

Form No. SLD-1  
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REVIEW AND APPROVAL PROCESS FOR A LAND  
SUBDIVISION OF MORE THAN THREE LOTS  
AND/OR A LAND DEVELOPMENT

This is a two-step process of:

- Preliminary Application and Approval
- Final Application and Approval

**Preliminary Plan Application**

1. Applicant shall complete application and prepare data and exhibits required by Ordinance and as outlined in the application, (Form No. SLD-5 and 5A).
2. Applicant shall submit complete application, fee, all data, and all exhibits to the Township Municipal Office.
  - a. If Applicant intends to utilize municipal water in the development, then a separate application and approval is necessary through the Township Water Authority Office.
  - b. If Applicant intends to utilize municipal sanitary sewer service in the development, then a separate application and approval is necessary through the Township Sewer Authority Office. Planning Module Application are available at the Township Municipal Office.
  - c. If Applicant intends to construct an on-site septic sewer system where municipal sanitary sewer service is not available, then a Planning Module and permit to install an on-lot system must be obtained through the Borough Sewage Enforcement Officer. Such Planning Module approval should be applied for when submitting application for a land subdivision or land development.
  - d. If Applicant intends during the course of development to construct sidewalk or driveway into a Borough Road or to excavate across a Borough right-of-way, the Applicant will complete the application for such activity in accordance with Borough Ordinances. Construction of a driveway into a State Road will require a PennDot Highway occupancy permit.
3. Each application shall be complete as per the Ordinance's requirements. The Planning Commission shall consider as officially received only those applications that are complete, are signed, have attached the correct number of copies of all the required exhibits and data and for which the filing fee is paid.
4. Further, to be officially received, an application shall be submitted ten (10) days prior to the regular meeting of the Planning Commission.
5. Planning Commission and its technical advisors shall review the application, data, and exhibits for approximately 45 days.
  - a. The proposed Land Subdivision or Land Development will be sent to the County Planning Commission for review and comment.

6. Planning Commission will request any necessary changes or revisions of the Applicant.
  - a. It is recommended that the Applicant be present at the Planning Commission Meeting when the proposed preliminary Land Subdivision or preliminary Land Development is discussed. The Applicant may be able to answer questions that will enable the proposed Preliminary Land Subdivision or preliminary Land Development to be processed without delay.
7. Planning Commission will submit its recommendations on the preliminary Land Subdivision or preliminary Land Development to the Township Board of Supervisors.
8. The Township Board of Supervisors and its technical advisors shall review application, data, and exhibits for about 45 days.
9. The Township Board of Supervisors will request necessary changes or revisions of the Applicant.
  - a. It is recommended that the Applicant be present at The Township Board of Supervisors Meeting when the proposed preliminary Land Subdivision or Land Development is discussed to answer any questions from the Board of Supervisors.
10. The Township Board of Supervisors will reach a decision on the Preliminary Application for Land Subdivision or Land Development and notify Applicant. If application is denied, reasons for denial will be given in writing.

**Final Plan Application**

1. Applicant shall complete application and prepare data, exhibits, and recording plat required by Ordinance as outlined in application. (Form No. SLD-6 and 6a.).
2. Applicant shall submit complete application, fee, all data, and all exhibits to the Township Municipal Office.
3. Each application shall be complete as per the Ordinance's requirements. The Planning Commission shall only consider as officially received only those applications that are complete, are signed, have attached the correct number of copies of all the required exhibits and data and for which the filing fee is paid.
4. Further, to be officially received, all complete applications shall be submitted ten (100) days prior to the regular meeting of the Planning Commission.
5. Planning Commission and its technical advisors shall review application, data, and exhibits for an approximately 45 day period.
6. Planning Commission will request any necessary changes or revisions of the Applicant.

7. Planning Commission will submit its recommendations on the Land Subdivision or Land Development to The Board of Supervisors.
8. The Board of Supervisors and its technical advisors shall review application, data, and exhibits for an approximately 45day period.
9. The Board of Supervisors will request any necessary changes or revisions of the Applicant.
10. Applicant shall reach decisions with the Township regarding the public improvements and sign developer agreements pertaining to same.
11. Applicant shall post performance/improvement guarantees for the development of required public improvements in the form of a bond or other approved security.
12. The Board of Supervisors will reach a decision on the Final Application for Land Subdivision or Land Development and notify Applicant if application is denied, reasons for denial will be given in writing.
13. Land Subdivision shall be recorded by the Township and/or Land Development approved.
14. Developer shall construct public improvements after receiving construction Permits.
15. Developer will offer improvements for Township dedication.
16. After Township approves improvements and developer posts a maintenance bond, the Township will then accept the improvements.