



## Oakland Township Subdivision Procedures

### SUBDIVISION:

**1** The first step in Subdivision is to do sewage planning. **There are no exceptions to this step.** The pit and perk test site hole(s) location must be shown on your drawings. Further, the drawings will not be reviewed by the municipality until an acceptance of the sewage planning modules letter is received from DEP.

It is important to note that sewage planning is required on EVERY parcel/residual tract being divided. DEP considers every parcel as having the potential to have land development.

**Contact: Patrick West at (724) 996-4753**  
**For sewage application procedures.**

**SEWAGE PLANNING IS REQUIRED FOR ALL SUBDIVISIONS.**  
**THIS IS MANDATED BY THE DEPARTMENT OF ENVIRONMENTAL**  
**PROTECTION AND OAKLAND TOWNSHIP IS REQUIRED TO COMPLY ACCORDINGLY.**

**OAKLAND TOWNSHIP WILL REQUIRE SEWAGE PLANNING ON LOT LINE REVISIONS, IF**  
**REQUIRED BY THE DEPARTMENT OF ENVIRONMENTAL PROTECTION.**

Non-building lots require DEP Form 3800-FM-WSFR0349 Request for Planning Waiver & Non-Building Declaration be completed.

**2** Your second step is to contact an Engineer/Surveyor to do your drawings. Make sure that you give to your surveyor a copy of Oakland Township's Subdivision Worksheet that outlines everything that must be on your drawings in order to have them approved.

➤ All drawings need signed off by the township engineer, Josiah Hoefler of Gateway Engineering. (412-409-2221) A letter of approval is required before continuing.

**3** Your third step is to obtain the signatures of the Oakland Township Planning Commission. When the drawings are complete from the Engineer/Surveyor you will need to submit the following to the township secretary 10 days prior to the regular township planning commission meeting:

- Completed Subdivision and Lot Line Revision Land Development Application
- Two (2) hard copies and an electronic copy of your drawings
- DEP acceptance of Sewage Planning letter (if applicable)

Please plan to attend **the Oakland Township Planning Commission that meets the 2nd Tuesday of the month** at the Oakland Township Municipal Building (565 Chicora Road, Butler, PA) beginning at 6:00 p.m.

The Oakland Township Planning Commission will review your application and drawings for completeness. If the drawings are complete, they will sign off on the drawings and you can then submit them to the Butler County Planning Commission. **If the drawings and/or application are NOT complete, the Planning Commission will indicate the reason on your application form and give it to the Township Secretary. The Township Secretary will then send you a copy of the rejected application form. You will then need to make the corrections advised and resubmit a new application to the Oakland Township Planning Commission.**

**4** The fourth step is to submit your plans to the Butler County Planning Commission. The County Planning Commission requires that the plans be submitted to them a week prior to their regularly scheduled meeting, which is normally the third Wednesday of the month. The County will sign the drawing and send to the Township a letter with any comments that they might have.

**5** The fifth step is to bring your signed plans, along with a copy of the Subdivision and Lot Line Revision Land Development Application, to the Oakland Township Board of Supervisors for their review at their regular monthly meeting. **Please note that the Township Supervisors WILL NOT approve any plans that are not signed by the Township Planning Commission AND the County Planning Commission. The Township Board of Supervisors WILL NOT approve any plan that has not been approved by DEP.** Board of Supervisors will review the plans for compliance with the subdivision and land development ordinance and other ordinances.

The Oakland Township Board of Supervisors meet the first Wednesday of the month at the Oakland Township Municipal Building, 565 Chicora Road, Butler, PA beginning at 7:00 p.m. A representative for the subdividing applicant must be present at the meeting to answer any questions that the Board of Supervisors may have. Although not required, it's best to submit the plans in advance of the meeting to be placed on the agenda. Otherwise, on the day of the meeting, please sign the "Public Comment Sign Up Sheet" on the table in the entry to the meeting room. If already on the agenda, no need to sign in for Public Comment.

**6** The sixth and final step for the applicant is to have the plans filed at the Courthouse. The plans must be filed within 90 days of the date that the municipality signed the approved drawing. Once plans are filed with Butler Courthouse, resident **MUST** bring a copy in to the Oakland Township office for filing local.

**In reviewing a subdivision or land development plan, the governing body generally has 90 days to review the plans and communicate its decision to the applicant. The Township does its best to move submissions along in a timely manner. The Township Secretary is often asked if the plans can be moved along any faster. The answer is no. It is important that each step of the application process be complete and in compliance with governing agencies, including DEP and the Pennsylvania Municipalities Planning Code (MCP).**

**A word on variances.** *A variance is a form of relief that is granted when the application of a Township Ordinance results in peculiar or unusual practical difficulties to a property owner. The Board of Supervisors may grant a variance if it concludes that strict enforcement of this ordinance would result in unnecessary hardships for the applicant. The Board of Supervisors, in granting a variance, shall ensure that the spirit of the ordinance is maintained, public welfare and safety are ensured, and that justice is done fairly for all parties. Any requests for a variance must be made by application that can be obtained by contacting the Township Secretary, or located on our township website at [www.oaklandtownship.us](http://www.oaklandtownship.us)*