

JEFFERSON TOWNSHIP

SUBDIVISION and LAND DEVELOPMENT INSTRUCTIONS

Please read the following carefully. We hope these “walk-through” instructions will be of help to you.

RE: LAND DEVELOPMENT:

If you plan to make improvements to your lot which is used for **OTHER THAN A RESIDENTIAL** single family dwelling, duplex or residential out-building, your improvements are considered “land development.” (See Land Development definition - Municipalities Planning Code, Article I, Section 107 and Chapter 22, Part 3, Jefferson Township Code of Ordinances.) (PLEASE obtain a **SUBDIVISION and LAND DEVELOPMENT APPLICATION** [same form for one or the other or both] from the Township office or from the website.)

The Township requires submission of a professional drawing (with an engineer's seal) indicating existing improvements AND all proposed improvements in proper format including attachments per Chapter 22 with your ‘land development application.’ **Improvements include, but are not limited to:** grading, paving, parking areas, curbs, gutters, storm sewers and drains, improvements to existing watercourses, sidewalks, crosswalks, street signs, monuments, water supply facilities, sewage disposal facilities, storm water control facilities, and buildings. (Chap. 22, Part 9, Jefferson Township Code).

Disturbing more than one (1) acre of ground requires permitting. Contact the Butler County Conservation District at 724-284-5270.

Review Fees and Expenses. The applicant/developer shall reimburse the Township for all fees and expenses incurred by the Township related to a subdivision and/or land development and/or the review of any application under this Chapter, including, but not limited to, the reasonable and necessary charges by the Township's professional consultants, the Township Engineer and/or the Township Solicitor for review and report on an application, subdivision and/or land development under this Chapter and the inspection of improvements related thereto. (Chap. 22, Part 1601) As a condition of acceptance, performance bonds may be required for determined improvements. (Chap. 22, Part 10, Jefferson Township Code.)

BE SURE TO REVIEW “FREQUENTLY ASKED QUESTIONS” @ www.jeffersonbutler.com (under ‘More’ then ‘Forms’) for more information regarding Subdivision and Land Development.

I. OBTAIN A SUBDIVISION APPLICATION / LAND DEVELOPMENT APPLICATION.

- A. Actual costs of review by the Township Engineering Firm or other professional and/or technical assistance and studies determined necessary by the Township Planning Commission and/or Township Board of Supervisors are the responsibility of the applicant. (You will be invoiced by the Township, please remit to the Township.)
- B. Complete AND SIGN the appropriate application and submit it with **all of the information/material required 15 days prior** to the Township Planning Commission meeting (first review.)

II. On-Site Disposal System (see letter H for Public Sewer System)

- A. Tests to be performed by the Township Sewage Enforcement Officer
 - 1. Sewage Enforcement Officer – Doug Duncan as of 5/14/12 (see list below)
 - 2. Costs vary depending on the situation/testing needs.
(Note: the DEP planning review fee is a separate fee paid to DEP by applicant.)
- B. Excavation and water needed for testing are the responsibility of the applicant.
- C. Pit & Perc Tests and ALTERNATE sites are required for each lot in a subdivision.
- D. Non-building lots for AGRICULTURAL purposes may be permitted, but a WAIVER must be signed.
- E. DEP Postcard Applications can be completed and submitted to the Dept. of Environmental Protection* (DEP). (If an exemption from DEP planning review is being applied for, it must be approved and signed by the Township SEO & Secretary. *Contact the SEO* concerning eligibility for exemption or (see F)

- A. DEP Subdivision Module can be completed and submitted to DEP.
 **(must use most current form REV.10/2005 with Instruction for Completion of Component 1, Exception to the Requirement to Revise the Official Plan. IF THE TOTAL of lots subdivided since 5/15/72 exceeds 10 - you cannot use this form. Contact DEP for the correct form.)
 The Planning Modules have check-off lists of requirements. (The Module or Component **must be reviewed and considered complete by the Sewage Enforcement Officer**)
- B. DEP will advise by mail as to their decision on E or F.
- C. IF YOU PLAN TO BE ON **PUBLIC SEWER and WATER**, a letter from Saxonburg Authority AND PA AMERICAN WATER must be submitted certifying that the property will be served by both public systems!

III. Engineer Drawing or Survey

- A. The *Subdivision / Land Development Application* has a check-off list of minimum requirements.
- B. You and your engineer/surveyor are urged to work with the Township engineer.
- C. A booklet containing *Jefferson Township Ordinances* regarding Subdivision & Land Development, Storm Water Management, Building, Sewage, and Streets & Sidewalks is available for a fee.

IV. Approval By Township Planning Commission, Board of Supervisors, and Butler County Planning Commission (ALSO see *Major* and *Minor* Land Development Procedures)

- A. The **Township Planning Commission** meets on the 3rd Monday of each month at 7:00 P.M. (Possible exceptions: Nov. and Dec. - check with Township office)
1. Subdivisions and Land Developments must be received by the Township Codes Officer **15 days prior** (or at the latest the following morning, a Monday, by 12 noon) to the Planning Commission's first review. If it has not already been reviewed by the Township Engineer, the Township may require your plan to be reviewed by the Township Engineer or may require other professional and/or technical studies if deemed necessary by them. (See IA)
 2. A copy of the drawing and related information will be retained by the Township Planning Commission. A PDF of the approved plan should also be supplied to the Township prior to recording.
- B. The **County Planning Commission** meets on the 3rd Wednesday of each month at 4:30 P.M. (with the possible exception of Nov. and/or Dec.)
1. Subdivisions and/or Land Developments must be received in the Planning Commission office **7 days before** the meeting in order to be placed on the agenda. County review and comment is required!!
 2. A copy of the drawing will be retained by the county.
- C. The **Township Board of Supervisors** meets the second Monday of each month at 6:00 P.M. Any exceptions will be advertised.
1. All specifications must be met **including** final DEP approval. (See I F)
 2. Township Planning Commission approval & signatures must be completed.
 3. COUNTY Planning Commission approval & signatures are also required.
 4. A copy of the drawing & related information will be retained by the Board.
- D. **ALL LAND DEVELOPMENT PLANS**, including but not limited to Subdivisions, Lot-Line Revisions or Consolidations, or other Developments of Land (that are not necessarily divisions of land) **MUST BE RECORDED** at the Butler County Recorder of Deeds office within ninety (90) days after all signatures are obtained (90 days from the last approval date (which is usually the Township Board of Supervisors). See Chap. 22-1107. *Insofar as multiple page land development plans, you must check with the Township Planning Commission to clarify which pages need to be recorded (including but not limited to the signature page and site plan with stormwater). Please check with the Recorder's office to get the current recording fee(s). The landowner/developer(s) or their engineer/surveyor are responsible for this recording and MUST submit a 'Recorder's Certificate' (with the plan book and page numbers indicated) to the Township as proof of recording.*

NO property transfers can be completed, and NO building or septic permits can be issued until such proof of recording is submitted. If plan(s) are not recorded within the 90-day window, said approval shall be deemed voided and rescinded and the plan must be resubmitted if approval is sought by the owner/developer. Paper copies of the plan(s) are acceptable by the County Recorder's office; HOWEVER, a modification MUST be requested from the Township.

V. Permits: (After a Subdivision is approved & recorded and/or After a Land Development has been submitted, reviewed and approved - See IV above).

- I. A septic permit for a lot in a current subdivision can only be issued after the DEP sewage module has been approved by DEP <Dept. Of Environmental Protection.> (Obtain instructions from the Township Office OR the SEO, Doug Duncan).
- II. A building permit can only be issued after the sewage module has been approved by DEP (in the case of a current subdivision or land development) AND you have obtained the septic permit. (Obtain the Building Permit Application from the township office.) (See Building Permit Instructions/Application for more details.)
- III. A driveway permit is required (before a building permit can be issued) if creating or cutting an access to either a township or State Road. (See Building Permit Instructions/Application.)
- IV. An "address" for new lots/houses is generally issued during the building permit process. (Contact the Codes and Building Permit officer below.)

CONTACTS you may need:

- Township Secretary - Lois Fennell - 157 Great Belt Rd., Butler, Pa 16002 724-352-2324
- *Township Sewage Enforcement Officer – Doug Duncan, Primary 724-679-4860
- Township Codes and Building Permit Officer – Leo Rosenbauer, Manager 724-352-2324
- Driveway Permits (to access a Township Road) – Leo Rosenbauer, Manager 724-352-2324
- Driveway Permits on to a State road - PA Dept. of Transportation, Indiana, PA 724-357-2898
- PA UCC BUILDING PERMITS & INSPECTIONS & BCO under PAUCC - Code.sys Code Consulting:
Peg Russell, Pres. 877-821-0337 ext.11 - Dave McGuigan, BCO/inspector 877-821-0337 ext.24
- *Township Engineer – Herbert, Rowland & Grubic, Inc. 724-779-4777
- *Dept. of Environmental Protection (Tomisa Schneider) 121 N. Mill St., New Castle, PA 16101 724-656-3160
- *Butler Co. Recorder of Deeds Office - P.O. Box 1208, Butler, Pa 16003-1208 724-284-5340
