

**PENN TOWNSHIP
TOWNSHIP REQUIREMENTS
SUBDIVISION PROCESSING**

1. Once you decide that you must subdivide, the first step is to come to the Township Building to purchase a septic permit application(s). With the subdivision, you will have two options to choose from regarding the testing process. The charge of \$300 per application will require you to complete a planning module as required by the Department of Environmental Protection. In addition, a \$10 per lot (5 lots and under) and a \$25 per lot (over 5 lots) review fee is charged in addition to the \$300 per lot when opting for the Planning Module review process. Should you choose this option, you will be given instructions for the planning process involved in completing the module with your septic permit application(s). The second option is paying a \$350 fee per application and having pit and perc tests done on both the primary and alternate sites. This extra \$50 enables you to file an exemption from the DEP planning module, and is often the simplest method to use. If the subdivided property is being taken off of property with an existing house, the DEP now requires the existing house property to have an alternate site found through sewage testing. Cost for this parent tract alternate site test is \$175.

The Township suggests that you hire your surveyor in conjunction with completing the percolation and pit tests so that he/she can advise you correctly on how the property should be laid out in accordance to where the perc testing is being done. Also, if the perc test would happen to fail, your surveyor can then be on location to suggest another way to lay the property out in accordance to the Penn Township Zoning Ordinance and Subdivision and Land Development Ordinance and perc the new spot accordingly.

2. Once this is complete and the lot(s) has tested appropriately for a septic system(s), the planning module or exemption card must be sent to the DEP for approval. Once they have accepted the module or exemption card, they will notify the Sewage Enforcement Officer, the Township and the Applicant of their acceptance. At that point, the sewage officer will instruct you of specifications for system design. Once the system has been designed, it can be submitted to the Sewage Officer for his/her review. Once he/she approves the design, a septic permit will be issued. Septic testing for all lots proposed in the subdivision must be completed and approved in order to process the subdivision.
3. During the above time period, your surveyor should produce a Mylar (a layout of the new parcel(s)) after the septic testing has been completed, and must indicate the areas where the pit and perc tests were completed and approved. The subdivision is now ready to be presented to the Township in the following manner:
 - A) The Penn Township Planning Commission- meets on the 2nd Monday of every month at 7:30 P.M. at the Township Building. They review subdivisions on a first come, first serve basis. When you come in the door you must sign the list and they will take you in that order. You must submit the proposed subdivision to the Township *fifteen (15)* days prior to the date of the next regularly scheduled Planning Commission meeting for review for completeness

by the Township staff. Five (5) copies of the final plat, folded rather than rolled, and twenty (20) copies of all other data required (as applicable) must be submitted. Any application filed less than *five (5)* working days prior to a regularly scheduled meeting of the Planning Commission will not be accepted. The Penn Township Planning Commission will review the subdivision for compliance with the Subdivision & Land Development Ordinance as well as the Zoning Ordinance, and will also check to determine if sewage testing has been completed and approved on the parcel(s) being subdivided. This is determined by checking for the approved primary and alternate septic locations. If everything is determined to be in compliance, the Planning Commission will make a recommendation that the Board of Supervisors approve the subdivision. Since the Planning Commission is a recommending and not legislative body, they may sign the Mylar.

- B) You must next forward the subdivision to the Penn Township Board of Supervisors for approval. The Board meets on the 1st and 3rd Tuesdays of every month at 7:30 P.M. at the Penn Township Municipal Building. They will also review the subdivision for compliance and take into considerations any comments or recommendations made by the Planning Commission. If everything is in accordance with zoning and subdivision regulations, the Board will then approve the subdivision, contingent upon approval by the Butler County Planning Commission. *The Board of Supervisors cannot sign the Mylar until the approval signatures from the Butler County Planning Commission are received. This is in accordance with the Pennsylvania Municipalities Planning Code, Article V, Section 502.b.*
- C) At this point, the Butler County Planning Commission must approve the Mylar. They meet the 3rd Wednesday of every month at 4:00 P.M. The Butler County Planning Commission requires the plan to be submitted to them twelve (12) days prior to their meeting. They will review the subdivision and, after approving and signing it, the Mylar can be brought back to the Township for the appropriate signatures. Finally, it can be recorded at the Recorder of Deeds Office and a deed can be prepared for the new lot(s).

Please note that the time frame for the above mentioned process will take a month. However, it is acceptable to receive County approval first and then come to the Township the following month for review and approval. Keep in mind that this method would take two (2) months rather than one, due to the fact that the County Planning Commission meets *after* the Township Planning Commission and Board of Supervisors meet. In this scenario, you would present the plans to the County on the third Wednesday in June, for example. After the County would review and sign the Mylar, it would be ready to come to the Township Planning Commission the second Monday in July, and then the Board of Supervisors meeting the third Tuesday of July.