

CECIL TOWNSHIP

Site Plan / Land Development Application Requirements

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

Erosion and Sediment Control:

NPDES approval by the appropriate agency for earth disturbance of one (1) or more acres must be obtained prior to the final approval. For earth disturbance of less than one (1) acre, E&S Control Plans shall be submitted to the Township for review upon application.

Agency submitted to for review: _____ Date of submission: _____

Washington County Planning Commission:

Land development plans shall be submitted to the Washington County Planning Commission at least 30 days prior to Cecil Township Planning Commission review.

Date submitted to County Planning Commission. _____

Application checklist: All the following must be complete and appropriate documentation attached before the application will be accepted.

- | | |
|---|------------------------------|
| <input type="checkbox"/> E & S plans submitted to County Conservation / DEP (1 or more acres) | <input type="checkbox"/> N/A |
| <input type="checkbox"/> E & S plan for Township review (less than 1 acre) | <input type="checkbox"/> N/A |
| <input type="checkbox"/> The application has been completely filled out | |
| <input type="checkbox"/> The appropriate fee(s) are attached | |
| <input type="checkbox"/> Min. two (2) copies of the Site Plan as prepared by the engineer. | |
| <input type="checkbox"/> PDF copy of the Site Plan | |
| <input type="checkbox"/> Appropriate sewage disposal information attached as applicable | <input type="checkbox"/> N/A |

Site Plan Requirements:

See attached requirements: Ordinance No. 5-00 Chapter 27 Part 4 Section 405 attached.

For Township Use

☐ Accepted for filing: ☐ Denied for filing :(See information in red above)

Code Official: _____ Date: _____

Cecil Township
Land Development / Site Plan 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: ☐ New Site Plan ☐ Change to approved plan ☐ other (If not sure contact the zoning officer)

Application Fees: (Separate Checks Required)

- | | |
|------------------------------------|---|
| <input type="checkbox"/> \$350.00 | Add to fee below if stormwater management is required |
| <input type="checkbox"/> \$2000.00 | Minimum Escrow Deposit for Engineering Costs (Actual Amount Varies, Unused Balance Refunded) |
| <input type="checkbox"/> \$350.00 | Land Development Plus \$50.00 for each additional acre over 5 acres |
| <input type="checkbox"/> \$300.00 | Simple Site Plan Review: (No public improvements required) |
| <input type="checkbox"/> \$700.00 | Site Plan Review plus (\$50.00 for per acre (Public Improvements required and or PRD's) |
| <input type="checkbox"/> \$200.00 | Site Plan (Change request of approved plan requiring resubmission to Planning Commission) |

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

Plan Information

Plan Name: _____ Zoning District _____ Parcel ID: _____

Lot No. _____ Total Acreage: _____ Miles of streets to be dedicated to the public use: _____

Description / use(s): _____

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: _____ Recommendation: _____

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 an approved planning module will be required to proceed.
 - a. Application should be made with the Washington County Sewage 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 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, if required.
 - c. After the Planning Module has been approved by the DEP, the applicant can make application to the Township for the proposed land development.

SECTION 405. SITE PLAN REVIEW APPLICATIONS

A. Purpose

Proposed uses of property, except individual single-family detached dwellings, residential accessory uses, and signs, unless referred to the Planning Commission by the Zoning Officer, shall be in accordance with a site plan approved by the Township. Site plan applications must be submitted no later than one month (30 days) prior to the Planning Commission's regularly scheduled meeting for review at that meeting. The application must be signed by all registered owners of the property or, if application is made by an agent other than the Owner, a written power of attorney must be included.

B. Submission Requirements for Site Plan Applications

1. Site plans (8 copies), drawn to scale, shall be prepared by an engineer, surveyor, architect, or landscape architect registered in the Commonwealth. Such plans shall show the exact size, shape, and dimension of the lot, tract, or parcel to be built upon. All property data and existing contours and features on the property shall be based on a current sealed and signed survey prepared by a surveyor registered in the Commonwealth. Minor site plans, such as simple additions which do affect parking, or minor changes to an existing legally occupied site, may be exempted from requiring an engineer or architect prepared plans at the discretion of the Township. **(PDF COPY IS ALSO REQUIRED)**
2. Contours, present and proposed, shall be shown at five (5) foot intervals. Contours at two (2) foot intervals may be required by the Planning Commission.
3. Site plan features shall include a location map, north point, bar scale, date of preparation, location and size of proposed buildings, location of building setback lines, street rights-of-way, easements within the site and in adjacent street rights-of-way, driveway entrances and circulation features within the site, parking facilities (detailed as to stall arrangement and size), loading docks, stormwater management controls, landscaping, utility connections, and ground signs.
4. Location shall be shown of all 100-year flood plains as identified by the U.S. Department of Housing and Urban Development's Flood Boundary and Floodway Map for Cecil Township. Shown also shall be areas of steep slope of 25% or greater, and landslide-prone soils as identified by the Soil Conservation Service and/or County Conservation District.
5. Submitted along with the site plan shall be a plan for managing stormwater runoff during and after construction and minimizing soil erosion and sedimentation, consistent with the requirements of this Chapter.
6. The following textual information shall be included on the site plan:
 - a. Proposed site coverage, paved area, and green area.
 - b. Area and bulk regulations for the district in which the property is located.
 - c. Gross square foot floor area of each floor of the building, the height of the building, the uses proposed for the building, and the parking spaces required for each use.
 - d. Cubic yards of earth to be moved on site, removed from the site, or moved to the site, if the total cubic yards exceed 500, exclusive of foundation excavation.

C. Action on the Application

1. After review by the Planning Commission, the Board of Supervisors may grant approval of the site plan with no conditions, or with conditions after citation of the ordinance section relied on for conditions. Conditional site plan approval may also be granted subject to the receipt of approvals or permits required from other governmental units; however, no actual development, construction activities, or use of land shall commence until all such required approvals or permits have been obtained, and copies filed with the Township Zoning Officer.
2. Any engineering consideration involved in the review of the plan shall be subject to review by the Township Engineer, who shall submit written comments to the Commission. In addition, the Township Engineer may require of any applicant a soil engineer's report to determine foundation or soil conditions in those areas deemed necessary.

D. Minor Adjustments

During the development of the site, the Board of Supervisors may authorize adjustments to a site plan when such adjustments appear necessary in light of considerations first discovered during actual development. Such minor adjustments shall be limited to the following:

1. Altering the location of any one structure or group of structures by not more than ten (10) feet or one-fourth (1/4) of the distance shown on the approved site plan between such structure or structures and any other structure, vehicular circulation element, or boundary of the site plan, as long as any requirement of this Chapter is not violated.
2. Altering the location of any circulation element by not more than ten (10) feet or one-fourth (1/4) of the distance shown on the approved site plan between such circulation element and any structure.
3. Altering the location of any open space by not more than twenty (20) feet.
4. Altering any final grade by not more than ten percent (10%) of the originally approved grade.
5. Altering the location of landscaping elements by not more than twenty (20) feet, or type of landscaping elements without reduction of total number.

E. Major Adjustments

Any adjustment to a site plan not authorized by Section 405.D. above shall be considered to be a major adjustment and shall be granted only upon formal application for a revision to the approved site plan.

F. Expiration of Approval

Unless an extension of time is granted by the Township, no final site plan approval shall be valid for a period longer than one (1) year unless a building permit is issued and construction is actually begun within that period and is thereafter diligently pursued to completion or unless an Occupancy Permit is issued and a use commenced within that period.

A full copy of the Cecil Township Unified Development Ordinance can be viewed on the Township Web site, at www.ceciltownship-pa.gov, by selecting Government and then selecting Ordinances.

CECIL TOWNSHIP

2026 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

<i>MONTH OF MEETING</i>	<i>DATE OF MEETING</i>	<i>APPLICATION ACCEPTANCE DEADLINE 12:00 PM</i>
JANUARY	15th	DECEMBER 19, 2025
FEBRUARY	19th	JANUARY 16th
MARCH	19th	FEBRUARY 20th
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 be advised as to what is required for submission for the following meeting.