



## Sewickley Township Subdivision Submission Procedure (Minor Subdivision)

It is recommended, but not mandatory, that the applicant attend an Advisory Meeting with the Planning Commission before this procedure begins.

1. Apply for Planning Module, Component 1 (10 lots or less). Fee is \$150.00 for the first lot, \$100.00 for an additional lot. Letter from the 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 the 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 Component 1 Planning Module.
2. If any lot is to be non-buildable in the subdivision, Planning Waiver Non-Building Declaration 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 Planning Waiver Non-Building Declaration. Information contained on the Planning Waiver Non-Building Declaration for the non-buildable lot must be written on the Subdivision Plan.
3. Upon successful soils verification testing, the applicant's surveyor may draw up the subdivision plans.
4. Subdivision Plans and Planning Module, Planning Waiver Non-Building Declaration, (if necessary) must be submitted 10 days before the Planning Commission meeting. Submit completed application and checklist and an Affidavit of Delivery must be delivered to the necessary agencies accompanied by a copy of the subdivision plan. These forms must be filled out and paid for at the Township Office at this time. The cost is \$225.00 for the first lot, \$25.00 for each additional lot. The Township requires eight copies: one mylar, one electronic copy and six paper copies of the Subdivision Plan, all notarized. The Subdivision and Land Development Ordinance can be found on [www.sewickleytownship.org](http://www.sewickleytownship.org)
5. After submitting the above items to the Township Office, the Sewickley Township Planning Commission will consider Subdivision approval at their next regular monthly meeting. The Sewage Planning Module will be signed by the appropriate parties and forwarded to DEP. Upon approval of the Subdivision, the applicant is notified to pick up the plans at the Township Office for recording at the Courthouse. The applicant has 90 days to record the plan.

6. 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 of the Sewage Permit Application is \$150.00. The applicant completes the Sewage Permit Application at the Township office. The Township then sends the completed Permit application to Mr. Mike Stack, Township SEO. The Applicant makes an appointment with Mr. Stack for the testing.
7. 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.

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

The Subdivision and Land Development Ordinance can be found on [www.sewickleytownship.org](http://www.sewickleytownship.org). 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.

8. 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.
  9. Contact the Township Office to acquire an address for the proposed subdivided property. The 911 Address Form is available on [www.sewickleytownship.org](http://www.sewickleytownship.org).
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Sewickley Township  
Application for Subdivision

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

Name of Owner: \_\_\_\_\_ Phone# \_\_\_\_\_

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

Name of Subdivider: \_\_\_\_\_ Phone# \_\_\_\_\_

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

Name of Engineer or Surveyor: \_\_\_\_\_ Phone# \_\_\_\_\_

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

Location of Property: \_\_\_\_\_

Purpose of Subdivision: \_\_\_\_\_

Fee: \_\_\_\_\_ Total Acres: \_\_\_\_\_

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 42- 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)

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## Sewickley Township Planning Commission Subdivision Checklist for Minor Subdivision

**THIS IS ONLY A SUMMARY - SEE SUBDIVISION ORDINANCE FOR COMPLETE REQUIREMENTS**

\_\_\_\_\_  
SIGNATURE OF PERSON PREPARING THIS CHECKLIST

\_\_\_\_\_  
NAME OF SUBDIVISION PLAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TELEPHONE NUMBER

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	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, and 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
23				Street address assigned by 911, if possible
24				Eight copies of plan (including six paper copies, one mylar and one electronic copy)

\_\_\_\_\_



Sewickley Township  
Subdivision and Land Development  
Affidavit of Delivery

**AFFIDAVIT OF DELIVERY**

BEFORE me, the undersigned authority, personally appeared \_\_\_\_\_, the above-named subdivision or land development duly authorized representative of said subdivision or land development who being duly sworn according to law, deposes and says that he delivered a copy of the approved subdivision or land development and accompanying documentation as required by Section 303(2) Preliminary Plans/Section 305(2) – Final Plans, of the Sewickley Township Subdivision and Land Development Ordinance to the following and in the manner indicated:

	<u>Date and Manner Delivered</u>
The Township of Sewickley	_____
Westmoreland County Planning Department	_____
Municipal Authority of Westmoreland County	_____
The Municipal Sewage Authority of the Township of Sewickley	_____
Westmoreland County Conservation District	_____
Pennsylvania Department of Transportation* (When proposed subdivision or land development requires PennDot approval or permits)	_____

\*All plats that require access to such a 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).'

DATED: \_\_\_\_\_

SWORN to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_

\_\_\_\_\_