

**Sewickley Township
Subdivision Submission Procedure
(Minor Subdivision)**

1. It is recommended, but not mandatory, that the applicant attend an Advisory Meeting with the Planning Commission before this procedure begins.
2. Apply for Planning Module, Component 1 (10 lots or less). Fee is \$150.00 for first lot, \$100.00 for additional lot. Letter from Municipal Authority of Westmoreland County must be submitted upon application if city water is to be serviced to lots. Component 1 Planning Module will be sent by the Township to Township Sewage Enforcement Officer, Mike Stack. Applicant must contact Mr. Stack for soils verification test. Mr. Stack can be contacted at 724.493.7793. Mr. Stack's address is 115 Sandra Drive, Delmont, PA 15626. A fee for the DEP Planning Module can be submitted upon submittal of the Comp. 1 Planning Module.
3. If any lot is to be non-buildable in the subdivision, Form B must be filled out to accompany Subdivision Plans. These forms are available at the Township building or from the applicant's surveyor. There is no cost for a Form B. Information contained on the Form B for the non-buildable lot must be written on the Subdivision Plan.
4. Upon successful soils verification testing, the applicant's surveyor may draw up the subdivision plans.
5. Subdivision plans and Planning Module, Form B, (if necessary) must be submitted 10 days before the Planning Commission meeting.* An **Affidavit of Delivery** must be delivered to the necessary agencies accompanied by a copy of the subdivision plan. This form must be filled out and paid for at the Township office at this time. The cost is ~~\$10.00~~ ^{\$225.00} for the first lot, ~~\$10.00~~ ^{\$25.00} for each additional lot. The Township requires one original and five copies of the Subdivision plan, all notarized. If the applicant wishes, a Subdivision and Land Development Ordinance may be purchased for \$5.50.
6. The applicant submits the Subdivision Plan, Planning Module and Form B (if necessary) to the Sewickley Township Planning Commission at their regular monthly meeting for approval. If approval is given, the Planning Module is presented to the Board of Supervisors at one of their monthly meetings for approval. Once approved, two copies of the Subdivision Plan and signed Planning Modules are sent to DEP for their approval. Upon DEP approval received by the Township, the Subdivision plan is presented to the Board of Supervisors at their next regular monthly

meeting for approval. Upon approval, the applicant is notified to pick up his plans at the Township office for recording at the Courthouse. The applicant has 90 days to record the plan.

7. Once the plan is recorded, a Sewage Permit Application must be applied for at the Township office before a Building Permit can be issued. The cost for the Sewage Permit Application is \$150.00. The applicant fills out the Permit application at the Township office. The Township then sends the completed Permit application to Mr. Mike Stack, Twp. SEO. The Applicant makes an appointment with Mr. Stack for the testing.
8. In order to obtain a building permit for an approved and recorded subdivision, the applicant must present a copy of the completed Sewage Permit Application and a permit from a certified inspector. (UCC Code.) A Township building permit may then be issued.
*** Meeting cards are available at the Township office with dates of the Sew. Twp. Planning Comm. meetings.**

(A Subdivision not having buildable lots, may skip the Planning Module, Component 1 process.)

It is recommended that a copy of the Township's Subdivision and Land Development Ordinance be purchased. The Ordinance explains in greater detail the requirements necessary for approval of minor and major subdivisions and land developments.

The Department of Environmental Protection charges a fee for site soils verification testing. This is explained in the information attached to Component 1.

9. A Township Driveway Permit is required if a lot proposes a driveway onto a Township road. The Driveway Permit Application may be obtained at the Township office. A copy of the Driveway Permit Ordinance is also available at the Township office.
10. Contact 911 Addressing to acquire an address for the proposed subdivided property. The number is: 724.600.7312.

SEWICKLEY TOWNSHIP
APPLICATION FOR SUBDIVISION

DATE _____

ADVISORY SUBDIVISION

TAX MAP REF. # _____

NAME OF OWNER _____ PHONE # _____
ADDRESS _____

NAME OF SUBDIVIDER _____ PHONE # _____
ADDRESS _____

NAME OF ENGINEER OR SURVEYOR _____
ADDRESS _____ PHONE # _____

LOCATION OF PROPERTY _____
TOTAL ACRES _____ NUMBER OF LOTS _____

FEE _____

AVAILABILITY OF UTILITIES: WATER: _____
GAS: _____ ELECTRIC: _____

PRELIMINARY O.K. DATE: _____ FINAL O.K. DATE: _____
HAS A VARIANCE, CONDITIONAL USE OR USE BY SPECIAL EXCEPTION
BEEN GRANTED FOR THIS PLAN? _____ IF SO, GIVE DATE: _____

ARE ANY MODIFICATIONS TO THE TOWNSHIP SUBDIVISION REGULATIONS
REQUIRED?

LIST: _____
REMARKS _____

All plats that will require access to a state highway shall have the following language conspicuously placed upon the plat: Neither the department nor any municipality to which permit-issuing authority has been delegated under section 420 of the "State Highway Law" shall be liable in damages for any injury to persons or property arising out of the issuance or denial of a driveway permit, or for failure to regulate any driveway. (Added by Act 1986-42).

THIS IS ONLY A SUMMARY, SEE SUBDIVISION ORDINANCE FOR COMPLETE REQUIREMENTS

SIGNATURE OF PERSON PREPARING THIS CHECK LIST

NAME OF SUBDIVISION PLAN

DATE

TELEPHONE NUMBER

SEWICKLEY TOWNSHIP PLANNING COMMISSION
SUBDIVISION CHECK LIST FOR MINOR SUBDIVISION

- | | YES | NO | N/A | |
|----|-----|-----|-----|--|
| 1 | ___ | ___ | ___ | Has the plan been notarized and signed by property owners. |
| 2 | ___ | ___ | ___ | DEP approved sewage module. |
| 3 | ___ | ___ | ___ | Written application for subdivision. |
| 4 | ___ | ___ | ___ | Location of map from U. S. G. S. map 1" = 2000'. |
| 5 | ___ | ___ | ___ | Boundary lines, courses and distances. |
| 6 | ___ | ___ | ___ | Source of title to land marked on the plan |
| 7 | ___ | ___ | ___ | All existing and recorded streets. |
| 8 | ___ | ___ | ___ | Curve data. |
| 9 | ___ | ___ | ___ | Street lines and building set back lines shown. |
| 10 | ___ | ___ | ___ | Lot numbers, dimension areas of each lot, also total number of lots and Total area marked on plan. |
| 11 | ___ | ___ | ___ | Location and type of monuments of markers must show on plan. |
| 12 | ___ | ___ | ___ | Name of subdivision. |
| 13 | ___ | ___ | ___ | Name of sub-divider and address. |
| 14 | ___ | ___ | ___ | Location of existing dwellings and other structures. |
| 15 | ___ | ___ | ___ | North Point, scale, date |
| 16 | ___ | ___ | ___ | Certification of engineer or surveyor. |
| 17 | ___ | ___ | ___ | Dedication of proposed public streets and easements. |
| 18 | ___ | ___ | ___ | All required certification for signatures. |
| 19 | ___ | ___ | ___ | Test pit and soil boundaries for on-lot septic systems. |
| 20 | ___ | ___ | ___ | All existing public utilities. |
| 21 | ___ | ___ | ___ | Land use. |
| 22 | ___ | ___ | ___ | Zoning designation. |
| 22 | ___ | ___ | ___ | Street address assigned by 911, if possible |
| 23 | ___ | ___ | ___ | Eight copies of plan (including six paper copies, one mylar and one electronic copy) |