

## **FAIRVIEW TOWNSHIP**

### **SUBDIVISION & LAND DEVELOPMENT PROCEDURE**

1. Pre-Application and Preliminary Sketch (optional)
2. Pre-Application Review request must be submitted to the Planning & Zoning Administrator Seven (7) days prior to the monthly Planning Commission meeting. In accordance with Section 401 of the Subdivision and Land Development Ordinance, the plan must include:
  - A. General information sheet
  - B. Location map
  - C. Topographical map (U.S.G.S.)
  - D. Sketch plan
  - E. Soil Suitability
3. Preliminary Plans must be submitted by the land owner / developer to the Planning & Zoning Administrator fifteen (15) days prior to the monthly Planning Commission meeting. At time of submission both the subdivision / land development application and subdivision / land development checklist will be completed, and the appropriate subdivision / land development fees shall be paid.
4. The planning module should be taken to the Erie County Health Department, 606 W. 2nd Street, Erie, PA 16507 - (814) 451-6751.
  - A. Module forms completed by engineer, surveyor or land owner.
  - B. Transmittal Letter and/or Plan Revision completed by Fairview Township Supervisors at regular meeting on 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month at 9:00 A.M. or 7:00 P.M.
5. One (1) mylar, ten (10) prints, and two (2) sets of construction drawings of the preliminary plan, according to Section 301 and 403 of the Subdivision and Land Development Ordinance, shall be submitted to the township Planning & Zoning Administrator fifteen (15) days prior to the monthly Planning Commission meeting. Plans will be presented to the Planning Commission at their meeting on the second Monday of the month. The Township will then distribute one copy to each of the following:
  - A. Urban Engineers, 502 W. 7th Street, Erie, PA 16502.
  - B. Erie County Dept. of Planning, Erie County Court House.
6. Upon recording of a preliminary plan, the land owner / developer has five (5) years to submit a Final Plan for approval.
7. Final Plans are submitted to the township Planning & Zoning Administrator, by appointment only. Submissions must be complete with all requirements according to Sections 304 and 405 of the Subdivision and Land Development Ordinance,

fifteen (15) days prior to the Planning Commission meeting on the second Monday of each month. Final Plans must contain one (1) mylar and ten (10) prints signed and notarized by the property owner, as well as seven (7) sets of construction prints. The township will then distribute one (1) set of Final Plans to Urban Engineers and County Planning.

8. The Township Planning & Zoning Administrator will submit Plans to the Township Supervisors for final approval at their regular meeting on the 1<sup>st</sup> or 3<sup>rd</sup> Thursday of each month at 9:00 A.M. or 7:00 P.M.
9. Upon approval by the Township Supervisors the land owner / developer shall pick up the mylar and remaining prints in the Planning & Zoning Office for recording at the Erie County Recorder of Deeds Office. When the Planning & Zoning Office receives the recorded mylar and two prints, along with an incorporating deed when applicable, the subdivision / land development deposit will be refunded. This must be completed within ninety (90) days or the deposit will be forfeited and the property owner will be subject to penalties as subscribed by the Subdivision and Land Development Ordinance.