

Subdivision Approval Procedure

The following procedure should be followed when an individual is subdividing one (1) parcel of land into two (2) or more lots, tracts, or parcels of land that do not require public improvements within Union Township, Washington County, PA.

1. **OBTAIN A SANITARY SEWER APPLICATION and/or tests based upon the following:**

- No Public sewers:**
- A. Obtain on-lot sewage tests and permit from Sanitation Enforcement Officer.
 - B. Complete Pa DEP Sewage Facility Planning Module.

- Public sewers:**
- A. Complete Pa DEP Sewage Facility Planning Module.

2. **OBTAIN FROM A REGISTERED SURVEYOR an original reproducible plastic film drawing and Seven (7) copies of the proposed subdivision.**

The following minimum information should be clearly identified on the subdivision plan:

- A. Completed application form supplied by the Township.
- B. Application filling fee, as required by Township Ordinance.
- C. Seven (7) copies of a preliminary plat, containing the following information:
 - 1) A boundary survey by a registered professional surveyor and topographical survey of the total proposed subdivision by a registered engineer or registered surveyor. If the developer intends to develop a tract of land in phases, the preliminary plat must include the total tract.
 - 2) The proposed name or the subdivision.
 - 3) The name and address of the registered engineer or registered surveyor who prepared the plat and the registered surveyor who did the survey shown on the plat.
 - 4) The name and address of the developer, and if the developer is not the landowner the names and address of the landowner.
 - 5) The proposed street layout in the subdivision.
 - 6) The layout of lots (showing scaled dimensions), lot numbers and the area of lots in square feet.
 - 7) Parcels of land proposed to be reserved for schools, parks, playgrounds or other public, semi-public or community purposes.
 - 8) Legend and notes.
 - 9) Front building lines.
 - 10) The graphic scale, north arrow, and date.
 - 11) A location map showing the subdivision name and location; major existing thoroughfares related to the subdivision, including the distance there from, title, graphic scale, and north arrow.

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- 12) Existing streets and rights of way on or adjoining the site, including dedicated widths, roadway widths, approximate gradients, types and widths of pavements, curbs, sidewalks and other pertinent data.
 - 13) Existing and proposed easements, locations, widths and purposes.
 - 14) Proposed public improvements. The size of each should be shown and location of, or distance to, each existing utility indicated.
 - 15) The existing platting of land adjacent to the subdivision. All existing buildings, sewers, water mains, culverts, petroleum or high-pressure gas lines and fire hydrants on or within 200' for the site shall be shown.
 - 16) Tabulation of site data, including total acreage of land to be subdivided, the number of residential lots, typical lot size, the acreage in the subdivision, and the acreage in any proposed recreation area.
 - 17) Existing watercourses and other significant natural features.
 - 18) Areas subject to periodic flooding and the boundary of the FEMA 100 year floodplain, if applicable.
 - 19) A topographic map displaying contours at intervals of elevation of not more than five (5) feet where the slope is greater than ten percent (10%) and at intervals of not more than two (2) feet where the slope is ten percent (10%) or less. For minor subdivisions, a U.S. Geological map may be used in lieu of the topographic map specified in the preceding sentence.
 - 20) Date of plat preparation and date(s) of revision(s).
 - 21) Other items may be requested by the Township Engineer, Planning Commission of Board of Supervisors during the review process.
3. PRESENT THE PROPOSED SBUDIVISION plan to the Washington County Planning Commission and obtain Washington County Planning Commission review signatures on the original plastic film drawing.
 4. AT LEAST FIFTEEN (15) DAYS PRIOR to the Union Township Planning Commission meeting, deliver the seven (7) copies of the proposed subdivision to the Township Building. These prints will be delivered to the Commission Members and the Township Engineer by the Zoning Official.
 5. APPEAR OR APPOINT A REPRESENTATIVE to attend the township Planning Commission meeting. Be prepared with the following:
 - A. Proof of Ownership.
 - B. The original plastic film drawing(s) of the subdivision signed by Washington County Planning Commission.
 - C. A general knowledge of the area and the purpose of the subdivision.

Notes:

- A. All proposed plans shall be drawn in ink on mylar on a 24" x 36" sheet.
- B. All signatures must be signed on the mylar with permanent indelible black ink.
- C. All subdivisions must be certified and sealed by a registered professional land surveyor in the State of Pennsylvania.