and accessory building to be erected.		
8	Location of required building setback line and location of buildings on property adjacent to the property to be improved.		
9	Existing and proposed contours at no greater than five foot intervals and bench mark or datum.		
10	All streets adjoining property, etc., shown with names, right-of-way widths and cartway widths.		
11	General drainage plan for storm water/ storm sewers		
12	Proposed water, sanitary sewage, electric, gas or other possible utilities serving the lot, including the location of valves, curb boxes, fire hydrants, vaults, manholes and poles.		
13	Proposed parking stalls, parking lots and traffic circulation for the site, including ingress and egress.		
14	Landscaping plan.		
15	Sewer tap-in fee receipt.		
16	PA Dept. of Labor & Industry approval.		
17	All necessary information was submitted to the Code Enforcement Office prior to the Planning Commission meeting.		

**Jennifer O'Brien Code Enforcement Officer**  
**White Oak Borough · 2280 Lincoln Way · White Oak, PA 15131**  
**Phone (412)672-9727 · Fax (412)672-0760**