Butler Township Planning Module Submission Requirements

The following items must be submitted to the Butler Township Zoning Office for a Sewage Facilities Planning Module:

- 1. Completed, signed, and sealed Butler Township Planning Module Application and Certification,
- Completed and signed DEP Sewage Facilities Planning Module Application Mailer, and
- 3. Three (3) drawings indicating the location of all proposed taps to the current sewer system; location, size, and length of all proposed extensions; and location of all lots or buildings proposed in this development.

Butler Township's Zoning Office will review the Sewage Facilities Planning Module for completeness, and if complete will forward the information to the Butler Area Sewer Authority for their review.

The reviews completed by Butler Township and the Butler Area Sewer Authority are for <u>sewage planning purposes only</u> and are not an approval of a Subdivision or Land Development. Furthermore, the Butler Area Sewer Authority will require full working drawings prior to approval of the installation of a sewer tap or extension.

Once the reviews are complete, Butler Township will forward the information to the Pennsylvania Department of Environmental Protection, as well as forward a copy to the applicant.



Butler Township

290 South Duffy Road Butler, PA 16001 724-287-7465

Fax: 724-*282-2142

PLANNING MODULE APPLICATION AND CERTIFICATION

Name of Ap	pplicant		
Addı	ess		
Tele	phone NumberFax Number		
Location of	Subdivision or Land Development:		
Stree	Street Location		
Мар	Map & Parcel Number		
ON-LOT SYSTEMS			
1.	Is the proposed Development shown on Butler Township's Official Sewer Plan as an area served by an on-lot? YES NO		
PUE	BLIC SEWER SYSTEM		
1.	Does the Development propose any new treatment facility? YES NO		
2.	Will the Development require any new pump stations or more than 5 grinder pumps as part of this Development? YES NO		
3.	Will this Development serve more than 250 EDU's or have the potential to serve over 250 EDU's? YES NO		
4.	Will the proposed sewer connections or extensions require piping in excess of 8 inches? YES NO		
5.	Will the Development require a Part II Clean Streams Law Permit? YES NO		
	t the above information is true and correct, and are consistent with the proposed or land development, and Butler Township's Official Sewage Plan and DEP s.		
Surveyor	Registered Engineer or Architect		

SEWAGE FACILITIES PLANNING MODULE APPLICATION MAILER



For more information, visit DEP's Web site at www.depweb.state.pa.us, keyword: Act 537.

INSTRUCTIONS FOR COMPLETING SEWAGE FACILITIES PLANNING MODULE APPLICATION MAILER

(remove before sending mailer to the approving agency (the Department of Environmental Protection (DEP) or delegated local agency))

Please read the following instructions carefully before completing the application mailer. This information will be used to determine if sewage facilities planning is necessary for your project, and, if it is, which forms are appropriate.

Act 537 Sewage Facilities' planning is the duty of local municipalities. The responsibility of meeting the sewage disposal needs of the municipality rests with the municipality. Each municipality is required to have an Act 537 Official Sewage Facilities Plan to adequately address these needs. Adoption by resolution of a planning module is the vehicle for legally amending the municipality's Official Plan. It is imperative that the municipality receives all of the information required in order to make informed decisions.

Upon completion, submit this Mailer / Application form to the approving agency (DEP or delegated local agency). Additionally, provide a copy of the completed form to the County Health Department having jurisdiction over the area in which the proposed project is located.

Unless your project qualifies for one of the planning exemptions provided in Act 537, a package of sewage facilities planning forms appropriate for the project will be sent to the return address indicated on the mailer, or instructions for obtaining the appropriate forms from DEP's Web site (www.depweb.state.pa.us) will be issued. Each form includes detailed instructions that explain the use of the form and how to complete it. The package of completed forms and its supporting documentation is called a **sewage facilities planning module**, or "planning module." Once the planning module is complete, it must be submitted to the municipality in which the project is located for review and, if acceptable, adoption.

After adoption by the municipality, complete planning modules are submitted to either DEP or, if appropriate, to the delegated agency for review and final action. Some municipalities (or groups of municipalities working together) have requested and received DEP approval to review and take final action on planning modules. These are known as delegated agencies. To find out if your project is located in an area served by a delegated agency, contact the municipality or DEP's regional office serving your area.

Please note that both DEP and delegated agencies are required by law to charge fees for the review of planning modules. The fees DEP must charge are set by law in Act 537, while delegated agencies may set fees which can be the same or different from those in Act 537. For more information on review fees for your particular project, see the planning module documents or contact the approving agency (DEP or delegated agency) serving the area of your project.

NOTE: DEP will provide all planning module forms, however, if your project is a minor subdivision (defined as a subdivision of 10 lots or less, intended for single family residential homes served by individual onlot sewage disposal systems) you may also contact the municipality in which your project is located for a "Component 1" minor subdivision planning module form.

- 1. Print the name of the proposed development and name, address, telephone number and email address of the person who is proposing the project. If planning module components are to be sent to a different person or address, include this information on the front of the mailer in the return address block.
- 2. a. Enter the county in which the project is located.
 - b. Enter the municipality in which the project is located.
 - c. Enter the road or address (if available) or street coordinates (example west side of T-235, 1 mile south of intersection of Rt 15 and T-235).
 - d. Enter the appropriate tax parcel identification number (if available) of the parcel proposed for subdivision.
 - e. Enter the name of the U.S. Geological Survey (USGS) 7.5-minute quadrangle map which contains the project area, and the location of the project area on that map in inches up and over from the lower right corner of the map to the approximate center of the project. (Example Centerville West quad, 7 inches up and 2.5 inches over from lower right corner of map.) Alternatively, include an original or a copy of the USGS quad map with the project area outlined on it.
 - f. If the proposed project is located within a special protection watershed, (i.e., watersheds with a stream classification of High Quality or Exceptional Value), check "yes." If not located in special protection watershed, check "no."
- 3. Check the box that best describes the intended use of the proposed land development project. Residential refers to single-family lots. Multi-residential includes apartments, condos, etc. Commercial includes retail centers, office

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parks, industrial development, etc. **Institutional** refers to schools, hospitals and the like. **Brownfield** Site Redevelopment refers to projects proposing to recycle land. Some developments will involve more than one type of use, or will not fit comfortably into any of the classifications given. If this is the case, choose more than one category or explain under **Other**.

- 4. a. Enter the number of single family residential lots or Equivalent Dwelling Units (EDUs) proposed. An EDU is defined as that part of a multi-family dwelling or nonresidential project with flows equal to 400 gallons per day (gpd) (the assumed flow, for planning purposes, of a single family residential lot). To determine the number of EDUs, divide the proposed sewage flow of the project by 400 gpd.
 - b. Enter the total number of lots created from this parcel of land since May 15, 1972, including the lots being proposed at this time. (Onlot disposal proposals only.)
 - Enter the total project acreage and the acreage of any remaining land (land not proposed for development but under the same ownership and adjacent to the project area).
- 5. Enter the proposed total sewage flow from the project in gpd. See Title 25 of the Pennsylvania Code, Chapter 73, Section 73.17, (www.pacode.com), or DEP's Domestic Wastewater Facilities Manual, DEP ID: 362-0300-001 available on DEP's Web site at www.depweb.state.pa.us, keyword: wastewater.
- 6. Choose the category (a, b, c or d) that describes the method of sewage disposal planned to serve the project and enter the information requested. Since this information could have an effect on the planning requirements for your project, be as accurate as possible. If more than one method of sewage disposal is planned, or if an interim method is planned, indicate it here.
 - a. Sewerage System
 - If an existing system is being extended to serve the proposed project, or if lots are to connect directly to an existing sewage collection system, check all boxes that describe the project. Write in the names of the existing collection systems that will be used, the interceptor sewer which will be used for conveyance and the treatment facility where the sewage flows will be treated. Include the National Pollutant Elimination Discharge System (NPDES) permit number for the treatment facility, where applicable.
 - b. Construction of Sewage Treatment Facility (with stream discharge or with spray irrigation as final disposal option)
 - Check the box corresponding to the chosen final disposal option (stream discharge or spray irrigation field). This category does **NOT** include individual residence spray irrigation systems (IRSIS) which are considered onlot sewage disposal systems ((c), below). For stream discharges, name the receiving waterbody. If the proposed facility is intended to replace an existing, malfunctioning onlot system, check the box marked "repair."
 - c. Onlot Sewage Disposal Systems (individual, community, or large-volume)
 - Check the box corresponding to the type of onlot sewage disposal systems proposed to serve the project. An individual onlot sewage disposal system is a system of piping, tanks or other facilities used for collecting, treating and disposing of sewage into a subsurface absorption area. This category also includes IRSIS. A community onlot system is a facility either publicly or privately owned which will collect and dispose of sewage from two or more lots or EDUs into a subsurface absorption area. A large-volume onlot system is an individual or community onlot system which is designed to treat flows in excess of 10,000 gpd.
 - The approving agency must be notified at least 10 days in advance of all soil testing activities (including those related to planning exemption requests see 7(b)(5)(v)), so that its staff have the option of observing the tests.
 - d. Retaining Tanks (holding tanks or privies)
 - If retaining tanks are proposed as the method of sewage disposal, enter the number of holding tanks or privies which are proposed to serve the project.
- 7. Check this box if you desire to obtain your sewage facilities planning module forms from DEP's Web site. You will be provided with appropriate instructions, Web site addresses and DEP coding information in a letter rather than a package of paper forms.

8. Requests for Planning Exemption under the Sewage Facilities Act

You may request to be exempt from Act 537 planning requirements. Effective December 15, 1995, certain classes of subdivisions are no longer subject to the planning requirements of the Sewage Facilities Act. Completing Section 8 will help you and the approving agency determine if your project fits into one of these categories.

a. Protection of rare, endangered or threatened species.

DEP's technical guidance document "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001) requires DEP to ensure that requests for authorizations, are coordinated with the Department of Conservation and Natural Resources' (DCNR) Pennsylvania Natural Diversity Inventory (PNDI).

Conducting a search of the PNDI database and providing a copy of a "PNDI Project Environmental Review Receipt" for the proposed project and, if potential impacts are identified by the search, clearance or recommendation letters from the jurisdictional agency responsible for the particular species identified by a search, satisfies this requirement.

To avoid project delay, self-explanatory, self-conducted "PNDI Project Planning Environmental Review" searches are initiated at www.naturalheritage.state.pa.us. This interactive, online search will ask questions about the proposed project and provide the appropriate receipt, instructions or additional information regarding coordination with jurisdictional agencies.

As an alternative to the self-conducted search, project sponsors may request DEP staff to conduct the search by providing a completed "PNDI Project Planning & Environmental Review Form" (PNDI Form). The form is available at www.naturalheritage.state.pa.us. Individuals making this request should be aware that, due to the nature of the search software, DEP staff may need to contact them for additional information to successfully complete the search and that exclusive of any other items, their sewage planning exemption request is considered incomplete by DEP, until the appropriate receipt, clearance or recommendation letters are received.

For more information, see the "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001), available online in the eLibrary at DEP's Web site address www.depweb.state.pa.us.

- b. Attach a plot plan for the proposed project. The plan must depict anticipated lots to be created, either estimated sewer line runs (public sewer proposals), or site suitability test locations and Site Investigation and Percolation Test Reports (onlot proposals).
- c. Projects proposing use of onlot sewage disposal systems
 - (1) Information Required from the Municipality

The municipality in which the project is located (identified in Item 2.b. of the mailer) should determine if the municipality's Official Sewage Facilities Plan shows that the area planned for the project is to be served by onlot sewage disposal systems. If it is, the municipality should indicate this by having an authorized municipal official sign and date the form in the space provided. The official's name and title should be printed on the line below.

(2) Information Required from the Municipal Sewage Enforcement Officer (SEO)

The municipality's SEO must conduct personally, observe or otherwise confirm in a manner approved by DEP, site testing on each proposed lot in the subdivision (including any remaining land) to determine that separate sites are available for both a permitted primary onlot sewage disposal system and a replacement system (to be used if the original system fails in the future). If the SEO finds that each lot has been tested properly and fulfills these criteria, the SEO must indicate this by signing and dating the form in the space provided. His/her name and certification number should be printed on the line below.

(3) Information Required from the Applicant

The person proposing the subdivision, or his/her authorized agent, must determine if each lot in the subdivision (including the remaining land, if any) is at least one (1) acre in size. If they are, the applicant or his/her agent must indicate this by signing and dating the form in the space provided.

(4) Determinations Made by the Approving Agency

When the above listed information is received, the approving agency will determine the following:

- (a) If the geology of the project area is conducive to nitrate-nitrogen contamination of groundwater (determined from the topographic map location information); or
- (b) If elevated levels of nitrate-nitrogen are known to exist within one-quarter (1/4) mile of the proposed development (determined from agency groundwater sampling records in existence at the time of the application); or
- (c) If the area proposed for development is within an identified High Quality (HQ) or Exceptional Value (EV) watershed (determined from the topographic map location).

Following this investigation, the approving agency will render a decision on the exemption request within 10 working days of receiving the request for exemption. Both the applicant and municipality will be notified of the decision. If the request cannot be granted, the person named in the return address block will receive the proper planning module component forms (or instructions to obtain them from the DEP Web site) along with the notification of the decision, including the reason(s) that the request cannot be granted.

- d. Projects proposing use of public sewerage facilities (i.e., ownership by municipality or authority)
 - (1) Information Required from the Municipality

The municipality in which the proposed project is located (identified in Item 2.b. of the mailer) will determine the following from written documentation requested and obtained by the applicant from the facility permittee. This documentation MUST also be sent to the approving agency (DEP or delegated local agency) for evaluation.

- (a) Certification from the permittees of the collection, conveyance and treatment facilities proposed for use that capacity is available in these facilities to receive and treat the sewage flows from the proposed project; and
- (b) That these added flows will not cause an overload or 5-year projected overload in the facilities.

If the facilities proposed for use are owned and operated by an authority, or authorities, then attach a letter from each to the mailer.

If this written certification has been submitted by the applicant, an authorized municipal official should sign and date the form and print his/her name and title and the municipality name in the spaces provided.

NOTE: Since planning is a municipal responsibility, sewer authorities involved should make required information available but should **NOT** sign the mailer as the authorized municipal official.

(2) Determinations Made by the Approving Agency

When the above listed information is received by the approving agency, the approving agency will determine the following (from DEP records):

- (a) That the existing collection, conveyance and treatment facilities are in compliance;
- (b) That the existing facilities have no existing or 5-year projected overload;
- (c) That the municipality has a currently approved Official Sewage Facilities Plan which is being implemented; and
- (d) That the project does not propose service by facilities needing a new or modified permit from DEP under the Clean Streams Law.

Following this investigation, the approving agency will render a decision on the exemption request within 10 working days of receiving the request for exemption. Both the applicant and the municipality will be notified of the decision. If the request cannot be granted, the person named in the return address block will receive the proper planning module component forms (or instructions to obtain them from DEP's Web site) along with the notification of the decision, including the reason that the request cannot be granted.

If unsure of which local DEP office to contact, the following DEP regional offices will assist you in determining the appropriate local DEP office that serves your specific municipality.

If you need more information or assistance, please contact your local DEP office.

DEP REGIONAL OFFICES

Southeast Region

2 E. Main St.

Norristown, PA 19401

Main Telephone: 24-Hour Emergency: 484-250-5900 484-250-5900

Counties: Bucks, Chester, Delaware,

Montgomery and Philadelphia

Northwest Region

230 Chestnut St.

Meadville, PA 16335-3481

Main Telephone: 24-Hour Emergency: 1-800-373-3398

814-332-6945

Counties: Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson,

Lawrence, McKean, Mercer, Venango and Warren

Southwest Region 400 Waterfront Drive

Pittsburgh, PA 15222-4745

Main Telephone: 24-Hour Emergency: 412-442-4000 412-442-4000

Counties: Allegheny, Armstrong, Beaver, Cambria, Fayette, Greene,

Indiana, Somerset, Washington and

Westmoreland

Northeast Region

2 Public Square

Wilkes-Barre, PA 18711-0790 Main Telephone: 570-826-2511

24-Hour Emergency: 570-826-2511

Counties: Carbon, Lackawanna, Lehigh, Luzeme, Monroe, Northampton, Pike, Schuylkill,

Susquehanna, Wayne and Wyoming

Southcentral Region

909 Elmerton Ave. Harrisburg, PA 17110

Main Telephone: 717-705-4700

24-Hour Emergency: 1-877-333-1904

Counties: Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin,

Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry

and York

Northcentral Region

208 W. Third St., Suite 101

Williamsport, PA 17701

Main Telephone: 570-327-3636

24-Hour Emergency: 570-327-3636

Counties: Bradford, Cameron, Clearfield, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga and

Union

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1.	Development Information Name of Development Developer Name				
	Address				
	Tel	ephone #			
	Em	ail			
2.	Lo	cation of Development			
	a.	County			
		Municipality			
	C.	Address or Coordinates			
	d.	Tax Parcel #			
		USGS Quad Name			
		inches up over			
		from bottom right corner of map.			
	f.	Located in a High Quality/Exceptional Value watershed? ☐ Yes ☐ No			
3.	Ту	pe of Development Proposed (check appropriate box)			
		Residential			
	De	scribe			
	_				
		Commercial Institutional			
	De	scribe			
	☐ Brownfield Site Redevelopment ☐ Other (specify)				
4.	Siz				
	a.	# of lots # of EDUs			
		# of lots since 5/15/72			
		Development Acreage			
		Remaining Acreage			
5.	Se	wage Flows gpd			
6.		oposed Sewage Disposal Method (check applicable boxes			
		Sewerage System			
	u.	Existing (connection only) New (extension)			
		□ Public □ Private			
		☐ Pump Station(s)/Force Main ☐ Gravity			
		Name of existing system being extended			
		Interceptor Name			
		Treatment Facility Name			
		Troduction to domy realise			
		NPDES Permit #			
	b.	☐ Construction of Treatment Facility			
		☐ With Stream Discharge			
		☐ With Land Application (not including IRSIS)			
		Other			
		☐ Repair?			
		Name of waterbody where point of discharge is proposed			
		(if stream discharge)			

	Onlot Sewage Disposal Systems (check appropriate box)	IDCIC)
	☐ Individual onlot system(s) (including ☐ Community onlot system	ikoloj
	Large-Volume onlot system	
d.	Retaining tanks	
	~	
	Number of Holding Tanks Number of Privies	 .
	Request Sewage Facilities Planni electronic format	ng Module forms in
Red	quest for Planning Exemption	
	Protection of rare, endangered or threat eck one:	ened species
or	The "PNDI Project Environmental Revie	w Receipt" is attached.
For the exe pro a "I doo	A completed "PNDI Project Planning 8 m," (PNDI Form) is attached. I reques required PNDI search for my project. I emption will be considered incomplet essing of my planning exemption required PNDI Project Environmental Review Recumentation from jurisdictional agenciare received by DEP.	t DEP staff to complete realize that my planning te and that the DEP est will be delayed, until ceipt" and all supporting
	Applicant or Con	sultant Initials
b.	☐ Plot Plan Attached ☐	Site Reports Attached
c.	Oniot Disposal Systems	
	(1) I certify that the Official Plan show service area.	vs this area as an onlot
	(Signature of Municipal Official)	
	(Signature of Municipal Official)	/ Date // Title
	•	1
	Name (Print)	Title
To	Name (Print) Municipality (must be same as in 2.b.) elephone #	
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7.

8.

Return Correspondence/Forms to:	
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	DEPARTMENT OF ENVIRONMENTAL PROTECTION
DEP USE	
Components Sent	
Onlot Disposal	
Collection and Treatment	
Planning Agency Review	
Exempt from Planning	
Code	
Date	
1	
	"Fold Here"