CECIL TOWNSHIP
Subdivision / Land Development

<u>READ CAREFULLY</u> 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.

<u>The following information must be submitted with the application:</u>

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
[ ] PDF electronic copy of proposed plan.

<u>If applicant is other than property owner attach copy of sales agreement or Power of Attorney</u>

Plan Requirements:

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

For Township Use

[ ] Denied for filing :(See information in red above)

Code Official: _____ Date: _____

Cecil Township

File No._____

Subdivision / Land Development Application

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: (Separate Checks Required)

[ ] $150.00	If planning module review and approval by the Township is required in addition to fee below
[ ] $250.00	Preliminary and Final Plat, up to 5 lots
[ ] $500.00	Preliminary and Final Plat, 6 to 10 lots
[ ] $500.00	Preliminary and Final Plat, over 10 lots Plus $50.00 for each additional lot over ten
[ ] $1000.00	Escrow for Engineering Review Costs. The unexpended portion of the escrow will be returned finalization of the project.

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

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 SEWAGE 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, and PDF electronic copy.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.

h. Written agreement of land developer or subdivider, in a form approved by the Board of Supervisors, indicating an agreement to construct required improvements, including, but not limited to, streets, curbs, sidewalks, and storm drainage facilities.

3. Planning Commission Review of Final Plan

a. The Planning Commission shall review the plan and accompanying materials for compliance with the approved preliminary plan and for conformance to the requirements of this Chapter.

b. The Planning Commission shall recommend whether the Final Plan should be approved, approved with modifications, or denied, and shall so notify the Board of Supervisors in writing, including in a recommendation for denial or modified approval any reasons for such recommendation.

c. In making its recommendation, the Planning Commission may consider the recommendations of the Township Director of Planning, Township Engineer, Township Municipal Authority, the Washington County Planning Commission, the Washington County Conservation District, the Pennsylvania Department of Transportation, interested residents, and any other agency requested to submit, or submitting, comments on the plan.

A full copy of the Cecil Township Unified Development Ordinance may be purchased from the Township or can be viewed on the Township Web site at www.ceciltownship-pa.gov under Building Planning and Zoning

CECIL TOWNSHIP
2020 PLANNING COMMISSION CALENDAR

FILING DEADLINES AND MEETING DATES FOR

SITE PLAN, SUBDIVISIONS AND LAND DEVELOPMENT
MEETING TIME 7:00 PM AT THE MUNICIPAL BUILDING
3599 MILLERS RUN ROAD

MONTH OF MEETING	*DATE OF* MEETING	*APPLICATION ACCEPTANCE* DEADLINE *12:00 PM*
JANUARY	16th	DECEMBER 20, 2019
FEBRUARY	20th	JANUARY 17th
MARCH	19th	FEBRUARY 21st
APRIL	16th	MARCH 20th
MAY	21st	APRIL 17th
JUNE	18th	MAY 22nd
JULY	16th	JUNE 19th
AUGUST	20th	JULY 17th
SEPTEMBER	17th	AUGUST 21st
OCTOBER	15th	SEPTEMBER 18th
NOVEMBER	19th	OCTOBER 16th
DECEMBER	17th	NOVEMBER 20th

All applications must be accompanied by the appropriate fees and documentation, and must be submitted to the Director of Zoning, or in his/her absence the duly designated official, by 12:00 pm the third (3rd) Friday of each month. Upon receipt of the application the Director of Zoning or Township Engineer shall review all information to determine adequacy of the application, and either except or deny the filing the following day, or (2nd) Friday. If the application is acceptable the Director of Zoning shall affix to the application the filing date and immediately forward the information to the Planning Commission. If the application is denied due to inadequate fees, insufficient information, inadequate number of copies, or any other reason the application will be returned to the applicant and the applicant will advised as to what is required for submission for the following meeting.