

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE
OF
GREENE TOWNSHIP
PIKE COUNTY, PENNSYLVANIA

ARTICLE III
PLAN PROCESSING PROCEDURES

301 General

- A. Submission - All plans for the subdivision and/or development of land within the corporate limits of Greene Township shall be submitted to and reviewed by the Township Planning Commission and other Township, State, and/or County Officials as provided in this Ordinance, and shall be approved or disapproved by the Governing Body in accordance with the procedures specified in this Article.
- B. Attendance - The applicant or his/her duly authorized representative shall attend the Planning Commission meeting and Board of Supervisors meeting to discuss the filed plans. If the applicant or representative fails to appear at a meeting where the plans will be considered, it may result in plan disapproval if the Township determines that it resulted in insufficient information to render a decision.

302 Sketch Plan

- 302.1 Sketch Plans – Applicants are encouraged, but not required, to submit a sketch plan to the Planning Commission prior to the submission of a Preliminary Plan. Copies of any sketch plans shall be forwarded to the Township Secretary by the Applicant. The purpose of the Sketch Plan is to establish:
 - A. The overall objectives of the Applicant.
 - B. The extent to which the proposed plan conforms to the provisions of this Ordinance.
 - C. If the said plan shall qualify as a major or a minor subdivision and/or land development.
- 302.2 Non-formal Filing – A sketch plan shall be considered a submission for discussion between the Applicant and the Planning Commission and shall not constitute a formal filing of a plan with the Planning Commission. All sketch plans submitted shall be so noted on the Plan and in the minutes of the Planning Commission.
- 302.3 Submission at Meeting – A Sketch Plan may be presented to the Planning Commission at any regularly scheduled meeting and the Commission may review and comment on said plan at such meeting. A Sketch Plan shall be forwarded to the Township Secretary by the Planning Commission.
- 302.4 Detailed Review - Applicants may request, by letter to the Planning Commission, a detailed review of a Sketch Plan by the Commission. In such cases eight (8) copies of the Sketch Plan and supporting documents shall be submitted to the Township Secretary at least seven (7) business days (Monday through Friday) prior to the Planning Commission meeting at which the plan is to be discussed. This shall not constitute a formal submission.
 - 302.4.1 Sketch Plan Distribution – The Township Secretary shall distribute three (3) copies of the plans and supporting documentation to the Board of Supervisors.
 - 302.4.2 Written Comments – Comments of the Township Engineer and other Township consultants may be made in writing and submitted to the Township Secretary prior to the meeting at which the Sketch Plan will be discussed.
 - 302.4.3 Review by the Township Planning Commission – When a Sketch Plan has been properly submitted for detailed review, the plan shall be reviewed and discussed by the Township Planning Commission at the next regularly scheduled meeting.

- A. During the review of the Sketch Plan, the Township Planning Commission may consider the written reports of the Township Engineer and other Consultants before making its comments.
- B. The Commission may send written comments concerning changes or modifications, if any, required or recommended, that it deems necessary or advisable, to the following:
 - 1. The Applicant or applicant's agent
 - 2. The Township Board of Supervisors

302.5 Affect of Sketch Plan Review – Any comments made on any sketch plan by the Planning Commission, Board of Supervisors, Township Solicitor, Township Engineer, or other Township consultant shall in no way be binding with regard to the preliminary plan submitted thereafter.

303 Preliminary Plans for Major Subdivisions and Land Developments

All applications for major subdivisions and land developments shall be submitted to the Greene Township Secretary and processed in accord with this Section 303.

303.1 Official Submission of Preliminary Plans

303.1.1 Plan to be Filed with the Township - Copies of the Preliminary Plan and all required supporting documentation shall be submitted to the Township Secretary by the Applicant or his authorized representative at least seven (7) business days (Monday through Friday) prior to the Planning Commission meeting when the Applicant applies for the "Official Date of Preliminary Plan Submission". If the application is not received within the established time period, then the application shall not be considered for acceptance by the Planning Commission until the next regularly scheduled meeting.

303.1.2 Number of Copies to be Submitted – The official submission of the Preliminary Plan shall include the following:

- A. One copy of the subdivision and/or land development plan review application.
- B. Eleven (11) legible paper prints of the Preliminary Plan. Twelve (12) prints are required if a state road abuts or transverse the subdivision.
- C. Six (6) copies of the required Planning Module(s) for Land Development for Sewage Plan Amendment or Revision along with site investigation reports.
- D. Five (5) copies of all other required supporting data and information as required in Article VI of this Ordinance.
- E. One (1) compact disk with all required documents in electronic Portable Document File (PDF) or other electronic format approved by the Township.

303.1.3 Preliminary Plan Filing Fee – The Township Secretary shall collect a preliminary plan filing fee as established by resolution of the Board of Supervisors for all subdivisions.

- A. Fees shall be charged in order to cover the costs of examining plans and other administrative expenses associated with the review of subdivisions and land developments.

- B. The Applicant shall pay the required fee at the time of application for review of the preliminary plan.
 - C. The Applicant shall pay any review fees charged by any professional consultants retained by the Township.
 - D. Approved plans will not be released by the Township until all required fees have been paid in full.
- 303.1.4 Preliminary Plan Submission Verification – Upon receipt of the Preliminary Plan and supporting data the Township Secretary shall check the submittal for the required number of copies of all documents.
- A. The Secretary shall complete the plan submittal verification and shall notify the Applicant of any and all deficiencies or omissions in the submittal.
 - B. If the submittal is complete, the Secretary shall accept the said plans and documentation and forward a copy of the plan submittal verification to the Applicant.
 - C. The plan verification shall only verify that the correct number of copies of all documentation has been submitted and shall in no way be construed to be a plan submission receipt.
- 303.1.5 Official Date of the Preliminary Plan Submission – The official date of the preliminary plan submission shall be determined as follows:
- A. At first regularly scheduled meeting of the Planning Commission following the submission to the Township Secretary of the required number of copies of all documents for the preliminary plan submittal, the Planning Commission shall examine the submittal to determine that all documents are complete and in proper form.
 - 1. If the submittal is not complete or not in the proper form, the Applicant shall be notified in writing of the deficiencies and the submittal shall be rejected until the said deficiencies are corrected then examined again at the next regularly scheduled or special meeting after the re-submittal.
 - 2. If the submittal is complete and acceptable the Chairman of the Planning Commission shall complete an official submission receipt listing the date of the said meeting as the official date of the preliminary plan submission and forward it to the Applicant.
 - B. If the first meeting of the Planning Commission following the date of submittal verification occurs more than thirty (30) days following the date of submittal verification, the ninety (90) day review period shall be measured from the thirtieth (30th) day following the day of submittal verification.
 - C. If the application is being submitted after a final order of the court remanding the application to the Township, the ninety (90) day review period shall be measured from the date of the meeting of the Planning Commission next following the final order of the court. If the first meeting of the Planning Commission occurs more than thirty (30) days following the final order of the court, the ninety (90) day review period shall be measured from the thirtieth (30th) day following the final order of the court.
- 303.1.6 Distribution of the Preliminary Plan – The Township Secretary shall submit the Preliminary Plan to the Pike County Planning Commission and to the Township Engineer or Alternate Engineer immediately after receipt of the plan submission. The Township Secretary may, immediately after

the official date of submission, distribute/refer the Preliminary Plan and applicable supporting documents, after all required fees have been collected, to the following who may provide written comments and recommendations to the Planning Commission and the Board of Supervisors:

- A. The designated Watershed Management District covering the area where the proposed subdivision is located.
- B. The Township Solicitor
- C. The Township Sewage Enforcement Officer
- D. The Pike County Conservation District
- E. The Pennsylvania Department of Transportation when applicable
- F. Any other Engineer or Consultant designated by the Township
- G. The Pennsylvania Department of Environmental Protection

303.2 Preliminary Plan Review and Action

303.2.1 Planning Commission Review and Action Period – The Planning Commission shall review the properly submitted Preliminary Plan to determine compliance with this Ordinance and take action to reject, or recommend to the Board of Supervisors, denial, approval, or approval with conditions and modifications, of such plans as provided in this Section (303.2). The Planning Commission shall make its recommendation to the Board of Supervisors within sixty (60) days of the “Official Date of the Preliminary Plan Submission”. If approval is recommended, the plans and recommendation along with the sewage planning documentation shall be forwarded to the Board of Supervisors. If approval with conditions is recommended, the plans shall not be signed but such approval recommendation shall be communicated to the Board of Supervisors and the Applicant in writing along with a statement of the conditions. If denial is recommended, the specific reasons for such denial and date shall be communicated in writing to the Applicant and the Board of Supervisors.

303.2.2 Board of Supervisors Review and Action Period – Upon the receipt of the Planning Commission’s recommendation, the Board of Supervisors shall make its decision regarding the Preliminary Plan and communicate in writing such decision to the Applicant within fifteen (15) days of when the decision is made. However, in no case shall the period for Township review and action, including the written communication to the Applicant, exceed ninety (90) days from the “Official Date of the Preliminary Plan Submittal” as established pursuant to Section 303.1.5.

303.2.3 Board of Supervisors Approval with Conditions – When a Preliminary Plan is approved with conditions, such conditions shall be expressly included in the minutes of the Board of Supervisors meeting at which the Preliminary Plan is considered and communicated in writing to the Applicant as provided in Section 303.2.2. When a Preliminary Plan has been approved subject to any conditions and/or modifications, and the Applicant does not agree and accept the said conditions and/or modifications in writing within fifteen (15) days of receipt of said written Township notice, the said conditional approval of the Preliminary Plan shall become an automatic disapproval and the said plan shall be resubmitted as required by Section 303 of this Ordinance, including a new filing fee.

303.2.4 Board of Supervisors Denials – When a Preliminary Plan is denied, the reasons for such denial, citing specific provisions of this Ordinance or other applicable statute, shall be expressly included in the minutes of the Board of Supervisors meeting at which the Preliminary Plan is considered and communicated in writing to the Applicant as provided in Section 303.2.2.

303.3 Reviewing Agency and Officials Comments – The Planning Commission and the Board of Supervisors may consider the comments and the recommendations provided pursuant to Section 303.1.6 and may request such additional information as deemed necessary.

303.4 Pike County Planning Commission Comments – No official action shall be taken by the Board of Supervisors until the township has received and considered the comments of the Pike County Planning Commission or after thirty (30) days following transmittal of the Preliminary Plan to the County Planning Commission.

303.5 Sewage Planning Modules – The Board of Supervisors shall make its decision on the Planning Module for Land Development to amend or revise the Township's Official Sewage Facilities Plan, and if the modules are consistent with the Township Sewage Facilities Plan, the completed sewage planning documents shall be forwarded to the Pennsylvania Department of Environmental Protection. Preliminary Plan approval shall be conditional upon Department of Environmental Protection sewage planning approval.

303.6 Public Hearing – The Planning Commission and the Board of Supervisors each have the option to conduct a public hearing on the proposed Preliminary Plan pursuant to public notice. If a public hearing is deemed necessary by the Planning Commission, the Planning Commission shall notify the Board of Supervisors, and if the Board of Supervisors deems a hearing is necessary, the Board of Supervisors shall notify the Planning Commission.

The Applicant shall be responsible for all fees as follows:

- 1) A Court Stenographer
- 2) Two (2) copies of the public hearing transcript, to be given to the Township Secretary
- 3) Public notice fees
- 4) Fees charged by any professional consultants retained by the Township.

303.7 Public Notification – The Applicant shall be required to notify all owners of properties adjoining the tract proposed to be subdivided. Said notification shall be in writing not less than thirty (30) days from the "Official Date of the Preliminary Subdivision Plan Submission". The Applicant shall submit proof of said notifications to the Township Secretary.

303.8 Time Extension

The time period for review of the plan may be extended by mutual agreement of the Applicant and the Township, and any such agreement shall be in writing.

304 Final Plans for Major Subdivisions and Land Developments

All Final Plans for major subdivisions and land developments shall be submitted and processed in accord with this Section 304.

304.1 Final Plan Application – An application for Final Plan approval can be submitted only when the following conditions have been met:

- A. The subdivision or land development has previously been granted an unconditional Preliminary Plan approval in accord with Section 303 of this Ordinance or all conditions established by the Board of Supervisors for the Preliminary Plan approval have been fulfilled by the Applicant.
- B. All improvements shown on the Preliminary Plan have been completed or guaranteed in accord with Article V of this Ordinance.

304.2 Final Plan Conformation – The Final Plan shall conform in all principal respects to the previously approved Preliminary Plan. The Township Supervisors shall determine whether a modified Final Plan shall be accepted or whether a new Preliminary Plan shall be submitted pursuant to Section

304.3 Sections – Final plans may be submitted in sections, each covering a portion of the entire proposed subdivision and/or land development as shown on the Preliminary Plan.

- A. Each section in the subdivision and/or land development, except the last section, shall contain a minimum of twenty-five (25) percent of the total number of lots or dwelling units as depicted on the Preliminary Plan except that the Board of Supervisors may approve a lesser percentage based upon a request for waiver.
- B. When a Final Plan is proposed to be submitted by sections a proposed layout of the sections, their boundaries and the order of submission shall be submitted to the Township for approval prior to submission of the first section.

304.4 Official Submission of Final Plans

304.4.1 Plan to be Filed with the Township – Copies of the Final Plan and all required supporting documentation shall be submitted to the Township Secretary by the Applicant or his authorized representative at least seven (7) business days (Monday through Friday) prior to the Planning Commission meeting when the Applicant applies for the “Official Date of Final Plan Submission”.

304.4.2 Number of Copies to be Submitted – The official submission of the Final Plan shall include the following:

- A. One completed copy of the subdivision and/or land development plan review application.
- B. Eleven (11) paper prints of the Final Plan. Twelve (12) prints are required if a state road abuts or transverses the subdivision. Following recommendation for approval by the Planning Commission and when all corrections have been made to the Final Plan, five (5) paper prints shall be submitted for final signature.
- C. Six (6) copies of all required approvals and/or permits from the Pennsylvania Department of Environmental Protection for sewage disposal.
- D. Five (5) copies of all other required supporting data and information as required in Article VI of this Ordinance.
- E. One (1) compact disk with all required documents in electronic Portable Document File (PDF) or other electronic format approved by the Township.

304.4.3 Final Plan Filing Fee – The Township Secretary shall collect a final plan filing fee as established by the Board of Supervisors for all subdivisions.

- A. Fees shall be charged in order to cover the costs of examining plans and other administrative expenses associated with the review of subdivisions and land developments.
- B. The Applicant shall pay the required fee at the time of application for review of the Final Plan.
- C. The Applicant shall pay any review fees charged by any professional consultants retained by the Township.
- D. Approved plans will not be released by the Township until all required fees have been paid in full.

304.4.4 Final Plan Submission Verification – Upon receipt of the Final Plan and supporting data the Township Secretary shall check the submittal for the required number of copies of all documents.

- A. The Township Secretary shall complete the plan submittal verification and shall notify the Applicant of any and all deficiencies or omissions in the submittal.
- B. If the submittal is complete, the Township Secretary shall accept the said plans and documentation and forward a copy of the plan submittal verification to the Applicant.
- C. The plan submission verification shall only verify that the correct number of copies of all plans and documentation has been submitted and shall in no way be construed to be a plan submission receipt.

304.4.5 Official Date of the Final Plan Submission – The official date of the Final Plan submission shall be determined as follows:

- A. At the first regularly scheduled meeting of the Planning Commission following the submission to the Township Secretary of the required number of copies of all documents for the final plan submittal, the Planning Commission shall examine the submittal to determine that all documents are complete and in proper form.
 - 1. If the submittal is not complete or not in the proper form, the Applicant shall be notified in writing of the deficiencies and the submittal shall be rejected until the said deficiencies are corrected then examined again at the next regularly scheduled or special meeting after the re-submittal.
 - 2. If the submittal is complete and acceptable, the Chairman of the Planning Commission shall complete an official submission receipt listing the date of the said meeting as the official date of the Final Plan submission and forward it to the Applicant.
- B. If the first meeting of the Planning Commission following the date of submittal verification occurs more than thirty (30) days following the date of submittal verification, the ninety (90) day review period shall be measured from the thirtieth (30th) day following the day of submittal verification.
- C. If the application is being submitted after a final order of the court remanding the application to the Township, the ninety (90) day review period shall be measured from the date of the meeting of the Planning Commission next following the final order of the court. If the first meeting of the Planning Commission occurs more than thirty (30) days following the final order of the court, the ninety (90) day review period shall be measured from the thirtieth (30th) day following the final order of the court.

304.4.6 Distribution of the Final Plan – The Township Secretary shall submit the Final Plan to the Pike County Planning Commission and to the Township Engineer, or alternate, if necessary, immediately after receipt of the plan submission. The Township Secretary may, immediately after the official date of submission, distribute/refer the Final Plan and applicable supporting documents, after all required fees have been collected, to the following who may provide written comments and recommendations to the Planning Commission and the Board of Supervisors:

- A. The designated Watershed Management District covering the area where the proposed subdivision is located.
- B. The Township Solicitor.
- C. The Township Sewage Enforcement Officer.

- D. The Pike County Conservation District.
- E. The Pennsylvania Department of Transportation when applicable.
- F. Any other Engineer of Consultant designated by the Township.
- G. The Pennsylvania Department of Environmental Protection.

304.5 Final Plan Review and Action

304.5.1 Planning Commission Review and Action Period – The Planning Commission shall review the properly submitted Final Plan to determine compliance with this Ordinance and take action to reject, or recommend to the Board of Supervisors, denial, approval, or approval with conditions and modifications of such plan as provided in Section 304.5. The Planning Commission shall make its recommendation to the Board of Supervisors within sixty (60) days of the “Official Date of the Final Plan Submission”. If approval is recommended, the plans along with the recommendation shall be forwarded to the Board of Supervisors. If approval with conditions is recommended, such approval recommendation shall be communicated to the Board of Supervisors and the Applicant in writing along with a statement of the conditions. If denial is recommended, the specific reasons for such denial and date shall be communicated in writing to the Board of Supervisors and the Applicant.

304.5.2 Board of Supervisors Review and Action Period – Upon the receipt of the Planning Commission’s recommendation, the Board of Supervisors shall make its decision regarding the Final Plan and communicated in writing such decision to the Applicant within fifteen (15) days of when the decision is made. However, in no case shall the period for Township review and action, including written communication to the Applicant, exceed ninety (90) days from the “Official Date of the Final Plan Submission” as established pursuant to Section 304.5.

304.5.3 Board of Supervisors Approval with Conditions – When a Final Plan is approved with conditions, such conditions shall be expressly included in the minutes of the Board of Supervisors meeting at which the Final Plan is considered and communicated in writing to the Applicant as provided in Section 304.5.2. When a Final Plan has been approved subject to any conditions and/or modifications and the Applicant does not agree and accept the said conditions and/or modifications in writing within fifteen (15) days of receipt of said Township written notice, the said conditional approval of the Final Plan shall become an automatic disapproval and the said plan shall be resubmitted as required by Section 304 of this Ordinance, including a new filing fee.

304.5.4 Board of Supervisors Denials – When a final plan is denied, the reasons for such denial, citing specific provisions of this Ordinance or other applicable statute, shall be expressly included in the minutes of the Board of Supervisors meeting at which the Final Plan is considered and communicated in writing to the Applicant as provided in Section 304.5.2

304.6 Reviewing Agency and Official Comments – The Planning Commission and the Board of Supervisors shall consider the comments and the recommendations provided pursuant to Section 304.4.6 and may request such additional information as deemed necessary.

304.7 Pike County Planning Commission Comments – No official action shall be taken by the Board of Supervisors until the Township has received and considered the comments of the Pike County Planning Commission or after thirty (30) days following transmittal of the Final Plan to the County Planning Commission.

304.8 Public Notification – The Applicant shall be required to notify all owners of properties adjoining the tract proposed to be subdivided. Said notification shall be in writing not less than thirty (30) days from the “Official Date of the Final Subdivision Plan Submission”. The Applicant shall submit proof of said notifications to the Township Secretary.

304.9 Public Hearing – The Planning Commission and/or Board of Supervisors each have the option to conduct a public hearing on the proposed Final Plan pursuant to public notice. If a public hearing is deemed necessary by

the Planning Commission, the Planning Commission shall notify the Board of Supervisors, and if the Board of Supervisors deems a hearing is necessary, the Board of Supervisors shall notify the Planning Commission. The Applicant shall be responsible for all fees as follows:

- 1) A Court Stenographer
- 2) Two (2) copies of the public hearing transcript, to be given to the Township Secretary
- 3) Public notice fees
- 4) Fees charged by any professional consultants retained by the Township.

304.10 Planned Improvements – The Board of Supervisors shall not endorse the Final Plan until such time as all the improvements shown on the Final Plan have been installed by the developer and have been certified as complete by the Township Engineer, or alternate Engineer, if necessary; or a performance guarantee has been provided by the Applicant pursuant to Article V of this Ordinance.

304.11 Signature of Final Plan – When all requirements and conditions have been fulfilled by the Applicant and all supplemental data and documents have been submitted and approved, the Board of Supervisors shall endorse the Final Plan for recording purposes. The Board of Supervisors shall retain at least one (1) endorsed print, and one (1) endorsed print shall be forwarded to the Township Planning Commission.

304.12 Recording of the Final Plan – The Township Secretary, unless otherwise requested, shall record or cause to be recorded the final record plan with the Pike County Recorder of Deeds within ninety (90) days of the date of endorsement by the Township Supervisors. If a party other than the Township Secretary assumes responsibility for recording the plans and fails to record the final record plan in the Recorder's office within the required ninety (90) day period, the action of the Township Supervisors shall be deemed null and void and a resubmission of the plan shall be made to the Board of Supervisors. The party responsible for recording the plans, other than the Township Secretary, shall submit to the Township Secretary proof of recording of final plan within ninety (90) days of plan approval or, any permits issued and any actions taken by the Board of Supervisors shall be deemed null and void and a re-submission of the plan shall be made to the Board of Supervisors. All recording fees shall be paid by the Applicant.

304.13 As-Built Plans

Within ninety (90) days of improvements completion, the Applicant shall prepare as-built plans including the information required by §409 and provide a copy to the Township. Failure of the Applicant to comply with this requirement shall cause the Final Plan to be subject to all the enforcement proceedings contained in this Ordinance and may result in rescission of approval.

304.14 Time Extension

The time period for review of the plan may be extended by mutual agreement of the Applicant and the Township, and any such agreement shall be in writing.

305 Final Plans for Minor Subdivisions

Preliminary Plans for minor subdivisions shall not be required. However, a Final Plan for all minor subdivisions shall be submitted to the Township and be processed in accord with this Section 305.

305.1 Official Submission of Minor Subdivision Plan

305.1.1 Plan to be Filed with the Township – Minor Subdivision Plans shall be submitted to the Township Secretary by the Applicant or his authorized representative at least seven (7) business days (Monday through Friday) prior to the Planning Commission meeting. If the application is not received within the established time period, then the application shall not be considered for acceptance by the Planning Commission until the next regularly scheduled meeting.

305.1.2 Number of Copies to be Submitted – The official submission of the Minor Subdivision Plan shall include the following:

- A. One completed copy of the minor subdivision plan review application
- B. Eleven (11) legible blue-line or paper prints of the Minor Subdivision Plan. Twelve (12) copies are required if a State road abuts or transverses the subdivision.
 - 1. Following recommendation for approval by the Planning Commission and when all corrections have been made to the Minor Subdivision Plan, five (5) blue-line prints shall be submitted for final signature.
- C. Six (6) copies of the required Planning Module(s) for Sewage Plan Amendment or revision along with site investigation reports.
- D. Four (4) copies of all other required supporting data and documentation as required in Article IV of this Ordinance.
- E. One (1) compact disk with all required documents in electronic Portable Document File (PDF) or other electronic format approved by the Township.

305.1.3 Minor Subdivision Plan Filing Fee – The Township Secretary shall collect a Minor Subdivision Plan Filing Fee as established by the Board of Supervisors for all subdivisions.

- A. Fees shall be charge in order to cover the costs of examining plans and other administrative expenses associated with the review of minor subdivisions.
- B. The Applicant shall pay the fee at the time of application for review of the Minor Subdivision Plan.

305.1.4 Official Date of the Minor Subdivision Submission – The official date of the Minor Subdivision Plan submission shall be determined as follows:

- A. The Planning Commission shall examine the Minor Subdivision submittal to determine that all documents are complete and in proper form.
 - 1. If the submittal is not complete or not in the proper form the Applicant shall be notified in writing of the deficiencies and the submittal shall be rejected until the said deficiencies are corrected then examined again at the next regularly scheduled or special meeting after the re-submittal.
 - 2. If the submittal is complete and acceptable the Chairman of the Planning Commission shall complete an official submission receipt listing the date of the said meeting as the office date of the Minor Subdivision Plan submission and forward it to the Applicant.
- B. If the first meeting of the Planning Commission following the date of submittal verification occurs more than thirty (30) days following the date of submittal verification, the ninety (90) day review period shall be measured from the thirtieth (30th) day of following the day of submittal verification.
- C. If the application is being submitted after a final order of the court remanding the application to the Township, the ninety (90) day review period shall be measured from the date of the meeting of the Planning Commission next following the final order of the court. If the first meeting of the Planning Commission occurs more than thirty (30) days following the final order of the court, the

ninety (90) day review period shall be measured from the thirtieth (30th) day following the final order of the court

305.1.5 Distribution of the Minor Subdivision Plan – The Township Secretary shall submit a copy of the Minor Subdivision Plan to the Pike County Planning Commission immediately after receipt of the plan submission. The Township Secretary may, immediately after the official date of submission, distribute/refer the Minor Subdivision Plan and applicable supporting documents, after all required fees have been collected, to the following who may provide written comments and recommendations to the Planning Commission and the Board of Supervisors:

- A. The Township Engineer
- B. The Township Solicitor
- C. The Township Sewage Enforcement Officer
- D. The Pike County Conservation District
- E. The Pennsylvania Department of Transportation when applicable
- F. Any other engineer, consultant, or agency as may be designated by the Township
- G. The Pennsylvania Department of Environmental Protection

305.2 Minor Subdivision Plan Review and Action

305.2.1 Planning Commission Review and Action Period – The Planning Commission may make its decision at the meeting when the Minor Subdivision Plans are submitted and found to be complete; or at its discretion, make its decision at a subsequent meeting so that the comments provided pursuant to Section 305.1.5 may be considered. In any case, the Planning Commission shall make its recommendation to the Board of Supervisors within sixty (60) days of the “Official Date of the Minor Subdivision Plan Submission”. If approval is recommended, the plans and recommendations along with the sewage planning documentation shall be forwarded to the Board of Supervisors. If approval with conditions is recommended, such approval recommendation shall be communicated to the Board of Supervisors and the Applicant in writing along with a statement of the conditions. If denial is recommended, the specific reasons for such denial and date shall be communicated in writing to the Board of Supervisors and the Applicant.

305.2.2 Board of Supervisors Review and Action Period – Upon the receipt of the Planning Commission’s recommendation, the Board of Supervisors shall make its decision regarding the Minor Subdivision Plan and communicate in writing such decision to the Applicant within fifteen (15) days of when the decision is made. However, in no case shall the period for Township review and action, including written communication to the Applicant, exceed ninety (90) days from the “Official Date of the Minor Subdivision Submission” as established pursuant to 305.1.4.

305.2.3 Board of Supervisors Approval with Conditions – When a Minor Subdivision Plan is approved with conditions, such conditions shall be expressly included in the minutes of the Board of Supervisors meeting at which the Minor Subdivision Plan is considered and communicated in writing to the Applicant as provided in Section 305.2.2. When a Minor Subdivision Plan has been approved subject to any conditions and/or modifications, and the Applicant does not agree and accept the said conditions and/or modifications in writing within fifteen (15) days of receipt of said Township written notice, the said conditional approval of the Minor Subdivision Plan shall become an automatic disapproval and the said plan shall be re-submitted as required by Section 305 of this Ordinance, including a new filing fee.

305.2.4 Board of Supervisors Denials – When a Minor Subdivision Plan is denied, the reasons for such denial, citing specific provisions of this Ordinance or other applicable statute, shall be expressly included in the minutes

of the Board of Supervisors meeting at which the Minor Subdivision Plan is considered and communicated in writing to the Applicant as provided in Section 305.2.2.

305.2.5 Public Notification – The Applicant shall be required to notify all owners of properties adjoining the tract proposed to be subdivided. Said notification shall be in writing not less than thirty (30) days from the “Official Date of the Minor Subdivision Plan Submission”. The Applicant shall submit proof of said notifications to the Township Secretary.

305.3 Reviewing Agency and Official Comments – The Board of Supervisors shall consider the comments and the recommendations pursuant to Section 305.1.5 and may request such additional information as deemed necessary.

305.4 Pike County Planning Commission Comments – No official action shall be taken by the Board of Supervisors until the Township has received and considered the comments of the Pike County Planning Commission or after thirty (30) days following transmittal of the Minor Subdivision Plan to the County Planning Commission.

305.5 Sewage Planning Modules – The Board of Supervisors shall make its decision on the Planning Module for Land Development to amend the Township’s Official Sewage Facilities Plan and if the modules are consistent with the Township Sewage Facilities Plan, the completed sewage planning documents shall be forwarded to the Pennsylvania Department of Environmental Protection. Minor Subdivision Plan approval shall be conditioned on Department of Environmental Protection sewage planning approval.

305.6 Public Hearing – The Planning Commission and/or Board of Supervisors each have the option to conduct a public hearing on the proposed Minor Subdivision Plan pursuant to public notice. If a public hearing is deemed necessary by the Planning Commission, the Planning Commission shall notify the Board of Supervisors, and if the Board of Supervisors deems a hearing is necessary, the Board of Supervisors shall notify the Planning Commission.

The Applicant shall be responsible for all fees as follows:

- 1) A Court Stenographer
- 2) Two (2) copies of the public hearing transcript, to be given to the Township Secretary
- 3) Public notice fees
- 4) Fees charged by any professional consultants retained by the Township.

305.7 Signature of Minor Subdivision Plan – When all requirements and conditions have been fulfilled by the Applicant and all supplemental data and documents have been submitted and approved, the Board of Supervisors shall endorse the Minor Subdivision Plan for recording purposes. The Board of Supervisors shall retain at least one (1) endorsed print, and one (1) endorsed print shall be forwarded to the Township Planning Commission.

305.8 Recording of the Minor Subdivision Plan – The Township Secretary, unless otherwise requested, shall record or cause to be recorded the Minor Subdivision record plan with the Pike County Recorder of Deeds within ninety (90) days of the date of endorsement by the Township Supervisors. If a party other than the Township Secretary assumes responsibility for recording the plans and fails to record the Minor Subdivision record plan in the Recorder’s office within the required ninety (90) day period, the action of the Township Supervisors shall be deemed null and void and a re-submission of the plan shall be made to the Board of Supervisors. The party responsible for recording the plans, other than the Township Secretary, shall submit to the Township Secretary proof of recording of the Minor Subdivision Plan within 90 days of plan approval or, any permits issued and any actions taken by the Board of Supervisors shall be deemed null and void and a re-submission of the plan shall be made to the Board of Supervisors. All recording fees shall be paid by the Applicant.

306 Lot Improvement/Lot Combination Subdivisions

All lot improvements and lot combinations shall require a subdivision plan to be submitted to the Township Secretary along with supporting documentation (in the case of lot combinations, a recorded map showing that the lots are contiguous) and filing fees (as established by resolution of the Board of Supervisors and to be paid by the Applicant). The Township Secretary shall submit a copy of the Lot Improvement or Lot Combination Subdivision Plan to the Pike County Planning Commission immediately after receipt of the plan submission. The Township Secretary may, immediately after the official date of submission, distribute/refer the Subdivision Plan and applicable supporting documents, in accordance with the provisions of Section 306.3.5.

306.1 Lot Combination Subdivisions Combining Existing Lots of Record

Lot Combination Subdivisions which involve the combination of lots of record which are shown on a map on file at the office of the Pike County Recorder of Deeds and which do not involve the creation of any new lot lines shall be submitted to the Township Secretary, who shall forward it to the Pike County Planning Commission and the Greene Township Planning Commission. A new map for such lot combinations shall not be required; however, a copy of a recorded map (with proof of recording) or a new survey plan prepared by a qualified professional showing the combination shall be provided to the Township. The combination shall be effected by the execution of an "Owner's Affidavit" for the same, or a Deed, which shall be recorded with the Pike County Recorder of Deeds by the Township Solicitor upon approval by the Board of Supervisors upon the recommendation of the Township Solicitor; and shall include a reference to the lot numbers of the subject lots and the Plat Book and Page Number where the map is recorded. The Affidavit or the Deed shall include the following wording: "Lot ____ shall be joined to and become an inseparable part of Lot ____, and cannot be subdivided, conveyed, or sold separately apart therefrom without prior Township approval. Henceforth the combined lot shall be known as Lot ____." The name or number of the new lot must be different from the name or number of the lots being combined. The letter "R" (standing for Revised) should be included in the new name or number. All recording fees shall be by the Applicant.

306.2 Lot Improvement Subdivisions With New Lot Lines

Lot Improvement Subdivisions which involve the creation of new lot lines shall require a new subdivision map and shall be processed in the manner set forth in this Section 306.3. Sewage planning modules shall not be required unless additional, new sewage disposal areas are proposed. The applicable notes listed in Section 405 of this Ordinance shall be included on the map; and the combination language shall also be included in the deed from the grantor to the grantee, and shall also be made binding on the combined parcel(s) of the grantee via Articles of Restrictive Covenants.

All documents to be recorded to effect any Lot Improvement Subdivision shall be in such form as approved by the Board of Supervisors with the recommendation of the Township Solicitor; and said documents shall be turned over to the Township Solicitor who shall record same. The fee for Lot Improvement Subdivisions shall be established by Resolution of the Board of Supervisors in accord with Section 704 of this Ordinance. All recording fees shall be paid by the Applicant.

All requests for the subdivision of a lot previously created by a lot improvement which proposes the creation of any sub-standard lot must be accompanied by an acknowledgement (notarized) document stating the hardship basis for the request.

306.3 Official Submission of Lot Improvement Subdivisions Involving New Lot Lines

306.3.1 Plan to be Filed with the Township - Lot Improvement Plans involving new lot lines shall be submitted to the Township Secretary by the Applicant or his authorized representative at least seven (7) business days (Monday through Friday) prior to the Planning Commission meeting. If the application is not received within the established time period, then the application shall not be considered for acceptance by the Planning Commission until the next regularly scheduled meeting.

306.3.2 Number of Copies to be Submitted – The official submission of the Lot Improvement Plan shall include the following:

- A. Six (6) paper prints of the Lot Improvement/Lot Combination Subdivision Plan. Following recommendation for approval by the Planning Commission and when all corrections have been made to the plans, five (5) paper prints shall be submitted for final signature.
- B. Four (4) copies of all other required supporting data and documentation as required in Article IV of this Ordinance.
- C. One (1) compact disk with all required documents in electronic Portable Document File (PDF) or other electronic format approved by the Township.

306.3.3 Lot Improvement/Lot Combination Subdivision Plan Filing Fee – The Township Secretary shall collect the Lot Improvement/Lot Combination Plan filing fee as established by the Board of Supervisors.

- A. Fees shall be charged in order to cover the costs of examining plans and other administrative expenses associated with the review of Lot Improvement Plans.
- B. The Applicant shall pay the fee at the time of application for review of the Lot Improvement Plan.

306.3.4 Official Date of the Lot Improvement/Lot Combination Subdivision Plan Submission – The official date of the Lot/Improvement/Lot Combination Plan submission shall be determined as follows:

- A. The Planning Commission shall examine the Lot Improvement/Lot Combination submittal to determine that all documents are complete and in proper form.
 - 1. If the submittal is not complete or not in the proper form the Applicant shall be notified in writing of the deficiencies and the submittal shall be rejected until the said deficiencies are corrected then examined again at the next regularly scheduled or special meeting after the re-submittal.
 - 2. If the submittal is complete and acceptable, the Chairman of the Planning Commission shall complete an official submission receipt listing the date of the said meeting as the official date of the Lot Improvement/Lot Combination Plan submission and forward it to the Applicant.
- B. If the first meeting of the Planning Commission following the date of submittal verification occurs more than thirty (30) days following the date of submittal verification, the ninety (90) day review period shall be measured from the thirtieth (30th) day of following the day of submittal verification.
- C. If the application is being submitted after a final order of the court remanding the application to the Township, the ninety (90) day review period shall be measured from the date of the meeting of the Planning Commission next following the final order of the court. If the first meeting of the Planning Commission occurs more than thirty (30) days following the final order of the court, the ninety (90) day review period shall be measured from the thirtieth (30th) day following the final order of the court.

306.3.5 Distribution of the Lot Improvement/Lot Combination Subdivision Plan

The Township Secretary may, immediately after the official date of submission, distribute/refer the Subdivision Plan and applicable supporting documents after all required fees have been collected, to the following who may provide written comments and recommendations to the Planning Commission and the Board of Supervisors:

- A. The Township Engineer
- B. The Township Solicitor
- C. The Township Sewage Enforcement Officer
- D. The Pike County Conservation District
- E. The PA Department of Transportation when applicable
- F. Any other Engineer, Consultant, or Agency designated by the Township
- G. Pike County Planning Commission

306.2 Lot Improvement/Lot Combination Subdivision Plan Review and Action

306.4.1 Planning Commission Review and Action Period – The Planning Commission may make its decision regarding the Lot Improvement Plan at the meeting when the Lot Improvement Plan is submitted and found to be complete; or at its discretion, make its decision at a subsequent meeting if any additional information is required. In any case, the Planning Commission shall make its recommendation to the Board of Supervisors within sixty (60) days of the “Official Date of the Lot Improvement/Lot Combination Subdivision Plan Submission”. If approval is recommended, the plans and recommendations shall be forwarded to the Board of Supervisors. If approval with conditions is recommended, such approval recommendation shall be communicated to the Board of Supervisors and the Applicant in writing along with a statement of the conditions. If denial is recommended, the specific reasons for such denial and date shall be communicated in writing to the Board of Supervisors and the Applicant.

306.4.2 Board of Supervisors Review and Action Period – Upon the receipt of the Planning Commission’s recommendation, the Board of Supervisors shall make its decision regarding the Lot Improvement Plan and communicate in writing such decision to the Applicant within fifteen (15) days of when the decision is made. However, in no case shall the period for Township review and action, including written communication to the Applicant, exceed ninety (90) days from the “Official Date of the Lot Improvement/Lot Combination Plan Submission” as established pursuant to 306.3.4.

306.4.3 Board of Supervisors Approval with Conditions – When a Lot Improvement/Lot Combination Subdivision Plan is approved with conditions, such conditions shall be expressly included in the minutes of the Board of Supervisors meeting at which the Lot Improvement/Lot Combination Subdivision Plan is considered and communicated in writing to the Applicant as provided in Section 306.4.2. When a Lot Improvement/Lot Combination Subdivision Plan has been approved subject to any conditions and/or modifications and the Applicant does not agree and accept in writing within thirty (30) days of receipt of said Township written notice, the said conditional approval of the Lot Improvement/Lot Combination Subdivision Plan shall become an automatic disapproval and the said plan shall be resubmitted as required by Section 306.3 of this Ordinance, including a new filing fee.

306.4.4 Board of Supervisors Denials – When a Lot Improvement/Lot Combination Subdivision Plan is denied, the reasons for such denial, citing specific provisions of this Ordinance or other applicable statute, shall be expressly included in the minutes of the Board of Supervisors meeting at which the Lot Improvement/Lot

Combination Subdivision Plan is considered and be communicated in writing to the Applicant as provided in Section 306.4.2.

306.4.5 Reviewing Agency and Officials Comments – The Board of Supervisors may consider the comments and the recommendations pursuant to Section 306.3.5 if such distribution is made, and may request such additional information as deemed necessary.

306.4.6 Public Hearing – The Planning Commission and/or Board of Supervisors each have the option to conduct a public hearing on the proposed Lot Improvement / Lot Combination Subdivision Plan pursuant to public notice. If a public hearing is deemed necessary by the Planning Commission, the Planning Commission shall notify the Board of Supervisors, and if the Board of Supervisors deems a hearing is necessary, the Board of Supervisors shall notify the Planning Commission.

The Applicant shall be responsible for all fees as follows:

- 1) A Court Stenographer
- 2) Two (2) copies of the public hearing transcript, to be given to the Township Secretary
- 3) Public notice fees
- 4) Fees charged by any professional consultants retained by the Township.

306.4.7 Public Notification – The Applicant shall be required to notify all owners of properties adjoining the tract proposed to be subdivided. Said notification shall be in writing not less than thirty (30) days from the “Official Date of the Lot Improvement Plan Submission”. The Applicant shall submit proof of said notifications to the Township Secretary.

306.4.8 Signature of Lot Improvement/Lot Combination Subdivision Plan – When all requirements and conditions have been fulfilled by the Applicant and all supplemental data and documents have been submitted and approved, the Board of Supervisors shall endorse the Lot Improvement/Lot Combination Subdivision Plan for recording purposes. The Board of Supervisors shall retain at least one endorsed print, and one endorsed print shall be forwarded to the Township Planning Commission.

306.4.9 Recording of the Lot Improvement/Lot Combination Subdivision Plan – The Township Secretary, unless otherwise requested, shall record or cause to be recorded the Lot Improvement/Lot Combination Subdivision Plan with the Pike County Recorder of Deeds within ninety (90) days of the date of endorsement by the Township Supervisors. If a party other than the Township Secretary assumes responsibility for recording the plans and fails to record the Lot Improvement/Lot Combination Subdivision Plan in the Recorder’s office within the required ninety (90) day period, the action of the Township Supervisors shall be deemed null and void and a re-submission of the plan shall be made to the Board of Supervisors. The party responsible for recording the plans, other than the Township Secretary, shall submit to the Township Secretary proof of recording of the Lot Improvement/Lot Combination Subdivision Plan within 90 days of plan approval or, any permits issued and any actions taken by the Board of Supervisors shall be deemed null and void and a re-submission of the plan shall be made to the Board of Supervisors. All recording fees shall be paid by the Applicant.

307 Minor Residential Land Developments – The intent of this section 307 is to simplify the review and approval procedure for Minor Land Developments. Preliminary Plans for the Minor Residential Land Development shall not be required, however, a Final Plan shall be submitted to the Township and be processed in accord with this section 307.

307.1 Minor Residential Land Developments Criteria

A land development, as defined by Article II of this Ordinance, may be considered a “Minor Residential Land Development” for the purpose of this Ordinance provided said development does not include more than two (2) dwelling units or is not by definition considered a major subdivision. Multi-family dwellings, mobile home parks, and campground and recreational vehicle parks shall not qualify as Minor Land Developments.

307.2 Procedure and Other Requirements

Minor Residential Land Development Plans shall be processed in accord with the requirements for minor subdivisions in section 305 of this Ordinance. All information and design requirements of this Ordinance

applicable to land developments shall also apply to Minor Residential Land Developments except as provided in the section 307. The Board of Supervisors may, based upon the character of the project and site conditions, waive the applicability of any or all of the land development requirements including the requirement for a survey of the project parcel.

307.3 Minor Land Developments Determination

307.3.1 Application to be Filed With the Planning Commission – The application for Minor Residential Land Development determination shall be submitted to the Planning Commission and shall contain such information as necessary for the Township to determine the “Minor Land Development” status of the proposed project in accord with this section 307. The Township shall have the right to require any additional information deemed necessary.

307.3.2 Status of Application for Minor Residential Land Development Determination – The application for Minor Land Development Determination shall not constitute a formal land development submission and shall not initiate the ninety (90) day review period required for land developments.

307.3.3 Determination of Minor Land Developments - The planning Commission shall determine the Minor Land Development status of the application in accord with the criteria in this section 307 and report their determination regarding the same to the Applicant and to the Board of Supervisors.

- A. In cases where the Planning Commission determines that the proposed development does meet the requirements for a Minor Land Development, the information required for the application shall be submitted in accord with section 307.4.
- B. If the Planning Commission determines that the subject development does not meet the criteria for a Minor Residential Land Development, said development shall be considered a land development and the information required for the application shall be submitted in accord with all applicable sections of this Ordinance and all other applicable requirements.

307.4 Minor Residential Land Development Application Information

Minor Residential Land Development Plans and applications shall contain all information required by the Township to determine compliance with this Ordinance and any other requirements. The plan requirements for minor subdivisions in section 404 of this Ordinance shall serve as the guide for the types of information that may be required. A survey of the parcel of property containing the proposed Minor Residential Land Development shall generally not be required; however, the Township shall have the right to require a survey by a Registered Surveyor in cases where circumstances dictate the need for same to assure compliance with applicable requirements. The Planning Commission shall also have the right to apply any of the standards and requirements contained in this Ordinance.

308 Special Development Provisions

308.1 Subdivision from a Large Parcel

In cases where a parcel is being subdivided in order to convey one or more lots, such that the parent parcel when subdivided remains twenty-five (25) acres or more in size, the requirement that the parent parcel be surveyed may be waived by the Board, provided all parcel(s) subdivided therefrom are surveyed and platted in accord with all the procedures and requirements of this Ordinance and said parcel(s) front a public road. The entire parcel to be subdivided shall be shown on the plan using tax map reproduction.

No more than five (5) lots, cumulative total, may be created under this provision, and the total areas subdivided shall not exceed fifty (50) percent of the total acreage. Regarding compliance with Section 404.2.R only if the items indicated therein are within 100 feet of the newly created lot.

309 Contiguous Municipalities

In accord with §502.1(b) of the Pennsylvania Municipalities Planning Code, the governing body of any municipality contiguous to the Township, may appear before the Township to comment on a proposed subdivision, change of land use, or land development.