

**MINOR SUBDIVISION  
 REVIEW AND APPROVAL PROCESS CHECKLIST  
 SUBDIVISION AND LAND DEVELOPMENT ORDINANCE NO. 1-2003**

TOWNSHIP OF CENTER  
 Municipal Center  
 224 Center Grange Road  
 Center Township, Beaver County, Pennsylvania

Minor Subdivision – A subdivision containing no more than three (3) lots, proposed for single family dwellings, all of which have frontage on an improved public street, and not involving any new street or road or the extension or creation of any municipal facilities or public improvements and which does not adversely affect the future development of the remainder of the parcel or any adjoining property.

- Application for a Land Subdivision of Three (3) Lots or Less or for a Lot Line Revision (Form SLD-2)*
- Request for a Pre-Application Conference (Form SLD-1)*
- Request for a Waiver or Modification (Form SLD-3)*
- Grading Permit Application*
- Overposted Weight Hauling Permit Application*
- Excess Maintenance Agreement*
- Application for Right-of-Way Encroachment*
- Application for Driveway Permit*

	Procedure	Yes	No	N/A	Date	Timeline	Comment
1.	Submission of a Request for Pre-Application Conference (Form SLD-1) to Center Township by Applicant. (Optional)					5 Calendar Days Prior to Planning Commission Meeting (Minimum)	
2.	Pre-Application Conference to be scheduled with the Planning Commission as necessary. Pre-Application Conference Date:					-----	
3.	Submission of Application for Land Subdivision of Three (3) Lots or Less or for a Lot Line Revision (Form SLD-2) to Center Township by Applicant.					Day Following the Preceding Month Regularly Scheduled Planning Commission Meeting (Minimum)	

	Procedure	Yes	No	N/A	Date	Timeline	Comment
4.	Administrative Completeness Determination by Center Township Staff: <ul style="list-style-type: none"> <li>• Nine (9) Copies and .pdf file of the completed Application Form (Form SLD-2).</li> <li>• Nine (9) Copies and .pdf file of the Final Plat per Section 307(P) of Ordinance No. 1-2003.</li> <li>• Location Map depicting Plan Name and Location, Major Roadways, Title, Scale, and North Point.</li> <li>• Property Survey prepared by a Registered Professional Land Surveyor.</li> <li>• Proof of Proprietary Interest acceptable to the Planning Commission Solicitor.</li> <li>• Filing and Review Fee per Section 901 of Ordinance No. 1-2003.</li> </ul> The Planning Commission shall consider as <b>officially received</b> only those Applications that are administratively complete, signed, have attached the correct number of copies of all required Exhibits and data, and for which the filing fee and application fee are paid in full (at time of Official Acceptance).					Within Five (5) Days of Submission	
5.	Center Township Staff to review/confirm Property Ownership Information. (Beaver County Website)					Within Five (5) Days of Submission	
6.	Proof of Proprietary Interest acceptable to the Solicitor. Date:						
7.	If Application is Administratively Incomplete, Center Township Staff: <ul style="list-style-type: none"> <li>• Returns Application to Applicant and indicates in writing the reason(s) for Administrative Incompleteness.</li> </ul>					Within Five (5) Days of Submission	

	Procedure	Yes	No	N/A	Date	Timeline	Comment
8.	If Application is Administratively Complete, Center Township Staff: <ul style="list-style-type: none"> <li>• Notifies Applicant in writing that Application is Administratively Complete.</li> <li>• Submit Application, Supporting Documentation, and Fee to Beaver County Planning Commission.</li> <li>• Submit Application and Supporting Documentation to Planning Consultant.</li> <li>• Submit Application and Supporting Documentation to Engineer.</li> <li>• Submit Application and Supporting Documentation to Center Township Water Authority for confirmation of Water Service Availability.</li> <li>• Submit Application and Supporting Documentation to Center Township Sanitary Authority for confirmation of Sanitary Sewer Service Availability.</li> <li>• Submit Application and Supporting Documentation to Center Township Fire Marshall.</li> </ul>					Within Five (5) Days of Submission	
9.	Center Township Planning Commission Meeting – Review Application. Meeting Date:					Day 0	
10.	Submission of Request for a Waiver or Modification, if applicable. Engineer Review/Recommendation of Waiver/Modification. Date: Determination: Planning Commission Review/Recommendation of Waiver/Modification. Date: Determination: Board of Supervisors Review/Recommendation of Waiver/Modification. Date: Determination:					-----	
11.	Receipt of Beaver County Planning Commission Comments.					Day 45	
12.	Receipt of Planning Consultant Comments.					Day 30	
13.	Receipt of Engineering Comments.					Day 30	
14.	Receipt of Fire Marshall Comments.					Day 30	
15.	Receipt of Center Township Water Authority Confirmation of Water Service Availability.					Day 30	
16.	Receipt of Center Township Sanitary Authority Confirmation of Sanitary Sewer Service Availability.					Day 30	

	Procedure	Yes	No	N/A	Date	Timeline	Comment
17.	Sewage Facilities Planning Module Exemption Mailer Required? If yes: Submission to DEP. Date: Approval by DEP. Date: DEP Approval required prior to BOS action.					Day 30 Day 60	
18.	Are private on-lot sewage disposal facilities proposed? If yes: Applicant to apply for Permit from Sewage Enforcement Officer. Date: On-Lot Sewage Disposal Facilities approved by SEO/DEP. Date: SEO/DEP Approval required prior to BOS action.					Day 30 Day 60	
19.	Driveway Permit Required? If yes: Provide Driveway Permit Application to Applicant. Date: Driveway Permit Application Submitted by Applicant. Date: Driveway Permit Issued by Center Township. Date:					Day 30 Day 60	
20.	Right-of-Way Encroachment Permit Required? If yes: Provide Right-of-Way Encroachment Permit Application to Applicant. Date: Right-of-Way Encroachment Application Submitted by Applicant. Date: Right-of-Way Encroachment Permit Issued by Center Township. Date:					Day 30 Day 60	
21.	PennDOT HOP Required? If yes: Applicant to provide necessary documents for submission to PennDOT. Date: Center Township submission of HOP to PennDOT on behalf of Applicant. Date: PennDOT issuance of HOP. Date: PennDOT Approval of HOP required prior to BOS action.					Day 30 Day 60	

	Procedure	Yes	No	N/A	Date	Timeline	Comment
22.	Center Township Planning Commission Recommendation to Board of Supervisors. Date: Without Conditions: With Conditions (provide supporting documentation): Conditions to be addressed by Applicant before Plan is forwarded to Board of Supervisors for consideration. Date:					Day 60	
23.	Center Township Planning Commission Denial of Application. Date: Center Township Staff to notify Applicant in writing of denial and reasons for denial.					Day 60	
24.	Applicant may request Time Extension to Refine Plan or provide outstanding information. Time Extension Requested by Applicant. Date: Time Extension Granted by Center Township. Date: Additional Days Granted:					-----	
25.	Center Township Board of Supervisors Review. Meeting Date:					Day 90 + Time Extension if Requested	
26.	Center Township Board of Supervisors Approval of Plat without Conditions. Date: Resolution No.:					Day 90 + Time Extension if Requested	
27.	Center Township Board of Supervisors Approval of Plat with Conditions. Date: Resolution No.: Detail of Conditions.					Day 90 + Time Extension if Requested	
28.	Conditions accepted by Applicant and included on Plan. Date:					Day 90 + Time Extension if Requested	
29.	Center Township Board of Supervisors Denial of Plan. Date: Center Township Staff to notify Applicant in writing of denial and reasons for denial.					Day 90 + Time Extension if Requested	

	Procedure	Yes	No	N/A	Date	Timeline	Comment
30.	Center Township Records Approved Plat within 90 Days of Approval by BOS. BOS Approval Date: Date Plat Recorded:					Day 180 + Time Extension if Requested	