



290 South Duffy Road
Butler, PA 16001

724-287-7465
724-282-2142 Fax

Simple Subdivision Application & Checklist

This packet is also available on our website!
www.butlertwp.org

September 2012

Applicant's Checklist Simple Subdivision

1. The following must be submitted to the Zoning Office 30 days prior to the Planning Commission Meeting.
 - a. Completed Application,
 - b. Completed and notarized Application Agreement,
 - c. Ten sets of the plan (24" x 36"). **All plans must be folded,**
 - d. One copy of the general site plan reduced to 11" x 17",
 - e. Fee in accordance with the current Fees Resolution, and
 - f. Written approval for the following, if applicable:
 1. Water – Pennsylvania American Water Company – availability and permission to extend
 2. Sewer – Approval of D.E.P. and Butler Area Sewer Authority
 3. Roads – Butler Township Road Superintendent
 4. Occupancy Permit – Required from PennDOT if on a State Road for Highway Occupancy Permit and water discharge
 5. Butler County Conservation District if over five acres (NPDES).
2. All plans must be complete and in compliance with Butler Township's Codified Ordinance, **Chapter 252 SUBDIVISION AND LAND DEVELOPMENT and Chapter 300 ZONING.**
3. If the property embraced in this plan is encumbered by a mortgage, judgment of record, or otherwise, the certificates in Butler Township's Codified Ordinance, **§ 262-60. Title clause (mortgage clause),** must be added to the plan and signed off by the mortgagee.
4. Applicant or applicant's representative must attend the following meetings:
 - a. Butler Township Planning Commission (normally 1st Tuesday of each month at 6:00 p.m.)
 - b. Butler Township Board of Commissioners after the Township Planning Commission has made recommendation (normally 3rd Monday of each month at 6:30 p.m.)
5. **Recording of final plat.** Upon approval of a final plat by the Township, the developer shall, within 90 days of such final approval, record such plat in the office of the Butler County Recorder of Deeds, or the Township's approval shall be null and void.
6. **Filing of copies.** As soon as is practical after recording of the final plat in the Office of the County Recorder of Deeds, the developer shall deliver to the Township Zoning Officer or his authorized representative two paper prints of the plat as recorded, containing all required signatures and dates of approval. Proof of recording shall be required prior to the issuance of any building permit for any lot shown on the final plat.
7. BUTLER TOWNSHIP WILL NOT REFUND ANY FEES.

SIMPLE SUBDIVISION CHECKLIST

The following checklist is a guideline, but is in no way representative of all the Butler Township Regulations.

Pre-Application Preliminary Application
 Final Plan Review Simple Subdivision

YES NO N/A

- | | | | |
|-------|-------|-------|---|
| _____ | _____ | _____ | A. Ten (10) folded copies of all drawings and documents have submitted 24" x 36". |
| _____ | _____ | _____ | B. One Butler Township mylar. |
| _____ | _____ | _____ | C. Plans have been submitted thirty (30) days before the Planning Commission meeting. |
| _____ | _____ | _____ | D. Application has been submitted with proper fee. |
| _____ | _____ | _____ | E. General Information. |
| _____ | _____ | _____ | 1. Are any variances obtained regarding zoning noted on the plans along with the appropriate approval date? |
| _____ | _____ | _____ | 2. Is the map on a maximum 1" = 100' scale? |
| _____ | _____ | _____ | 3. If index sheets are used, is a key map prepared? |
| _____ | _____ | _____ | 4. If final approval is sought for a part of an area for which preliminary plan approval was granted, is there a key map showing the relationship of the area granted preliminary approval to that for which approval is sought? |
| _____ | _____ | _____ | 5. Does the title block contain: |
| _____ | _____ | _____ | a. The title of the plan approved by the Planning Commission under which the subdivision or development is to be recorded? |
| _____ | _____ | _____ | b. Date of plan submission? |
| _____ | _____ | _____ | c. Graphic scale? |
| _____ | _____ | _____ | d. Name and address of landowner? |
| _____ | _____ | _____ | e. Name and address of developer, if different from owner? |
| _____ | _____ | _____ | f. Name and address of professional engineer or surveyor with seal? |
| _____ | _____ | _____ | 6. Certificates and acknowledgments on one (1) sheet. |
| _____ | _____ | _____ | a. Is there an individual or corporate acknowledgment, notarized? |
| _____ | _____ | _____ | b. Is there a guarantee of title and mortgagee's consent to recording, notarized? |
| _____ | _____ | _____ | c. Is there a local municipal release from obligation to construct improvements? |

YES NO N/A

d. Are there offers of dedication of public streets and/or land areas for public or community purposes?

e. Notation of zoning variances or modifications to the provisions of the ordinance.

f. Are any variances obtained for zoning noted on the plan with the appropriate approval date?

7. Information on Plat.

a. Is the perimeter boundary line of the property for which approval is sought shown?

b. Are the street right-of-way lines shown?

c. Are the subdivision lines shown?

d. Are the building set-back lines shown?

e. Are the easement right-of-way lines shown?

f. Are there accurate dimensions by bearings and distances of all property, subdivision and easement lines:

g. Are there accurate dimensions by bearings and distances of all street right-of-way lines?

1. Curve data?

2. Deflection angles?

3. Lengths of arcs?

4. Points of tangent and deflection of corners?

5. Angles of corner?

h. Are the widths of all rights-of-ways, easements and streets indicated?

1. Streets

2. Utility easements

3. Drainage easements

i. Are the street names indicated?

j. If applicable, a notation on the plat that access to a state highway requires a State Highway occupancy permit.

k. Are the blocks and lots numbered to identify each parcel to be subdivided?

1. Is the numbering system continuous over the entire property?

2. Are lots laid out according to design requirements?

l. Is the location of each monument and marker shown as it relates to an official existing monument?

m. Are monuments and markers to be set and constructed as required?

n. Is the location of any land within the property to be dedicated for public use shown?

1. Is the use indicated?

2. Are the dimensions and area indicated?

3. Are sites properly marked, dedicated or reserved for the final plat?

4. Is the agency responsible for future maintenance noted?

YES NO N/A

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 4. Are the gas lines indicated?
 - a. Are the sizes indicated?
 - b. Is the pressure indicated?
 - c. Is the material indicated?
 - d. Is the supplier indicated?
 - e. Is the location of the point of connection to the existing system indicated?
 - f. Are any meters or other appurtenances to be placed on or near the property?
 - g. Is a minimum of twenty (20) feet maintained between a natural gas transmission line and the nearest point of any residential building?
- 5. Is the location of electrical and telephone distribution lines indicated?
 - a. Is there a notation of whether the lines are above or below ground?
 - b. Underground utilities are to be installed?
 - c. Is location of transformers in vaults, pad-mounted or on poles noted?
- 6. If proposed, is the arrangement of areas to be used for recreation noted:
 - a. Are the specific equipment and structures noted?
 - b. Are the access paths to and through the areas noted?
 - c. Is the grading and treatment of the ground surface noted?
- 7. If proposed, is the group parking areas noted?
 - a. Is the arrangement of parking spaces noted?
 - b. Are the limits or paved areas noted?
 - c. Is the size of the typical space noted?
 - d. Is the width across access lanes noted?
 - e. Is the method of stopping car wheels noted?
- 8. Street lights are to be installed in accordance with Chapter 252-30:
 - a. Are the street lights powered from an underground source?
 - b. Are the street lights on their own standards?
 - c. If the electrical supply network is different from the electrical distribution system, is the network defined and noted?
 - d. Are the pole types noted?
 - e. Are the luminary characteristics noted?

G. Grading, Drainage, and Storm Water Management Plan.

_____	_____	_____
_____	_____	_____

- 1. This section must meet all the requirements of Chapter 242; Chapter 252, Sections 35-38; and the Butler Township Flood Plain Management Ordinance.
- 2. Is the plan the same scale as the final plan map?

YES NO N/A

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 3. Is grading shown at two (2) feet contour intervals if not a simple subdivision:
 - a. Is the configuration of contours to remain shown?
 - b. Is the configuration of contours to be altered shown?
 - c. Is the configuration of new contours shown?
 - d. Are ten (10) foot contour lines shown in heavier ink?
- 4. Storm drainage.
 - a. Is the location of storm drainage line indicated?
 - b. Are the size of the lines, along with calculations justifying the size indicated?
 - c. Is the slope of the lines indicated?
 - d. Is the capacity of the lines indicated?
 - e. Is the material indicated?
 - f. Is the location of all major appurtenances in the system including catch basins, culverts, and manholes indicated?
 - g. Are invert elevations of the above indicated?
 - h. Is the location of all storm water easements indicated?
 - i. Is the location of all surface swales indicated?
- 5. Is the Erosion and Sedimentation Plan done in accordance with Ordinance and current DEP regulations?
- 6. Has the Erosion and Sedimentation Plan been approved by the Butler County Soil and Conservation District?
- 7. Is the subdivision, development, or mobile home park in a flood prone area?
- 8. Is a stormwater management report, sealed by a professional engineer or surveyor provided?
 - a. Does the report indicate routing calculations to substantiate the design?

H. Street Profiles and Cross Sections.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 1. Is the street profile along the centerline of each section showing the ground elevation?
 - a. Are street grades shown?
 - b. Are vertical curves showing length of arcs shown?
 - c. Is the angle of connected grades shown?
 - d. Are points of tangent for 100 feet beyond the property indicating connection to existing streets shown?
- 2. Is a typical cross section through the street right-of-way lines shown?
 - a. Are sidewalks shown?
 - b. If applicable, are sidewalks included?
 - c. Are the thicknesses and widths of the materials to be used in construction of the road indicated?
 - 1. Are materials shown?
 - 2. Are the widths shown?
 - 3. Is drainage shown as it is to be carried onto the right-of-way?

YES NO N/A

d. Are streets crowned to create gutter lines?

e. Are curbs installed?

3. Are street alignments and intersections in accordance with the requirements of the latest edition of "A" Policy on Geometric Design of Highways and Streets?"

4. Are street grades less than 12%?

5. Are street rights-of-way at least 50 feet?

I. Titles and Approvals.

1. Are letters received from utilities stating they can handle the requirements of the development plan when completed?

a. Gas?

b. Electric?

c. Water?

d. Sewage?

e. If not on public sewer, than a letter from the Township Sewage Enforcement Officer attesting that the proposed sewage disposal system meets the State Department of Environmental Resource's requirements?

2. Has the amenities bond been posted in the amount of 110% of the cost of improvements not to be dedicated to public?

3. Has the improvement bond been posted in the amount of 110% of the cost of improvements to be deducted to the public?

4. Is the development agreement submitted in accordance with Chapter 252-13.C?

J. If a mobile home park, does it comply with the additional requirements of Chapter 252 Sections 39-42?

Simple Subdivision Application Agreement

THIS AGREEMENT, made and concluded this ____ day of _____,
_____ by and between.

The Township of Butler, a first class township with offices at 290 South Duffy Road,
Butler, PA, hereinafter referred to as a "Township."

A

N

D

hereinafter referred to as "Developer"

WITNESSETH

WHEREAS, Developer has submitted a proposed subdivision plan (hereinafter referred to as "Plan"), for land described in the Rider attached hereto, to Butler Township for final approval; and

WHEREAS, Township will incur certain costs and expenses in conjunction with the approval of said plan; and,

NOW THEREFORE, in consideration of the promises contained herein and intending to be legally bound it is hereby agreed as follows:

1. Developer shall pay all costs reasonably incurred by Township for engineering and legal fees for the review of the plan, inspection of the plan, approval of the plan and improvements and enforcement of the plan requirements on this Agreement. All fees shall be paid within ten (10) days of the date Township mails the statement for fees and costs.

2. Developer waives, discharges and remises the Township from any claim, demands, suits, actions or causes of action arising from or related in any manner to Township's review and approval of the Plan as submitted by Developer. Provided, however, that the foregoing release relates only to Township's review and approval of the Plan and shall not be construed as a future release of the Township from claims by Developer, such as, for example, Township's arbitrary refusal to approve a municipal improvement and/or amenity which has been completed in accordance with all applicable laws, rules and regulations.

3. This Agreement shall be binding upon the parties hereto their heirs, successors, administrators or assigns and shall be deemed a covenant running with the land.

IN WITNESS WHEREOF we have hereunto set our hands and official seals this

_____ day of _____, _____.

Attest

Butler Township Secretary

Butler Township

Developer

Witnesses

Commonwealth of Pennsylvania

County of _____

On this, the ____ day of _____, _____, before me the undersigned officer, personally appeared _____

_____ known to me (or satisfactorily proven) to be the person whose name(s) are subscribed to the within instrument, and acknowledged that _____ executed the same for the purposes therein contained.

IN WITNESS THEREOF, I hereunto set my hand and official seal.

Notary Public

Commonwealth of Pennsylvania

County of _____

On this, the ____ day of _____, _____, before me the undersigned officer, personally appeared _____

_____ known to me (or satisfactorily proven) to be the person whose name(s) are subscribed to the within instrument, and acknowledged that _____ executed the same for the purposes therein contained.

IN WITNESS THEREOF, I hereunto set my hand and official seal.

Notary Public

Butler Township Simple Subdivision Application

Name of Applicant _____ Date _____

Address _____ Phone _____

Name of Land Owner _____

Address _____ Phone _____

(If Land Owner is not Applicant, written authorization to act on the Land Owner's behalf must be presented with the application.)

Map & Parcel _____ Zoned District _____

Type of Subdivision Application

_____ Pre-Application _____ Preliminary Application

_____ Final Application

Number of Lots in the Proposed Subdivision: _____

Has this property ever been subdivided before: _____ YES _____ NO

If yes, please list the name of the subdivision: _____

Give a brief description of work to be done: _____

I have received a "Subdivision Application & Checklist" _____
Initial

I/we hereby certify that I/we have read the application within and that the facts set forth are true and correct and that I/we shall pay all costs incurred by Butler Township in the review of the application plan.

Signature _____ Date _____

THE BUTLER AREA SEWER AUTHORITY CHECKLIST FOR SEWAGE FACILITIES PLANNING MODULE

The following is a guideline for the submission of a Planning Module, but is in no way representative of all of the Pennsylvania Department of Environmental Protection (DEP) or Butler Area Sewer Authority (BASA) regulations.

If the Development is proposing an expansion to an existing facility or structure (commercial or multi-family residential) a Planning Module is required ONLY IF BOTH OF THE FOLLOWING CONDITIONS OCCUR:

1. The expansion will increase the flows by 400 gallons per day or more, and
2. The total flows from the facility (existing plus new expansion) are 800 gallons per day or more.

If either of these conditions is not met, a Planning Module is not required. In determining this requirement for any residential development, including but not limited to single family structures, apartments, or condominiums, each of the above residential units is considered as contributing one equivalent dwelling unit at 400 gallons per day.

If the Development is proposing any new public sewer extension of, any new connections to, or any subdivision along, an existing sanitary sewer line, a Planning Module is required. BASA and Butler Township are currently under a Consent Order and Agreement (CO&A) with the DEP. Under the CO&A, an Exemption to Planning Module is not permitted, and a full and complete Planning Module is required. The Applicant must contact the DEP, either on-line or by Sewage Facilities Planning Module Application Mailer, and the DEP will determine which Planning Module Components are applicable.

The Planning Module submittal must include a Development Plan that is detailed enough to show the location of the interceptor, collector, and/or building connection sewer lines.

The application must be submitted with the proper fees and drawings.

THE BUTLER AREA SEWER AUTHORITY CHECKLIST FOR SANITARY SEWER PLANS

The following checklist is a guideline for the submission of sanitary sewer plans required for a Subdivision and/or Land Development Plan, but is in no way representative of all of the BASA Regulations.

General

1. Are copies of plans submitted on 24" x 36" sheets showing plan views to a scale of 1"=50' and profiles to a scale of 1"=50' horizontal and 1"=10' vertical?
2. Is the submittal a complete set of plans for the proposed Development including, but not limited to: Subdivision, Site Plan/Utility Plan, Plumbing Plan (commercial and/or multi-family residential only), Sanitary Sewer Plan and Profile, Streets, and Storm Sewers?
3. Has the Authority's "Rules and Regulations Pertaining to Extensions of Existing Sanitary Sewers" been made part of the Plan Drawings?
4. Has the Application been submitted with proper fee?
5. Has the Sewage Facilities Planning Module or an Exemption been approved by the DEP? Is a copy of approval letter attached?
6. Is the proposed type of land use shown on the plans (single family, multi-family, commercial, etc.)?
7. If multi-family, is the proposed type of ownership shown on the plans (apartments, condominium, fee simple, etc.)?
8. If the Development is proposed to be completed in Phases, are the Phases clearly delineated? Separate sanitary sewers into Phases as required.

Sanitary Sewer Plans

1. Are dedicated sanitary sewer easements shown on the Subdivision Plan, or for Land Developments, have easements been recorded in the name of the Butler Area Sewer Authority, for all sewers to be constructed outside dedicated street right-of-ways?
2. Does the Sanitary Sewer Plan meet the DEP and BASA design requirements?
 - a. Is the location of the collection sewers and building laterals shown?
 - b. Is the line size, length, grade, and pipe material shown?

- c. Is the location of all manholes shown, indicating influent and effluent inverts for all pipes, and the top elevation of the casting shown?
- d. For all pipes with grades greater than 5%, is the grade carried through the manholes; for pipes with grades less than 5%, is there at least 0.2 feet of fall through each manhole?
- e. For all commercial/industrial subdivisions, is there a note on the plan indicating that all sanitary sewers shall be backfilled with 100% stone backfill?

Developer's Agreement

1. Is the name and address of the Property Owner and/or Developer on the Plan?
2. Is the Deed Book Volume and Page Number, or the Instrument Number, of the property provided?
3. Will the sanitary sewer improvements be guaranteed by a Performance Security or will they be constructed complete, with acquisition of a Sanitary Sewer Connection Permit deferred until the sewers are accepted by the Authority?
4. If a Performance Security is posted, has an Engineer's cost estimate or Contractor's bid price been submitted for approval by the Authority? Does the cost estimate include prices for all main line sewers, lateral sewers, inspection tees, flushing, pressure testing, and internal inspection of all main line sewers?