

SUBDIVISION PROCESS GUIDE FOR WAYNE TOWNSHIP
ERIE COUNTY APPROVAL/MUNICIPAL REVIEW

THIS PROCESS GUIDE IS INTENDED TO PROVIDE SUBDIVIDERS WITH
GENERAL GUIDELINES ON THE SUBDIVISION PROCESS IN WAYNE
TOWNSHIP.

This is the recommended procedure for persons subdividing property or creating land developments in Wayne Township where this procedure falls under the jurisdiction of the Erie County Subdivision and Land Development Regulations. Subdividers should contact the Erie County Department of Planning for specific subdivision regulations and requirements.

The following steps should be carried out in the order presented. If you have any questions please call the township secretary at (814)663-1663 or the Erie County Department of Planning at (814)451-6336. While each agency attempts to expedite all subdivision reviews, subdividing property is a time consuming process and will not be completed overnight.

WAYNE TOWNSHIP

<http://www.waynetownshippa.org>

(814) 663-1663

(814) 664-8619 fax

ERIE COUNTY DEPARTMENT OF HEALTH

<http://www.ecdh.org>

Josh Skopow

(814) 451-6763

8 - 10 a.m.

ERIE COUNTY DEPARTMENT OF PLANNING

<http://www.eriecountyplanning.org>

(814) 451-6336

(800) 352-0026

ERIE COUNTY RECORDER OF DEEDS

<http://www.eriecountygov.org>

(800) 352-0026

SUBDIVISION PROCEDURE FOR MINOR SUBDIVISIONS

1. A minor subdivision constitutes ten residential lots or less utilizing on-lot sewage disposal systems. All lots must abut an existing public roadway.
2. The land owner, subdivider or project sponsor draws up a sketch plan of the proposed subdivision and submits said plan to Wayne Township and/or Erie County Planning for tentative approval.
3. After tentative approval has been given by the appropriate agency, the land owner, subdivider or project sponsor should contact the sewage enforcement officer (SEO) at Erie County Health Dept. and arrange to have soil evaluations and percolation tests performed. [Note: Some qualifying owners of residential properties 10 acres or large may be exempt from this process; *see Fact Sheet #5*. **However**, Health Department approval/review is required in all subdivisions and land developments in Erie County, even non-building sites. Subdivision proposing no development requiring sewage disposal facilities, ie. *Agricultural Use Only*, must complete Form B – Request for Non-building Waiver and the survey plan and deed must dedicate the parcel for a non-building purpose. Subdivision of residentially developed lots served by on-lot septic systems must be inspected by the SEO. If the on-lot system is found to be properly functioning, the SEO & Wayne Township will sign the “Planning Exempt Subdivision Form”]
4. After soil evaluations and percolation tests have indicated suitability for construction, or the criteria for an exemption or waiver has been met, the land owner, subdivider or project sponsor initiates the land survey and mapping by a licensed professional surveyor. The survey plans must include the surveyor’s certificate and seal. All maps must be 18”x24”, include the tax ID numbers of all affected parcels, and identify existing structures and distances from property lines.
5. The land owner, subdivider or project sponsor makes at least seven (7) copies of the survey Mylar and has the Mylar and copies signed by the property owner(s), and signed and sealed by a notary public.
6. The land owner, subdivider or project sponsor submits a completed Sewage Facilities Planning Module, 10Acre Exemption Confirmation, or other appropriate form as defined above, along with two copies of the survey map to the SEO. These forms are available from the SEO’s office.
7. After review, the SEO forwards the planning module or other appropriate form to Wayne Township.
8. The land owner, subdivider or project sponsor takes the mylar and five (5) copies to Wayne Township for review by the local planning commission at an advertised meeting. If the subdivision complies with local zoning regulations and the adopted comprehensive plan, the local planning commission will sign the mylar and five (5) copies, and the Health Dept. planning module or other appropriate form. A quorum of signatures is necessary.

9. The land owner, subdivider or project sponsor submits the Mylar, five copies, and the planning module to the Wayne Township Board of Supervisors for review at its next regularly scheduled meeting. If the subdivision complies with local zoning regulations and the adopted comprehensive plan, the Board of Supervisors will sign the mylar and five (5) copies, and the Health Dept. planning module or other appropriate form. A quorum of signatures is necessary. The township secretary will retain one (1) copy of the subdivision plat for the township's files.
10. The township secretary will submit the signed planning module or other appropriate form to the Health Department or PA DEP, as appropriate.
11. The land owner, subdivider or project sponsor submits the Mylar and four copies to the Erie County Department of Planning for staff approval.
12. Upon favorable review by the Erie County Department of Planning and receipt of the County Health Department/PA DEP approval, the Erie County Department of Planning will sign the subdivision plat and retain one (1) copy for its files.
13. After all required signatures are obtained, the land owner, subdivider or project sponsor **must record the subdivision with the Recorder of Deeds Office at the Erie County Court House within ninety (90) days from the date of the approval signatures by the Erie County Planning Department** as per the Pennsylvania Municipalities Planning Code, Act 247 of 1968 as amended, Section 513. Three (3) copies of the subdivision, in addition to the original Mylar are required for recording. Note: In order to complete the transfer of properties as delineated on the subdivision plan, the land owner, subdivider or project sponsor is required to record a deed for each parcel to be conveyed.
14. The Recorder of Deeds will keep three copies of the subdivision map, one of which must have all of the original signatures. The recorder of deeds will not retain the Mylar unless it is the only map with all original signatures.

For MAJOR SUBDIVISION, *a subdivision consisting of ten or more lots or proposing creation of a public road*, the land owner, subdivider or project sponsor **MUST** contact the Erie County Department of Planning in order to determine if a preliminary plan is required. If such a plan is required, it must be reviewed by the Wayne Township Planning Commission and Board of Supervisors and be approved by the Erie County Department of Planning prior to the development of final subdivision plans. Further information regarding preliminary plan requirements can be obtained by contacting the Erie County Department of Planning.

Subdivided lots proposed to be served by existing public sewers may be exempt from sewage planning. During submissions to the Health Department SEO, the land owner, subdivider or project sponsor must also submit a written request for sanitary sewer hook-up for each proposed lot to the Corry Municipal Authority. The request should be directed to the City Manager one week prior to the last Monday of each month.

NOTE: All septic or public sewer approvals at this stage are for planning purposes only. At the time of construction, the property owner must receive a septic permit or a public sewer connection permit prior to making application for a zoning and building permit.