

CHAPTER 161
SUBDIVISION AND LAND DEVELOPMENT

***THIS PACKET IS TO BE USED AS A GUIDELINE ONLY; ALL APPLICATIONS AND REVIEWS MUST BE BASED OFF THE SUBDIVISION AND LAND DEVELOPMENT ORDINANCE NO 2-91.**

ARTICLE IV-Pre-application Conference

§161-8 Procedures

This is an informal session to provide information prior to preparation of formal application documentations. This is optional at the discretion of the subdivider.

- A. Subdivider shall arrange a conference with the Township Planning Commission (PC). Appointment must be made at least **7 days** prior to the PC regular meeting. There is **no fee** for this conference.
- B. Subdivider must present all required data for review. PC shall indicate the general suitability of the propose plan.
- C. PC shall consider the Township's Comprehensive Plan and any other plan.
- D. Consideration shall be given to possible hazards to health, safety, and welfare.

§161-9 Plans and Data

The following is recommended to be submitted at the pre-applications conference:

- A. General information per Ordinance.
- B. Topographic and location map.
- C. Simple sketch plan showing site and subdivision.
- D. Projected timetable.

NOTE: A Pre-application Conference must be held in order to waive the requirement of a preliminary plan in regards to a minor subdivision as per §161-12 A.

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ARTICLE V-Preliminary Plans (may be waived by the Supervisors per §161-14)

§161-10 Procedures

- A. Application must be submitted to the PC, via the Township Secretary, at least **15 days** prior to the PC regular meeting. As soon as application has been received the secretary will forward a copy to the Beaver County Planning Commission (BCPC) for review and report. No application shall be approved until the BCPC report has been received or 30 days from the dated forwarded.
- B. At the next regular scheduled PC meeting (unless application was not received 15 days prior) the PC shall review the plan point by point and consult the township engineer or other official as needed.
- C. If the plan needs to be reviewed at a later date, the PC must notify the subdivider of the meeting place, date & time. Within **30 days** following the review meeting, the PC must submit written report to the Supervisors recommending approval, conditional approval or disapproval, each with reasons. If PC request additional data, the subdivider may request another review meeting to avoid having a disapproval or conditional approval sent. Such request must be submitted in writing within **5 working days** of the initial review meeting and shall further agree to an extension of the original ninety-day review period.
- D. Supervisors shall act on preliminary plan within **90 days** of the regular meeting of the PC next following the date application is filed. They must notify the subdivider within **15 days** following the decision, stating approval, conditional approval or disapproval, each with reasons, via certified or registered mail.
- E. Approval of preliminary plans **does not** approve final plan.

§161-11 Plans and Data

All preliminary plans submitted shall include, but not be limited to, the following:

- A. Plan at scale 1" to 100' or greater.
- B. Land use for property and adjacent lands.
- C. Location map.
- D. Plan must show or be accompanied by:
 - 1) Draft of covenants.
 - 2) Title to include:
 - a) Name of Subdivision.
 - b) Location by municipality, county and state.
 - c) Names and addresses of owners.
 - d) Name and seal of surveyor.
 - e) North point, date and graphic seal.
 - 3) Existing easements, location, width, distance.
 - 4) Contours at vertical intervals of 20 feet or greater per Ordinance.
 - 5) Contours datum.
 - 6) Bench marks.
 - 7) Existing physical features to include:
 - a) Watercourses, culverts, bridges and drains.
 - b) Buildings, sewers, water mains and fire hydrants, water wells, and septic.
 - c) Streets on or adjacent to the tract, including name, right-of-way widths and cartway widths.
 - d) All utility lines (telephone, electric, petroleum, etc.).

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ARTICLE V-Preliminary Plans-continued

§161-11 Plans and Data-continued

- 8) Proposed improvements (in scale).
 - a) Location, name and width of all proposed streets and paved cartways.
 - b) All right-of-way, easements and purpose.
 - c) Lot lines of all parcels.
 - d) Building lines.
 - e) Reservations of ground for public or common use.
 - f) General drainage plan.
 - g) Plan for proposed water distribution system.
 - h) Sewage plan showing type of on-lot system.
 - i) Proposed land use of the improvements.
 - j) Names and addresses of abutting property owners.
 - k) If the preliminary plan covers only a part of the subdividers entire holding, a sketch of prospective street layout of entire land.
- E. Submit additional information as required:
 - 1) Street profiles.
 - 2) Subsurface condition of the tract.
 - 3) Cross sections of roadways and sidewalks.
 - 4) Sizes of water pipes and location of valves and fire hydrants.
 - 5) Manholes, invert elevations, grades and sizes of sanitary sewers.
 - 6) If in a floodplain, base flood elevation data.
 - 7) Wetland approvals.
 - 8) All structures on adjacent lands within 25' of subdivision perimeter.
 - 9) Erosion and Sediment control plan approved by the Beaver County Conservation District (BCCD)
- F. **The subdivider shall pay the cost of all planning, engineering and related cost per ordinance.**

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ARTICLE VI-Final Plans

§161-12(major) and §161-14(minor) Procedures

- A. Approval of a preliminary plan is required, except it may be waived by the Supervisors after a pre-application conference, if minor, per ordinance.
- B. Filing of final plans same requirements cited in Article V, §161-10 A, B, and C of this chapter.

§161-10

- A. Application must be submitted to the PC, via the Township Secretary, at least **15 days** prior to the PC regular meeting. As soon as application has been received the secretary will forward a copy to the BCPC for review and report. No application shall be approved until the BCPC report has been received or 30 days from the dated forwarded.
- B. At the next regular scheduled PC meeting (unless application was not received 15 days prior) the PC shall review the plan point by point and consult the township engineer or other official as needed.
- C. If the plan needs to be reviewed at a later date, the PC must notify the subdivider of the meeting place, date & time. Within **30 days** following the review meeting, the PC must submit written report to the Supervisors recommending approval, conditional approval or disapproval, each with reasons. If PC request additional data, the subdivider may request another review meeting to avoid having a disapproval or conditional approval sent. Such request must be submitted in writing within **5 working days** of the initial review meeting and shall further agree to an extension of the original ninety-day review period.
- C. Supervisors shall render it decision of the final plan within **90 days** of the regular meeting of the PC next following the date application is filed.
 - 1) Must notify subdivider of decision within **15 days** following decision via certified or registered mail.
 - 2) If application is not approved as filed, decision must specify each requirement that was not met and cite the ordinance.
 - 3) If a decision is not rendered or communicated to the applicant within the timeline, and as specified, shall be deemed an approval unless applicant has agreed in writing to an extension.
 - 4) Once an application, for a preliminary or final plan, has been filed as provided no ordinance amendments will affect said application-see Ordinance.
 - 5) Supervisors may hold a public hearing.
 - 6) Supervisors shall not give final approval to a final plan until the BCPC report is received or 30 days from the dated forwarded.
- D. After final plan approval, all other permits must be approved prior to construction.
- E. No final plan shall be approved unless a certificate of title or other proof of a proprietary interest in the land in furnished. (Print out Assessment or Deed.)

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ARTICLE VI-Final Plans-continued

§161-13(major) Plans and data

All final plans submitted shall include, but not be limited to, the following:

- A. Drawn on Mylar not larger than 24 x 36".
- B. Waterproof black ink.
- C. Scale of 1" to 100".
- D. Title block containing:
 - 1) Name of subdivision.
 - 2) Date of plan, graphic scale and location.
 - 3) Name of subdivision owner.
 - 4) Name and seal of surveyor.
- E. All final plans drawn as follows:
 - 1) Streets and other ways by heavy solid lines.
 - 2) Perimeter property lines by heavy dashed and two dotted lines.
 - 3) Lot lines by medium solid lines.
 - 4) Restriction of building lines by medium dashed lines.
 - 5) Easements or other reserved areas by light dotted lines.
 - 6) Modifications of above may be permitted for computer drafting.
- F. The final plan shall show the following.
 - 1) Control points or bench marks approved by Township Engineer.
 - 2) Acreage of each lot or parcel.
 - 3) Boundary lines, right-of-ways, etc per ordinance.
 - 4) Name and right-of-way width of each street or right-of-way.
 - 5) Location, dimensions and purpose of all easements.
 - 6) Number to identify each lot or site.
 - 7) Purpose for sites other than residential.
 - 8) Front building setback line on all lots.
 - 9) Location and description of survey monuments.
 - 10) Names of recorded owners of adjoining land and land use.
 - 11) Certification of surveyor-name, address, registration number and seal.
 - 12) Statement of owner dedicating streets, right-of-ways and sites for public use.
 - 13) Protective covenants, if any, in form for recording.
 - 14) Certificates, affidavits, endorsements or dedications as required.
 - 15) Certification blocks for the appropriate governing and planning bodies.
- G. Submitted with the final plan shall be:
 - 1) Plan and profile sheet for all streets per Ordinance.
 - 2) Typical cross sections of roadways and sidewalks.
 - 3) Size of water pipes and location of valves and fire hydrants.
 - 4) Manholes, invert elevations, grades and sizes of sanitary sewers.
 - 5) Final grading plan.
 - 6) Erosion and Sediment control plan approved by BCCD.
 - 7) Planning Modules specified by the PA DEP.
 - 8) Utility plan, as applicable, pursuant to PA Public Utility Commission (PUC).
 - 9) If in a floodplain, base flood elevation data.
 - 10) Drainage and storm water plan per Ordinance.
 - 11) If not using well water, certificate of public convenience from the PA PUC or agreement per Ordinance.

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ARTICLE VI-Final Plans-continued

§161-15(minor) Plans and data-Must have a waiver approved by the Supervisors.

All final plans submitted shall include, but not be limited to, the following:

- A. Scale of 1" to 100".
- B. Drawn on Mylar not larger than 24 x 36".
- C. Location Map.
- D. The plan shall show or be accompanied by the following:
 - 1) Description of covenants.
 - 2) Title to include:
 - a) Location by municipality, county and state.
 - b) Names and addresses of the owner or owners.
 - c) Name and seal of surveyor.
 - d) North point, date and graphic scale.
 - 3) Proposed use of the land.
 - 4) Lot lines, dimensions and land area of proposed lot.
 - 5) Existing alleys and existing streets and/or easements adjacent to the tract.
 - 6) Available utilities per ordinance.
 - 7) Planning Modules specified by PA DEP.
 - 8) Names of abutting property owners.
 - 9) Statement of owner dedicating streets, right-of-ways and sites for public use.
 - 10) Sketch plan showing remainder of the parcel as per ordinance.
 - 11) Certificates, affidavits, endorsements or dedications as required for enforcement.
 - 12) Any other data pertinent to the plan.