

**SANDY TOWNSHIP
P.O. BOX 267
DUBOIS, PA 15801**

ZONING OFFICER
James H. Keck

CO-PLANNING COMMISSION DIRECTOR
Shelly A. Reasinger

ENGINEER
Perry L. Bowser

MINOR SUBDIVISION REQUIREMENTS

1. Plat map listing the following items:
 - (a) location map
 - (b) building setback lines
 - (c) proposed building location
 - (d) adjoining property owners
 - (e) property corner type and property lines
 - (f) scale, north arrow and title block
 - (g) address and phone number of owners
 - (h) existing and proposed right-of-way of utilities, roads, streets and easements
 - (i) section for certification of approval by Township Planning & Zoning Commission, Supervisors, and Engineer
 - (j) location of flood plain boundaries, if any, within the proposed subdivision
 - (k) section for certification of ownership and acknowledgment of subdivision plans
 - (l) section for certification of approval by Clearfield County Planning Commission
 - (m) Existing and proposed streets, roadways, access roads, etc.
 - (n) Lot lines and lot sizes
 - (o) Existing and proposed drinking water supplies for proposed and contiguous lots
 - (p) Existing buildings
 - (q) Surface waters
 - (r) Wetlands - from National Wetland Inventory Mapping and USGS Hydric Soils Mapping
 - (s) Remaining acreage under the same ownership and contiguous lots
 - (t) Existing pipeline and transmission lines, etc.
2. Plat map max size 24" wide x 36" long scaled to one hundred (100) ft to one (1) inch or larger.
3. Five (5) copies of Plat map with notarized property owner signature and certification by Registered Surveyor and each copy sealed.

4. Attach a copy of DEP Sewage Facilities Planning Module Component 1 completed and information for septic approval will be included with the Plat map:
 - (a) Location of all soils profiles and percolation tests
 - (b) Slope at each test area
 - (c) Soil types and boundaries
 - (d) Existing on-lot or sewage system
 - (e) Attach a copy of completed site investigation and percolation test report from S.E.O.

NOTE: You must show sewage system on existing lots subdivided from the tract since May 15, 1972 with location

5. All subdivisions are to be submitted to the Sandy Township Zoning Office **no later than five (5) working days** before the Planning Commission meeting for completeness review. A letter requesting to be put on the agenda for the Planning Commission meeting and the filing fee are required at this time.

NOTE: Plans which are incomplete, lack supporting documentation, or fail to pay the required fee will be returned as incomplete and will not be placed on the agenda.

Minor subdivisions are filed in only the Final form. Plans may be approved, approved conditionally, or denied for cause. Any conditional approval must be formally accepted in writing by the developer. If not accepted, it will be a denial per state law.

Regular meetings of the Sandy Township Planning Commission are held on the third Wednesday of each month beginning at 7:00 P.M. Decisions are made at public meetings - the applicant and/or their representative are encouraged to attend the meeting.

Questions may be placed to the Zoning Officer at 371-4220.

Planning Commission Meeting _____

Final Submission Date _____

Incomplete applications or complete applications failing to meet the deadline for submission will **not** be placed on the Agenda for the upcoming Planning Commission Meeting.

Applicant

Township Official

Action To Be Taken By The Applicant Following Approval:

Recording of Plat Map:

Within ninety (90) days after the date of approval by the Governing Body of Sandy Township of the final Plat, the owner shall record an approved duplicated copy thereof in the office of the Clearfield County Recorder of Deeds, and forthwith file with the Governing Body of Sandy Township a recorder's certificate that the approved plat has been recorded with the deed book and page numbers indicated.

Note: No building permit will be issued until proof of county recording of subdivision and deed.