

# JEFFERSON TOWNSHIP

## SUBDIVISION and LAND DEVELOPMENT INSTRUCTIONS

Please read the following carefully. We hope these "walk-through" instructions will be of help to you

- I. PICK UP A SUBDIVISION APPLICATION OR LAND DEVELOPMENT APPLICATION.
- A. Actual costs of review by the Township Engineering Firm or other professional and/or technical assistance and studies determined necessary by the Township Planning Commission and/or Township Board of Supervisors are the responsibility of the applicant. (You will be invoiced by the Township, please remit to the Township.)
  - A. Complete AND SIGN the appropriate application and submit it with **all** of the information/material required **15 days prior** to the Township Planning Commission meeting (first review.)
- II. On-Site Disposal System (see letter H for Public Sewer System)
- A. Tests to be performed by the Township Sewage Enforcement Officer
    1. Sewage Enforcement Agency (as of 1/7/2008) is the Butler Co. Sewage Assn.
    2. Costs vary depending on the situation/testing needs.  
(Note: the DEP planning review fee is a separate fee paid to DEP by applicant.)
  - B. Excavation and water needed for testing are the responsibility of the applicant.
  - C. Pit & Perc Tests and ALTERNATE sites are required for each lot in a subdivision.
  - D. Non-building lots for AGRICULTURAL purposes may be permitted, but a WAIVER must be signed.
  - E. DEP Postcard Applications can be completed and submitted to the Dept. of Environmental Protection\* (DEP). (If an exemption from DEP planning review is being applied for, it must be approved and signed by the Township SEO and Secretary.) *Contact the SEO* concerning eligibility for exemption or (see F)
  - F. DEP Subdivision Module can be completed and submitted to DEP.  
\*\*(must use most current form REV.10/2005 with Instruction for Completion of Component 1, Exception to the Requirement to Revise the Official Plan. IF THE TOTAL of lots subdivided since 5/15/72 exceeds 10 - you cannot use this form. Contact DEP for the correct form.)  
The Planning Modules have check-off lists of requirements. (The Module or Component **must be reviewed and considered complete by the Township SEO.**)
  - G. DEP will advise by mail as to their decision on E or F.
  - H. IF YOU PLAN TO BE ON **PUBIC SEWER and WATER**, a letter from Saxonburg Authority MUST be submitted certifying that the property will be served by the public system!
- III. Engineer Drawing or Survey
- A. The *Subdivision and/or Land Development Application* has a check-off list of minimum requirements.
  - B. You and your engineer/surveyor are urged to work with the Township engineer.
  - C. A booklet containing *Jefferson Township Ordinances* regarding Subdivision & Land Development, Storm Water Management, Building, Sewage, and Streets & Sidewalks is available for a fee.
- IV. Approval By Township Planning Commission, Board of Supervisors, and Butler County Planning Commission (ALSO see *Major* and *Minor* Land Development Procedures)
- A. The **Township Planning Commission** meets on the 4<sup>th</sup> Thursday of each month at 7:30 P.M. (Possible exceptions: Nov. and Dec. - check with Township office)
    1. Subdivisions and Land Developments must be received by the Township Codes Officer **15 days prior** to the Planning Commission's first review. If it has not already been reviewed by the Township Engineer, the Township may require your plan to be reviewed by the Township Engineer or may require other professional and/or technical studies if deemed necessary by them. (See IA)

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- 2. A copy of the drawing and related information will be retained by the Township Planning Commission.
  - B. The **County Planning Commission** meets on the 3<sup>rd</sup> Wednesday of each month at 4:30 P.M. (with the possible exception of Nov. and/or Dec.)
    - 1. Subdivisions or Land Developments must be received in the Planning Commission office **7 days before** the meeting in order to be placed on the agenda.
    - 2. A copy of the drawing will be retained by the county.
  - C. The **Township Board of Supervisors** meets the second Monday of each month at 3:30 P.M. (Any exceptions will be advertised.)
    - 1. All specifications must be met **including** final DEP approval. (See I F)
    - 2. Township Planning Commission approval & signatures must be completed.
    - 3. COUNTY Planning Commission approval & signatures are also required.
    - 4. A copy of the drawing & related information will be retained by the Board.
  - D. The Subdivision drawing/survey must be recorded with the Butler County Recorder of Deeds\*office within ninety (90) days after **all** signatures are obtained. Please check with their office to get the current recording fee. (Currently, Land Developments that are NOT divisions of land, are not recorded.)
- V. Permits:
- I. A septic permit for a lot in a current subdivision can only be issued “after” the DEP sewage module has been approved by DEP <Dept. Of Environmental Protection.> (Obtain the SEO’s instruction sheet from the township office.)
  - II. A building permit can only be issued “after” the sewage module has been approved by DEP (in the case of a current subdivision) AND you have obtained the septic permit. (Obtain the Building Permit Application, which includes some instructions, from the township office.) (See Building Permit Instructions/Application for more details.)
  - III. A driveway permit is required if creating or cutting an access to either a township or State road. (See Building Permit Instructions/Application.)
  - IV. An “address” for new lots/houses can be issued after the building permit is obtained. (Contact the Codes officer below.)

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Township Secretary - Lois Fennell - 157 Great Belt Rd., Butler, Pa 16002	724-352-2324
*Township Sewage Enforcement – BUTLER CO. SEWAGE ASSOCIATION	724-841-0141
Township Codes and Building Permit Officer – Danielle Sedlak	724-504-5724
Driveway Permits (to access a Township road) – Danielle Sedlak	724-504-5724
Driveway Permits on to a State road - PA Dept. of Transportation, Indiana, PA	724-357-2898
PA UCC BUILDING PERMITS & INSPECTIONS & BCO under PA UCC -	
Code.sys (all inspections except electric)	877-821-0337
PA UCC Electrical Inspections - Allegheny Inspection Service, Inc.	800-506-5432
*Township Engineer – Frank B. Taylor Engineering	724-654-6141
*Dept. of Environmental Protection (Tomisa Schmeider) 121 N. Mill St., New Castle, PA 16101	724-656-3160
*Butler Co. Recorder of Deeds Office - P.O. Box 1208, Butler, Pa 16003-1208	724-284-5340

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