

WASHINGTON TOWNSHIP PLANNING COMMISSION-SUBDIVISION CHECKLIST

The Following Items Must Be Completed Prior to a recommendation vote of the Washington Township Planning Commission with regard to any and all proposed subdivisions.

I. **Format of Subdivision Drawings**

- A. Each subdivision drawing must be a minimum of 18x24.
- B. The following signature blocks must be included: Planning Commission Block, Supervisors Block, Owners Block, and notarization block for the owner.
- C. Each drawing must contain a surveyor's certification.
- D. Each drawing must contain a recorder of deeds certification.
- E. ALL SUBDIVISION DRAWINGS MUST NOT CONTAIN A COUNTY SIGNATURE BLOCK OR IT WILL NOT BE ACCEPTED.
- F. The following seal blocks must be included on the proposed drawing: Surveyor Block, Planning Commission Block, Supervisors Block, and Recorder of Deeds Block.
- G. The location map site must be included as part of such drawing. Further, the requirements of such map require a scale of 1-100 feet per the Washington Township Subdivision Land Development Ordinance.
- H. All setback and building lines are to be met and all zoning laws must abided by. However, existing structures shall be considered by the Planning Commissioners as well as the nature of said structure.
- I. Each subdivision must contain a description of the plan as part of such survey and must also be contained in the application itself.
- J. For all detached single-family residential developments proposing on lot sewage systems, a Sewage Facilities Planning Module (Form 3800-CD-BCW0359) must be completed per

Pennsylvania Department of Environmental Protection Regulations. All requirements of said planning module must be completed prior to the subdivision application and must be noted on the subdivision drawings. Further, the Sewage Enforcement Officer must also sign off on such drawings before presentation to the Washington Township Planning Commission.

- K. If no on lot sewage facility is constructed, then a Request for Planning Waiver and Non-Building Declaration Form (3850-FM-BCW0349) must be completed per Pennsylvania Department of Environmental Protection Regulations. All requirements of said form must be completed prior to the subdivision application and must be noted on the subdivision drawings. Updated "Waiver B" language from aid form must also be included as part of said drawings.
- L. L. All signature blocks must be completed and executed before final approval.

II. REQUIREMENTS PRIOR TO SUBMISSION OF PROPOSED SUBDIVISION

- A. Prior to the submission of said subdivision, the drawings of said subdivision must be presented to the Fayette County Zoning Office for review per the requirements of the Pennsylvania Municipalities Planning code. The cost of said review is \$50.00 and must be paid to the County of Fayette.
- B. Prior to the submission of said subdivision, the applicant must provide the proper fee in the amount of \$300.00 in the form of a check made out to the Washington Township Supervisors. Moreover, any plan surpassing ten lots is an additional \$10.00 per lot.

III. REQUIREMENTS DURING SUBMISSION OF SUBDIVISION

- A. During the Submission of said subdivision, the applicant must provide to the Washington Township Planning Commission Seven (7) copies of the subdivision.
- B. Either the applicant/owner or surveyor must attend the Washington township Planning Commission meeting during the meeting that said subdivision is voted on by the Commission. Attendance by such representative is mandatory.
- C. In emergent circumstances require an immediate decision by the Washington Township Planning Commission, then the applicant may pay a special meeting fee in the amount of \$200.00 as well as all advertising costs associated with said meeting.
- D. NOTE: It is the responsibility of the applicant to record such subdivision with the necessary Fayette County Offices and return a copy of said subdivision to the Washington Township Planning Commission within 90 days from the date said document was recorded.

*The Checklist was passed by a majority of the Washington Township Planning Commission during their regular meeting on June 19, 2023.