



Oakland Township Subdivision / Lot Line Revision Procedures

SUBDIVISION:

The first step in Subdivision is to do sewage planning. **There are no exceptions to this step.** The pit and perk test site hole(s) location must be shown on your drawings. Further, the drawings will not be reviewed by the municipality until an acceptance of the sewage planning modules letter is received from DEP.

It is important to note that sewage planning is required on EVERY parcel/residual tract being divided. DEP considers every parcel as having the potential to have land development.

Contact: Doug Duncan at (724) 679-4860
For sewage application procedures.

**SEWAGE PLANNING IS REQUIRED ON ALL SUBDIVISION
AND LOT LINE REVISIONS. THIS IS MANDATED BY THE
DEPARTMENT OF ENVIRONMENTAL PROTECTION AND
OAKLAND TOWNSHIP IS REQUIRED TO COMPLY ACCORDINGLY.**

Non-building lots require DEP Form 3800-FM-WSFR0349 Request For Planning Waiver & Non-Building Declaration be completed.

Your second step is to contact an Engineer/Surveyor to do your drawings. Make sure that you give to your surveyor a copy of Oakland Township's Subdivision Worksheet that outlines everything that must be on your drawings in order to have them approved.

Your third step is to obtain the signatures of the Oakland Township Planning Commission. When the drawings are complete from the Engineer/Surveyor you will need to submit Two (2) copies of the preliminary plan to the townships Administrative Officer 10 days prior to the regular township planning commission meeting, for the meeting you will need to bring your drawings and completed Subdivision and Lot Line Revision Land Development Application, along with your DEP acceptance of Sewage Planning letter to the Oakland Township Planning Commission meeting. **The Oakland Township Planning Commission meets the 2nd Tuesday of the month** at the Oakland Township Municipal Building 565 Chicora Road, Butler, PA beginning at 6:00 p.m.

The Oakland Township Planning Commission will review your application and drawings for compliance. If the drawings are complete, the planning commission board will sign off on the drawings and will submit them

to the Butler County Planning Commission. **If the drawings and/or application are NOT complete, the Planning Commission will indicate the reason within 15 days after the meeting in writing. You will then need to make the corrections advised and resubmit a new application to the Oakland Township Planning Commission.**

The fourth step is to submit your plans to the Butler County Planning Commission. The County Planning Commission requires that the plans be submitted to them a week prior to their regularly scheduled meeting, which is normally the third Wednesday of the month. The County will sign the drawing and send to the Township a letter with any comments that they might have.

The fifth step is to bring your signed plans, along with a copy of the Subdivision and Lot Line Revision Land Development Application, to the Oakland Township Board of Supervisors for their review at their regular monthly meeting. **Please note that the Township Supervisors WILL NOT approve any plans that are not signed by the Township Planning Commission AND the County Planning Commission. The Township Board of Supervisors WILL NOT approve any plan that has not been approved by DEP. The past procedure of approving plans “contingent” upon DEP approval and/or Planning Commission approval has been discontinued.** The Board of Supervisors will review the plans for compliance with the subdivision and land development ordinance and other ordinances.

The Oakland Township Board of Supervisors meet the first Wednesday of the month at the Oakland Township Municipal Building, 565 Chicora Road, Butler, PA beginning at 7:00 p.m. A representative for the subdividing applicant must be present at the meeting to answer any questions that the Board of Supervisors may have. You do not have to submit the plans in advance of the meeting. On the day of the meeting, please sign the “Public Comment Sign Up Sheet” on the table in the entry to the meeting room.

The sixth and final step for the applicant is to have the plans filed at the Courthouse. The plans must be filed within 90 days of the date that the municipality signed the approved drawing.

In reviewing a subdivision or land development plan, the governing body generally has 90 days to review the plans and communicate its decision to the applicant. The Township does its best to move submissions along in a timely manner. The Township Secretary is often asked if the plans can be moved along any faster. The answer is no. It is important that each step of the application process be complete and in compliance with governing agencies, including DEP and the Pennsylvania Municipalities Planning Code (MCP).

LOT LINE REVISION:

Sewage Planning is NOT required for Lot Line Revisions.

Your first step is to contact an Engineer/Surveyor to do your drawings. Make sure that you give to your surveyor a copy of Oakland Township’s Subdivision Worksheet that outlines everything that must be on your drawings in order to have them approved.

Your second step is to obtain the signatures of the Oakland Township Planning Commission. When the drawings are complete from the Engineer/Surveyor you will need to submit Two (2) copies to the township Planning Commissions Administrative Officer 10 days prior to the regular township planning commission

meeting, for the meeting you will need to bring your drawings and completed Subdivision and Lot Line Revision Land Development Application, along with your DEP acceptance of Sewage Planning letter to the Oakland Township Planning Commission meeting. **The Oakland Township Planning Commission meets the 2nd Tuesday of the month** at the Oakland Township Municipal Building 565 Chicora Road, Butler, PA beginning at 6:00 p.m.

The Oakland Township Planning Commission will review your application and drawings for completeness. If the drawings are complete, they will sign off on the drawings and you can then submit them to the Butler County Planning Commission. **If the drawings and/or application are NOT complete, the Planning Commission will indicate the reason on your application form and give it to the Township Secretary. The Township Secretary will then send you a copy of the rejected application form. You will then need to make the corrections advised and resubmit a new application to the Oakland Township Planning Commission.**

After Oakland Township Planning Commission approval, the applicants third step is to submit your plans to the Butler County Planning Commission. The County Planning Commission requires that the plans be submitted to them a week prior to their regularly scheduled meeting, which is normally the third Wednesday of the month. The County will sign the drawing and send to the Township a letter with any comments that they might have.

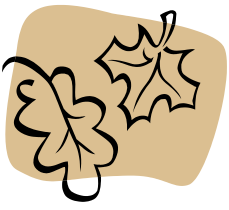
The fourth step is to bring your signed plans, along with a copy of the Subdivision and Lot Line Revision Land Development Application and Receipt showing all fees have been paid in full, to the Oakland Township Board of Supervisors for their review at their regular monthly meeting. **Please note that the Township Supervisors WILL NOT approve any plans that are not signed by the Township Planning Commission AND the County Planning Commission. The past procedure of approving plans “contingent” upon Planning Commission approval has been discontinued.** The Board of Supervisors will review the plans for compliance with the subdivision and land development ordinance and other ordinances.

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A word on variances. A variance is a form of relief that is granted when the application of a Township Ordinance results in peculiar or unusual practical difficulties to a property owner. The Board of Supervisors may grant a variance if it concludes that strict enforcement of this ordinance would result in unnecessary hardships for the applicant. The Board of Supervisors, in granting a variance, shall ensure that the spirit of the ordinance is maintained, public welfare and safety are ensured, and that justice is done fairly for all parties. Any requests for a variance must be made by application that can be obtained by contacting the Township Secretary, or located on our township website at www.oaklandtownship.us



Oakland Township, Butler County

565 Chicora Road, Butler, PA 16001

(724) 287-8067 Office (724) 287-3979 Fax

**Subdivision and Lot Line Revision
Land Development Application**

Application No. _____

Application For:

- Minor Subdivision
- Major Subdivision
- Lot Line Revision

Location: _____

Name of Subdivision: _____

Name of Applicant: _____

Address: _____

Telephone No. (____) ____ - _____

Name of Property Owner(s): _____

Address: _____

Telephone No. (____) ____ - _____

Engineer or Surveyor: _____

Address: _____

Telephone No. (____) ____ - _____

Total acreage of tract: _____

Number of lots: _____

Number of acres to be

Approximate lot size(s) _____

Developed or transferred: _____

Estimated Start of Construction: _____

Water Supply: _____ Well _____ Public

Sewage Disposal: _____ On-lot _____ Public

Applications/Reviewing

Agencies:

Date:

Sewage Testing _____

DEP Planning Module _____

Butler Co. Planning Comm. _____

Butler Co. Conservation Dist. _____

Number of lots subdivided from the original tract since 5/15/72: _____

Comments: _____

Certification:

I certify that the information contained herein is true and correct.

Name

Signature

Date

Application Fees:

Application fees are payable at the time of application. Please refer to the Oakland Twp fee schedule at www.Oaklandtownship.us or by contacting the office at 724-287-8067



OAKLAND TOWNSHIP PLANNING COMMISSION CERTIFICATION

The Oakland Twp Planning Commission certifies that application was made this ____ day of _____, 20____. By a majority vote, this plan has been:

___ Approved without condition.

___ Rejected for the following reason. _____

___ Deemed incomplete for the following reason: _____

Planning Commission

Secretary

Chairman

OAKLAND TOWNSHIP BOARD OF SUPERVISORS CERTIFICATION

The Oakland Twp Board of Supervisor received the application fees and reviewed this application along with drawings at a public meeting on the ____ day of _____, 20____. By a majority vote of the board, this plan has been:

___ Approved

___ Rejected for the following reason. _____

Oakland Twp. Secretary: _____

Oakland Township, Butler County
Subdivision worksheet

This worksheet will be used to evaluate all applications for subdivision review. Please check box if information is provided with this application.

- Title block in the lower right hand corner of each sheet containing the name of the subdivision or land development plan; graphic scale; date; name and addresses of the owner of the land and developer, if different; and the name, address, and seal signed by the professional surveyor or engineer who prepared the plan.
- Certificates and acknowledgments to be on one sheet.
- North point.
- Map and parcel numbers (in consecutive order), dimensions by bearing and distances of all property lines, area of each parcel, and total number of lots and acreage of whole development.
- Accurate boundary lines, with dimensions and bearings which provide a survey of the tract, closing with an error of not more than one foot in ten thousand feet.
- Location and area of residual tract showing approximate bearings and distances.
- Street right-of-way lines, street names, and pedestrian ways.
- Accurate dimensions by bearing and distances of all street right-of-way lines as well as all curve data, deflection angles, lengths of arcs, points of tangent and deflection and angles of all corners.
- Street centerlines with accurate dimensions in feet and hundredths of feet, with bearings of such street centerlines.
- Location of all permanent existing and proposed monuments and lot markers.
- Accurate dimensions of existing public land, and of any property to be dedicated or reserved for public, semi-public or community use, and all areas to which title is reserved by owner. Rights granted and restrictions (if any) placed upon use of such areas.
- Easements for utilities and any limitations on such easements.
- Widths of all rights-of-way, cartways, and easements.
- Building setback lines, not less than the minimum as fixed by the applicable zoning/subdivision ordinance, or by these regulations, or by public authority, or by deed restrictions, whichever is greater.
- Names of owners of unplotted adjacent property and names of adjacent lot plans or development plans.
- Drive way permits are required to be indicated for tracts located on Township Roads.

The following documents must be submitted with the subdivision:

- Original Subdivision and Lot Line Revision Land Development Application
- Copy of the deed or sales agreement provided as evidence of the applicant’s authority to subdivide the property.
- Location and test results for determination of on-site sewage suitability, including approval letter from DEP for sewage planning.
- Driveway Permit (if located on a Township road).
- Certification from public utilities that site will be served by public utilities.
- An improvement bond, or other security acceptable, guaranteeing the installation of public improvements, with the security equal to 110 percents of the estimated cost for installation of public improvements as identified by the developer’s engineer. (applies only to developments which fall under the County ordinance which contain public improvements).
- If a private easement/right-of-way is proposed, then evidence of a recorded document signed by the property owners establishing rights and responsibilities is required. Additionally, the recorded agreement must be referenced on the plan identifying the deed book and page reference of the recorded document.
- Fees must be paid.

I certify that the information contained herein is true and correct.

Signature of Developer/Applicant

Printed Name of Developer/Applicant

Signature of Witness

Printed Name of Witness

Date