

# CECIL TOWNSHIP

## Subdivision / Land Development

**READ CAREFULLY** any omissions may delay processing of your application. All information below must be complete and requested attachments must accompany the application or the filing may be denied.

**The following information must be submitted with the application:**

**Sewage Planning Information:**

No plan will be accepted for filing without an approved Planning Module (see attached)

Public Sewage: Cecil Township Municipal Authority (724) 746-4848

Midway Sewage Authority (724) 796-5936

On Lot Septic: Contact the Washington County Sewage Council (724) 223-0504

**Washington County Planning Commission:**

Subdivision plans must be submitted to the Washington County Planning Commission at least 30 days prior to Cecil Township Planning Commission review. No plan will be placed on the agenda for final Supervisors approval without County approval.

Date of submission to County: \_\_\_\_\_

**Application checklist:** All the following must be complete or included before the application will be accepted.

- Application made to Washington County Planning Commission
- The application has been completely filled out
- The appropriate fee(s) attached
- Eight (8) copies of the plan as prepared by the engineer
- Planning Module approval and maintenance agreement as applicable  N/A

A \$100.00 check, to be held in escrow, will be required prior to the release of the final approved plan; to be returned when three (3) copies of the recorded plan are submitted to the Township (not required at time of application)

**If applicant is other than property owner attach copy of sales agreement or Power of Attorney**

**Plan Requirements:**

See attached requirements: Ordinance No. 5-00 Chapter 27 Part 5 Section 503 and 504.

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*For Township Use*

Denied for filing:(See information in red above)

Code Official: \_\_\_\_\_ Date: \_\_\_\_\_

**Cecil Township**  
**Subdivision / Land Development Application**

File No. \_\_\_\_\_

**Applicant:** \_\_\_\_\_ (If other than property owner, attach proper documentation)

Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Plans prepared by:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Type of application:**     Subdivision     Re-Subdivision     Corrective Subdivision  
**Plan Stage:**             Preliminary Review     Final Review     Land Development  
**Application Fees:**

- \$150.00      If planning module review and approval by the Township is required in addition to fee below
- \$100.00      Preliminary and Final Plat, up to 5 lots
- \$300.00      Preliminary and Final Plat, 6 to 10 lots
- \$300.00      Preliminary and Final Plat, over 10 lots Plus \$50.00 for each additional lot over ten

A \$100.00 escrow will be required prior to release of the final approved plan. The escrow will be returned upon receipt of three (3) copies of the recorded plan.

*The applicant will be responsible for any additional engineering fees, which may be required.*

**Plan Information**

Plan Name: \_\_\_\_\_ Parcel Id#: 140- \_\_\_\_\_

Total Acreage: \_\_\_\_\_ No. Proposed Lots: \_\_\_\_\_ Average Lot Size: \_\_\_\_\_

Miles of new streets to be dedicated to public use: \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Water Supply:  Public     Private    Proposed sewage: \_\_\_\_\_

*I hereby certify that the above information is true and complete to the best of my knowledge and I further agree to comply with all rules, regulations, resolutions and ordinances of Cecil Township.*

Print Applicant Name	Affiliation	Signature of Applicant	Date
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FOR TOWNSHIP USE ONLY

Date Accepted for Filing: \_\_\_\_\_ Action Required Date: \_\_\_\_\_

Fee paid: \_\_\_\_\_ Check No. \_\_\_\_\_ Receipt # \_\_\_\_\_

Planning Commission review date: \_\_\_\_\_ Recommended for: \_\_\_\_\_

Comments: \_\_\_\_\_

Supervisors Review Date: \_\_\_\_\_ Decision: \_\_\_\_\_ Comments: \_\_\_\_\_

# **IMPORTANT PLEASE READ**

## **POLICY FOR SEWERAGE FACILITIES FOR SUBDIVISION AND LAND DEVELOPMENT**

In order to assure that proper planning for sewage facilities is accomplished in Cecil Township, and to meet requirements of the Pennsylvania Municipalities Planning Code to act within time frames on subdivisions or land developments, the following policy is to be followed related to applications for proposed development:

1. It should be determined if the project (subdivision or land development) proposed has access to a public sewer system or will require the construction of an on lot septic system.
2. If the proposed development proposes to use on-lot facilities a planning module or exemption will be required to proceed:
  - a. Application should be made with the Washington County Sanitation Council at 724-223-0504
  - b. Once a system has been approved by the SEO, application should be made to the Township for resolution to approve the Planning Module.
  - c. After Department of Environmental Resources (DEP) has approved the Planning Module, the applicant can make application to the Township for the proposed subdivision or land development.
3. If the proposed development plans to use public sewers:
  - a. The applicant should meet with the Cecil Township Municipal Authority (CTMA) or the Midway Sewage Authority (MSA). Depending upon which system the applicant proposes to use, the applicant may have need to obtain other approvals prior to being approved by the CTMA or MSA.
  - b. After approval by CTMA or MSA and any other agencies responsible, application should be made to the Township for the appropriate Planning Module or Planning Module Exemption.

After the Planning Module has been approved by the DEP, the applicant can make application to the Township for the proposed subdivision or land development.

## SECTION 503. MINOR SUBDIVISION PROCEDURE

Minor subdivision plans shall be submitted for review in the form of a Final Plan, subject to the requirements of Section 504.C, below.

## SECTION 504. MAJOR SUBDIVISION AND LAND DEVELOPMENT PROCEDURE

- A. Sketch Plan: Not Required (See zoning officer if you believe review of a sketch plan is necessary)
- B. Preliminary Plan: Not Required (see Zoning Officer if preliminary approval requested)
- C. Final Plan
  1. Submission of Final Plan
    - a. After the sub divider or developer has received official notification from the Board of Supervisors that the preliminary plan has been approved, a final plan may be submitted in accordance with the provisions of Section 508 of the Pennsylvania Municipalities Planning Code.
    - b. The final plan shall conform in all respects with the preliminary plan. If it does not, the plan submitted shall be considered a revised preliminary plan and shall be reviewed by the Planning Commission as such.
    - c. The application form shall be submitted to the Director of Planning / Zoning Officer, accompanied by the requisite application fee, as set forth by the Cecil Township Fee Schedule, from time to time amended, and by not less than eight (8) prints of the final plan of the subdivision, in the scale of not more than one hundred feet (100') feet to the inch, which shall contain the following information:
      - i. Proposed subdivision or land development name or identifying title, Township name, North point, bar scale, date of preparation, date of preliminary plan approval, and a location map, at a scale of four hundred feet (400') to the inch, showing the proposed development and adjoining areas;
      - ii. Name(s) and address(es) of the owner(s) of the property, including reference to deed book, volume, and page of current legal owner(s), along with names of adjoining subdivisions, with deed book, volume, and page, and names of the owners of any adjoining unplatted land;
      - iii. Name and seal of the registered surveyor responsible for preparing the plan;
      - iv. Tax parcel identification number of all parent tracts involved;
      - v. Tract boundaries, with bearings and distances, along bearings and distances of the lines of each lot and of each lot proposed to be dedicated to public use;
      - vi. All existing streets and driveways on or adjacent to the tract, including name, right-of-way width, cartway width, street lines, lot lines, easements, and areas dedicated or proposed to be dedicated to public use;
      - vii. Sufficient data, including bearing and length, to locate every street, lot, easement, right-of-way, and boundary line upon the ground;
      - viii. The proposed names of all new streets, and the length of all straight lines, radii, lengths of curves, and tangent bearings for each street;
      - ix. The proposed building setback line for each street and the proposed placement of each building, except placement for single-family dwellings;

- x. Location and width of all rights-of-way, easements, and the purpose for which the rights-of-way and easements have been established;
  - xi. Location of all sanitary and storm sewer easements, and location of all watercourses and detention ponds, whether public or private;
  - xii. Lots within a subdivision shall be numbered and their area shown within the lot boundaries. House numbers, as approved by the Township, shall also be shown therein;
  - xiii. Lots shall be assigned a sequential addressing street number which meets all 911 Addressing Guidelines and be reviewed and approved by the Township Zoning Officer.
  - xiv. Permanent reference monuments designated as existing or proposed;
  - xv. An approval block providing for the signatures of the reviewing agency and the Board of Supervisors, along with the date of approval, as per example in Appendix D;
  - xvi. An appropriate statement signed by the Owner unequivocally stating the intention to either (a) dedicate for public use all streets, roads, easements, and rights-of-way so intended and designated, or (b) to reserve as private any streets, roads, easements, or rights-of-way intended not to be dedicated for public use;
  - xvii. A statement of acknowledgment in legal form, executed by a Notary, stating that the subdivider is the owner or equitable owner of the land proposed for subdivision, and that the subdivision as shown on the final plan is the act and deed of the subdivider and that it is desired to record the same.
- d. One (1) print copy of the final plan, along with one (1) copy of each piece of supporting material, shall be forwarded to the Washington County Planning Commission, Washington County Conservation District, Cecil Township Municipal Authority, and such other agencies as the Director of Planning deems necessary, for review and comment.

2. Supporting Material to be Filed with Final Plan

- a. An approved Department of Environmental Protection Planning Module for Land Development where on-lot sewage disposal systems or community treatment systems are proposed, or written proof of the Department's approval for the extension of existing sanitary sewer service.
- b. A Stormwater Management Plan, prepared in accordance with Section 606 of this Chapter.
- c. A Soil Erosion and Sedimentation Control Plan, when required by Section 611 of this Chapter.
- d. A Flood Plain Area Plan, when required by Section 612 of this Chapter.
- e. A copy of final deed restrictions or protective covenants, and a copy of any and all proposed written easements or deeds to be granted, including, but not limited to, storm drainage easements, recreation easements or dedication, or agreements to pay a fee in lieu thereof, and sanitary sewer easements.
- f. Where applicable, a Highway Occupancy Permit or review and written approval by the Pennsylvania Department of Transportation. No plat which will require access to a highway under the jurisdiction of the Department of Transportation shall be finally approved unless the plat contains a notice that a highway occupancy permit is required pursuant to Section 420 of the act of June 1, 1945 (P.L. 1242, No. 428), known as the "State Highway Law," before driveway access to a State highway is permitted.
- g. Complete working plans for proposed bridges or other such structural improvements.

