

JEFFERSON TOWNSHIP

Butler County, PA
{Obtaining a Modification}

1. Complete and/or obtain the following:
 - A. Modification request form
 - B. Plot Plan
 - C. Adjacent property owner information
 - D. Adjacent property owner notarized letter of permission (if applicable)
 - E. Copies of past modifications or other related document.
2. When complete, return the above (A,B,C,D,&E) with **\$40.00 FEE** to:
Jefferson Township
157 Great Belt Rd.
Butler, PA 16002-9026
3. Planning Commission meetings are scheduled to be held the third (3rd) Monday of each month (with the possible exception of November and December) at 7:00 P.M. at the Jefferson Township Municipal Building (above address).
4. The Board of Supervisors meets the second (2nd) Monday of each month (except January) at 7:00 P.M. at the same Township building above.

* To be considered at the next regularly scheduled Planning Commission meeting, Modification request form(s) and supporting documents must be submitted **TWO WEEKS** prior to the meeting.

* Requests submitted less than two weeks prior to a scheduled meeting may be considered at the discretion of the Planning Commission.

* Permission letter from the adjacent property owners must be **NOTARIZED**.

* Approval from BOTH the Township Planning Commission and Board of Supervisors is required before a building permit can be issued. Applicant or Representative of the Applicant **MUST** attend these meetings.

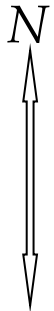
* Copies of the Township Ordinances are available for purchase at the Township Office.

*See page 5 *** NOTICE ***

Planning Commission Chairperson.....Leo Rosenbauer - 724-283-2324
Building Permit Officer + Inspector -CODE.sys CODE CONSULTING – Dave McGuigan
1-877-821-0337 ex. 24
Code Enforcement & Building Permit Officer.....Leo Rosenbauer - 724-283-2324
Sewage Enforcement Officer (primary)Doug Duncan - 724-679-4860
Township Secretary.....Lois Fennell - 724-352-2324

JEFFERSON TOWNSHIP
BUTLER, PA
{ **REQUIRED** - Plot Plan }

MODIFICATION



REQUIRED INFORMATION CHECK LIST

_____ Lot Shape	Construction Location: _____
_____ Lot Dimensions	Drawing Completed by: _____
_____ Building Location	Address: _____
_____ Driveway Location	_____
_____ Distances to property lines	_____
_____ Water Supply	_____
_____ Sewage/Septic Location	REQUIRED Signature: _____
_____ Road/Street Name	Date Completed: _____

(MUST be notarized)

Date: _____

I, _____ hereby give permission for my neighbor,
(Person giving permission)

to build a _____ closer than the required building set-back
(Type of building)

modification of ____ ft. (less than the required set-back regulation.)

(Signature of person giving permission)
Sign in presence of notary public

(Phone)

On this ____ day of _____, _____, before me the undersigned officer,
personally appeared, _____, known to me (or satisfactorily proven)
to be the person whose name is subscribed to the within instrument and acknowledged
that he executed the same for the purposes herein contained.

Notary Public

JEFFERSON TOWNSHIP
MODIFICATION REQUEST FORM
Subdivision and Land Development Ordinance

1. Applicant:
Name _____

Street _____

City _____ State _____ Zip code _____

Phone Number () -- _____ -- _____

2. Request Location: _____

3. Applicable Ordinance/requirement (example: building setback or 'other' requirement): _____

4. Requested modification: _____

5. Reason for request: (**explain hardship** or peculiar conditions pertaining to the land in question for example: location of streams, floodplain, water wells, septic and topography. Must state in full the grounds and facts of 'unreasonableness or hardship' on which a request is based.) _____

6.	Adjacent property owners	Name	Address	Phone No.	Approve/Oppose
	a	_____	_____	_____	_____
	b	_____	_____	_____	_____
	c	_____	_____	_____	_____
	d	_____	_____	_____	_____

7. Remarks/Comments: _____

8. Signatures:
Applicant: _____ Date: _____
Co-Applicant: _____ Date: _____
Co-Applicant: _____ Date: _____

**** NOTICE ****

This modification is granted **ONLY** for the procedures, work, and/or functions specifically stated in the application. **An approved modification must be used within one-year of approval by the named applicant (it is non-transferrable.)**

*Side or rear set-back modifications **require** notarized permission form submission from the adjacent property owner affected.*

Modifications may or may not be granted. A submitted request does NOT guarantee approval. Approvals are considered for 'minimum modification necessary per the ordinance' and are based upon Ordinance requirements.

**** FOR TOWNSHIP USE ONLY ****

Modification Request Application Received DATE: _____

PLANNING COMMISSION's Review Date _____

- ☐ Tabled Until _____
☐ Approved with Conditions* _____
☐ Approved _____
☐ Denied* _____

*Planning Commission Comments: _____

SUPERVISORS' Review Date _____

- ☐ Tabled Until _____
☐ Approved with Conditions* _____
☐ Approved _____
☐ Denied* _____

EXPIRATION DATE _____

*Supervisors' Comments: _____

Signatures:

Planning Commission

Chairperson Date

Secretary Date

Board of Supervisors

Chairperson Date

Supervisor Date

Supervisor Date