

SUBDIVISION IN GREENE TOWNSHIP:

INSTRUCTIONS TO PROPERTY OWNERS/APPLICANTS

The following items are **required** to be submitted to the Township Secretary, by the property owner/applicants, prior to Planning Commission's **first** review of your Subdivision Plan.

Please note that if any of the required documents are missing, the plan will not be accepted for review and will be delayed until the next month's meeting:

- 1. A signed application, with the appropriate fee payable to GREENE TOWNSHIP must accompany your plot plan when submitted. We require that 5 (five) copies of the plan be delivered at the time of application. The linen for final recording of the Plan must be provided with notarized signatures when notified by the Township that no more changes will be required by your Surveyor/Engineer.**
- 2. Check payable to "Beaver County Planning Commission" for review fee (see attached to calculate) (add \$1.00 to the review fee for an aerial map of your parcel that will be kept in your subdivision file. We can make a copy for you when received)**
- 3. Proof that all Real Estate Taxes have been paid and no prior years are delinquent (this can be your stamped receipt or a Tax Certification Letter that can be obtained from William Laughlin, Jr., Greene Township/South Side School District Tax Collector-telephone 724-573-9168).**
- 4. A copy of any Restrictive Covenants that apply to your property.**
- 5. Driveway approval requirements:**
 - For parcels located on a State Highway:**
 - Highway Occupancy Permit for all new access roads from a State-owned roadway.**
 - For parcels located on a Township-owned roadway:**

- **Copy of plan with any anticipated new driveway locations marked. A review will be performed by the Roadmaster prior to the Planning Commission’s review.**

6. Sewage Requirements:

No existing sewage systems:

- **Subdivisions that include ANY potential building lots without existing sewage systems require a completed Planning Module**
- **Appropriate check amount made payable to “PA DEP”**

One or more existing systems (Waiver of sewage planning):

- **Subdivision applicants that are requesting the waiver of sewage planning requirements must provide a completed “Waiver from Sewage Planning” form. Existing systems are required to have a review by the Sewage Enforcement Officer to observe for malfunctions.**

OTHER IMPORTANT INFORMATION:

Payment for any outstanding balance of review costs incurred by the Township during the process, and checks for recording the Land Development Plan at the Court House will be collected when the Plan has been adopted by the Board of Supervisors. Once paid, a Township staff member will record the final linen and you will be contacted to pick up any “leftover” copies and your receipts. New deeds are the responsibility of the land owner.

**Questions? Contact the Greene Township Secretary’s office
at (724) 573-1111**