

# NORTH STRABANE TOWNSHIP PROCEDURE FOR SIMPLE SUBDIVISION APPROVAL

1. CHECK WITH TOWNSHIP TO MAKE SURE THE PARCELS TO BE CREATED WILL COMPLY WITH MINIMUM LOT SIZE, AREA AND BULK REGULATIONS IN THE ZONE DISTRICT THAT THEY ARE LOCATED. (i.e. if you only own a lot that is a quarter acre in size, you cannot subdivide any further.)
2. DETERMINE THE TYPE OF SEWAGE FACILITIES IN THE AREA. IF IT IS ON-LOT SEWAGE, PERC TESTS MUST BE DONE ON ALL NEW VACANT PARCELS AND VISUALS MUST BE DONE ON EXISTING ON-LOT SYSTEMS. APPLICATIONS FOR ALL TESTING CAN BE OBTAINED AT THE WASHINGTON COUNTY SEWAGE COUNCIL LOCATED IN THE SOUTH STRABANE TOWNSHIP MUNICIPAL BUILDING. YOU MUST FIRST TELL THEM THAT YOU ARE SUBDIVIDING AND THEY WILL SUPPLY THE NECESSARY DEP COMPONENTS FOR PLANNING MODULES AT THE SAME TIME. THEIR TELEPHONE NUMBER IS 724-223-0504. IF IT IS PUBLIC SEWAGE, OBTAIN A POSTCARD FROM THE TOWNSHIP OFFICE TO SUBMIT TO THE DEP FOR APPROPRIATE COMPONENTS.
3. EMPLOY THE SERVICES OF A PROFESSIONAL SURVEYOR REGISTERED IN THE STATE OF PENNSYLVANIA TO SURVEY THE PROPERTY AND DO THE SUBDIVISION PLAT THAT IS TO BE RECORDED.
4. SUBMIT THE REQUIRED NUMBER OF COPIES OF THE SUBDIVISION PLAN TO THE WASHINGTON COUNTY PLANNING COMMISSION FOR THEIR REVIEW. FOR MORE INFORMATION, THE NUMBER IS 724-228-6811
5. SUBMIT A SUBDIVISION APPLICATION OBTAINED FROM OUR OFFICE ALONG WITH THE REQUIRED FEE AND TWO (2) COPIES OF THE PLAN NO LATER THAN TWENTY (20) DAYS PRIOR TO THE PLANNING COMMISSION MEETING (3<sup>RD</sup> Monday of each month). A COMPLETED PLANNING MODULE AND WASHINGTON COUNTY PLANNING COMMISSION REVIEW MUST BE SUBMITTED AT THE SAME TIME. IF ANY OF THE ABOVE REQUIREMENTS ARE MISSING, THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE PLACED ON THE PLANNING COMMISSION AGENDA.
6. ONCE THE PLANNING COMMISSION HAS GIVEN FINAL APPROVAL OF THE SUBDIVISION, IT WILL BE PLACED ON THE AGENDA OF THE NEXT SCHEDULED BOARD OF SUPERVISORS MEETING FOR THEIR APPROVAL
7. AFTER FINAL APPROVAL OF THE BOARD OF SUPERVISORS, THE PLAN MUST BE RECORDED AT THE COUNTY RECORDER OF DEEDS OFFICE WITHIN NINETY (90) DAYS OR IT WILL BECOME NULL AND VOID.
8. SUBMIT ONE COPY OF THE RECORDED PLAN TO THE TOWNSHIP OFFICE FOR OUR FILES.

NOTE: FOR MAJOR SUBDIVISIONS (5 OR MORE LOTS) A COPY OF OUR SUBDIVISION AND LAND DEVELOPMENT ORDINANCE SHOULD BE PURCHASED FOR FURTHER REQUIREMENTS.