Greene County
Planning Commission

Lot Split Information (2016)

(Seller) (Buyer)

_____ TO _____

_____ _____

_____ _____

_____ _____ _____
(Residual Acreage) (New Split Acreage) (Municipality)

_____
(Date)

CONTACT INFORMATION:

_____ _____
NAME **PHONE**

_____
MAILING ADDRESS

WHAT IS NEEDED FOR THE SEWAGE SECTION?

You will need to complete one of the five sewage requirements for a lot split to be approved. The Planning Department will help you through this process, but understand that this is your responsibility. This section takes some time to gather the documents and at times will require multi-agency review, so it may take some time to complete.

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1. **Component 1: Exception to the requirement to revise the official plan form**

Description: When a new on-lot sewage system is being proposed or when there is an existing system on the residual lot.

KEY STEPS TO THIS PROCESS

- FILL OUT THE FORM COMPLETELY
  - *This could potentially cause the application to be returned to you as incomplete*
- ATTACH A TOPOGRAPHIC MAP
- ATTACH A PROJECT NARRATIVE WITH THE FOLLOWING INFORMATION INCLUDED:
  - The number of lots in the proposed development
  - The projected sewage flows in gallons per day
  - Total acreage of the project
  - Discuss the relationship of this new split to the residual split
  - Attach any other pertinent information
- SEWAGE ENFORCEMENT OFFICER SITE SUITABLITLY *(contact your municipality to schedule an appointment)*
- ATTACH A PENNSYLVANIA NATURAL DIVERSITY INDEX REVIEW (This could take 3-6 months for approval)
- REVIEW FEE ($35) FOR DEP (DEPARTMENT OF ENVIRONMENTAL PROTECTION)

NOTE: The Greene County Planning Commission cannot approve a lot split until the Department of Environmental Protection has approved this mailer form.

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2. **Non-Building Waiver Declaration Form**

Description: When no building or development is planned for the proposed lot and there is an existing sewage system on the residual lot.

KEY STEPS TO THIS PROCESS

- MAKE SURE YOU ARE AN ELIGIBLE SPLIT
  - For agricultural, mineral lease (Marcellus shale), division of farmland to settle estates, cell towers, add-on to an existing property
- COMPLETED FORM WITH REQUIRED SIGNATURES

NOTE: Keep in mind that you can never build on this new split – so if you plan on building at some time you should use another component.

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3. **10 Acre Exemption Confirmation Form**

Description: A split of at least ten acres to an immediate family member. With this type of form you can eventually add a septic tank or a leech field on your property. The township and the sewage enforcement officer has the decision on this sewage form and if you are eligible.

KEY STEPS TO THIS PROCESS

- MAKE SURE YOU ARE AN ELIGIBLE SPLIT
  - A FEW CRITERIA
    - Must be 10+ acres (not close to 10 or 9.9)
    - Must have been owned by the family on January 10, 1987
      - Only immediate family members: parents, grandparents, sister, brother, stepfather, stepmother, etc.
    - There cannot be a house on the proposed site
      - If a house is present it must have been on site prior to May 15, 1972
- ATTACH A COPY OF THE TAX ASSESSMENT MAP OF THE PROPERTY
- CONTACT THE MUNICIPALITY (AND SEWAGE ENFORCEMENT OFFICER) FOR THEM TO CHECK THE SITE AND GIVE THEIR APPROVAL

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4. **Request for Sewage Facilities Planning Module Application Mailer Form (Postcard Mailer)**

Description: When public sewage is available in your area

KEY STEPS TO THIS PROCESS

- FILL OUT THE FORM COMPLETELY
  - *This Could Potentially Cause The Application To Be Returned To You As Incomplete*
- CONTACT THE SEWER AUTHORITY AND HAVE THEM VERIFY THE SEWAGE FLOWS AND GIVE YOU A LETTER STATING THAT THEY CAN HANDLE ADDITIONAL SEWAGE
- ATTACH A PENNSYLVANIA NATURAL DIVERSITY INDEX REVIEW (This could take 3-6 months for approval)

NOTE: The Greene County Planning Commission cannot approve a lot split until the Department of Environmental Protection has approved this mailer form.

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5. **OTHER**

- List Requirement here: _____

CHECKLIST FOR LOT SPLIT REQUIREMENTS
Greene County Planning Commission
49 South Washington Street, Fort Jackson Building
Waynesburg, PA 15370
PHONE: 724-852-5300

	Sewage Component							
Item:	Comp 1		NBW		10 Acre Exempt		Mailer	
1. Letter of electric availability from West Penn Power (Call 1-800-255-3443)	X				X		X	
2. Letter from the Sewer Authority if public sewage is accessible (if applicable)					X		X	
3. - Water availability form signed by the seller if public or semi-public water is not accessible (Green form) -OR- - Letter from the Water Authority if public water is accessible	X				X		X	
4. - Component 1 Form	X							
- Request for Planning Waiver and Non-Building Declaration Form			X					
- 10 Acre Exemption Form					X			
- Request for Sewage Facilities Planning Module Form							X	
5. Municipal Approval form signed by the municipal officials and attested by the secretary (Blue Form)	X		X		X		X	
6. Dedication-Restriction Form signed by the sell and notarized (Gold Form)	X		X		X		X	
7. Four Copies of the Survey Plat with original seal of a PA registered Land Surveyor	X		X		X		X	
8. Review Fee of $30.00 per lot, payable to the Greene County Planning Commission	X		X		X		X	
9. Copy of the Proposed deed	X		X		X		X	

DETAILS ON THE GREENE COUNTY PLANNING COMMISSION LOT SPLIT PROCESS

The Greene County Subdivision and Land Development Ordinance (SALDO) was adopted on December 28, 1995. Article III of the ordinance outlines "The Procedure for Approval of Lot Splits". Any lot split application will not be considered complete until all items required by Section 304 have been received by the Planner assigned to your lot split. Section 304 is listed below:

SECTION 304: PRELIMINARY AND FINAL APPLICATION CONTENT FOR LOT SPLITS

All submissions for Preliminary and Final Approval of a Lot Split shall be submitted in accordance with Section 303 of this Ordinance, and shall include the following information:

A. One (1) copy of the completed application form supplied by the County Planning Director and the Application Filing Fee, as required by Section 1102.1 of this Ordinance.

B. A dedication restriction prepared on a form provided by the County Planning Commission signed by the landowner and notarized.

C. A plat on an 8 1/2" x 14" sheet prepared by a registered professional land surveyor showing a bar scale; tract boundary lines; right-of-way lines of streets, street names, easements and other rights-of-way; land reserved or dedicated to public use; all lot lines and other boundary lines with accurate dimensions, bearing or deflection angles and radii, arcs and central angles of all curves; and the area of each lot.

D. A copy of the deed; a copy of the survey prepared by a Pennsylvania registered professional land surveyor to be filed with the deed.

E. If a lot which is not buildable, as defined by this Ordinance, is created, a restriction in the deed for the lot indicating that it cannot be conveyed separately for building purposes.

F. A location map showing the location; existing streets within two hundred (200') feet of the site; including Scale and North point or North arrow. (See Appendix G for examples).

G. The section of the U.S.G.S. Topographic Survey Map with the boundaries of the property and the Lot Split clearly shown, at reviewer's discretion.

H. Plan name; name and address of the record owner; name and address of the applicant; name, address, license number and seal of the surveyor who prepared the plan, bar scale and North point.

I. Minimum building setback lines on all lots or parcels.

J. Location and description of all monuments, including any to be reset.

K. Names of owners of adjoining unsubdivided land.

L. Letter from the electric company indicating that this utility is available or will be made available, if the lot is to be built upon.

M. Letters from water and sewer authorities indicating that these utilities are available or will be made available, if the lot is to be built upon. If public sewers are available, the appropriate DEP application must be submitted and approved.

N. If public water is not available, a statement by the seller indicating that public water is not available and that it will be the responsibility of the purchaser to provide potable water supply. Add the location and size of all existing and proposed water lines/valves, and hydrants.

O. If public sewers are not available, a completed Department of Environmental Protection application. (Form B or C for a non-building lot or Component #1 when an on-lot system is to be installed.) Add the location of proposed or existing sanitary sewer lines including size, grade, direction of flow, location of inlets, manholes, etc.

P. Statement from the Municipality in which the property is located indicating that they have reviewed and approved the Lot Split.

Q. If access is to be onto a state highway, a statement is to be placed on the plat (see SALDO for details)

The full-text version of the Subdivision and Land Development Ordinance can be found on our website:

www.co.greene.pa.us