

SUBDIVISION PROCEDURE GUIDE

Developer/Land Owner:

- Obtain application for subdivision from Municipal Office.
- Prior to surveying the land, complete on-lot sewage testing and obtain “site suitable” forms for each dwelling building lot.
- Present subdivision plot map to Washington County Planning Commission.
- Application and all pertinent documents submitted to Township Planning Commission and Township Engineer for review.
- Complete and sign Section A, B and C of the Sewage Planning Module Component (PMC).
- The Sewerage Enforcement Officer (SEO) must sign the document.

Planning Commission/ Zoning Officer:

- Obtain appropriate fee and documents from applicant.
- Planning Commission must receive the Township Engineer’s review of the plan prior to their approval (disapproval) of the subdivision at a regular meeting.
- Recommended plan and documentation goes to Supervisors meeting for approval or disapproval.

Supervisor:

- Review subdivision and Planning Commission’s recommendation; disapprove or approve **subject to DEP approval**, then the Chairperson and Secretary signs and seals the Mylar and informs the Developer/Land Owner to come pick up the Mylar. (The Developer/Land Owner is responsible for recording the Subdivision at the Court House)
- Complete Section E of Sewage Planning Module Component and Chairperson sign if approved.

Secretary:

- Determine if the PMC was completed properly then send it and all required documents to the Washington County Sewer Council (WCSC) including 1 extra copy of the plot map. The original mylar copy **MUST** remain at the municipality until the subdivision is approved by the DEP.

WCSC: Reviews and submits to DEP

DEP: Approves Subdivision

Zoning Officer:

- The applicant presents a valid sewage permit to the Zoning Officer and then the building permit may be issued