

BLOOMING GROVE TOWNSHIP

MINOR SUBDIVISION SUMMARY

- A. Definition of a Minor Subdivision.** (Article II, § 204, Blooming Grove Township Subdivision and Land Development Ordinance of 1992 (“SALDO”))

-A subdivision that creates ten (10) lots or less; does not require the construction or extension of any streets or municipal facilities and creates no public or private community facilities such as, but not limited to, storm water controls, a central water supply and/or central sewage disposal system.

- B. General Procedure.** (Article III, §§ 301.1, 305, SALDO)

1. The owner, or his or her representative, (the “Applicant”) may submit a Sketch Plan for informal or detailed review and comment by the Blooming Grove Township Planning Commission (the “PC”). This step is optional, and is not required by the SALDO. *See* § 302 on Sketch Plans for more details.

2. The Applicant submits all required documents and the applicable filing fee to the PC Secretary. The Secretary checks only to see if the submission includes the required number of copies of all of the documents. The Secretary then sends out a Plan Submittal Verification (the “Verification”) to the Applicant either accepting the submission as complete or advising the Applicant of any deficiencies or omissions. The date of this Verification is the “Submittal Date.” (§ 305.1.4)

3. The Applicant must submit the following documents: (§§ 301.2, 305.1.2, 305.1.3)

- (a) Evidence of ownership of the property;
- (b) A notarized statement by the owner identifying his or her representatives and certifying their authority to act on the owner’s behalf;
- (c) Eleven (11) copies of the Minor Subdivision Plan Review Application;
- (d) Eleven (11) copies of the Minor Subdivision Plan (*See* § 404 for Plan Requirements);
- (e) Two (2) copies of the Zoning Compliance Report;

- (f) Two (2) copies of the Sewage Planning Module;
- (g) Four (4) copies of all other supporting data/documents required under Article VI of the SALDO, if any; and
- (h) The applicable filing fee.

4. The Secretary distributes the submission (the “Plan”) to the following agencies/individuals for review and comment: (§ 305.1.6)

- (a) Pike County Planning Commission;
- (b) Township Engineer;
- (c) Township Zoning Officer;
- (d) Township Solicitor;
- (e) Township Sewage Enforcement Officer (“SEO”);
- (f) Pike County Conservation District; and
- (g) Any other Engineer, consultant or agency designated by the Township.

The SALDO actually requires the PC to send the Plan out; however, due to time constraints, it is more practical for the Secretary to send the Plan out as soon as possible after the Submittal Date. (§ 305.1.6)

5. The Secretary places the project on the agenda for the next PC meeting; however, a Plan must be received at least ten (10) days prior to the PC meeting for it to be reviewed at that month’s meeting. (§ 305.1.1)

6. The PC reviews the Plan at a public meeting to ensure its completeness and that all submitted documents are in the proper form. If the PC finds that the Plan is technically complete, it must provide the Applicant with a written receipt listing the date of that meeting as the “Official Date of Plan Submission.” This is the date from which the ninety (90) day review period runs (with one exception listed below). (§ 305.1.5)

7. If the Plan is incomplete, the PC can reject it, but the PC must provide the Applicant with a written list of the deficiencies and/or omissions. (§ 305.1.5)

8. Generally, the Official Date of Plan Submission will be the date of the first PC meeting following the Submittal Date. However, if the next PC meeting is scheduled more than thirty (30) days from the Submittal Date, then the ninety (90) day review period begins to run on the thirtieth (30th) day *after* the Submittal Date—and that date—not the date of the next PC meeting—becomes the Official Date of Plan Submission.

9. The PC may make its recommendation on the Plan at the initial meeting (i.e., the Official Date of Plan Submission) or at a subsequent public meeting. The PC's recommendation may be for approval of the Plan, approval with conditions, or denial. The PC must communicate its recommendation in writing to the Blooming Grove Township Board of Supervisors (the "BOS") and the Applicant within fifteen (15) days of its recommendation. All conditions or reasons for denial must be set forth in this written recommendation. (§ 305.2.1)

10. The Secretary places the project on the agenda for the next BOS meeting. At its option, the BOS can either hold a public hearing (with advertised notice) or simply review the Plan at its next meeting. (§ 305.7)

11. The decision by the BOS must be made at a public meeting, and must be communicated in writing to the Applicant within fifteen (15) days of the date of that decision, and in no event more than ninety (90) days from the Official Date of Plan Submission. (§ 305.2.2)

12. The decision by the BOS may be for approval of the Plan, approval with conditions, or denial. If approval is conditional, all conditions imposed by the BOS must be set forth in its written decision. If the Applicant does not consent to these conditions in writing within fifteen (15) of receipt of the BOS's decision, the Plan is deemed denied. (§ 305.2.3) If the Plan is denied, the reasons for the denial, including the relevant Ordinance or statutory provisions, must be stated in the written decision. (§ 305.2.4)

13. The BOS may grant a waiver of or a modification to the requirements of the SALDO upon a showing by the Applicant that literal compliance with the Ordinance is unreasonable under the circumstances; that compliance will cause undue hardship as it applies to that particular property; or that an alternative proposal will provide equal or better results. Requests for waivers and/or modifications must be in writing. (§§ 902.1, 902.3) See § 902 on Waivers/Modifications for more details.

14. Upon approval, the Sewage Planning Module is forwarded to the Pennsylvania Department of Environmental Protection ("DEP"). All Plan approvals are conditioned upon approval by DEP of the Sewage Planning Module and obtaining a Highway Occupancy Permit from the Pennsylvania Department of Transportation (PennDOT), if applicable. (§§ 305.5, 305.6)

15. If approved, the BOS will sign the Plan and retain one (1) copy for the BOS and one (1) copy for the PC. (§ 305.8) The Applicant must record the approved Plan in the Pike County Recorder of Deeds Office within ninety (90) days of signature by the BOS; otherwise, the Plan is void. (§ 305.9)