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## **PROCESS FOR SUBDIVISION OR LAND DEVELOPMENT IN NORTH NEWTON TOWNSHIP**

### **A. Sewage Approval**

1. Apply by contacting the township office at (717) 776-7665. The cost of the sewage application is \$330 per lot, payable to 'North Newton Township', along with a \$25 township administrative processing fee. This fee covers the work of Sewage Enforcement Officer (SEO) Vincent Elbel. His field work (study of the perc and deep probe) is necessary to receive a permit for a septic system. (An additional fee of \$250 is required for issuance of the septic permit and is payable upon request for the septic permit.)
2. The applicant will be responsible to dig the perc holes and arrange for a backhoe to dig the deep probe.
3. After Mr. Elbel has recommended approval to have the sewage system designed, he will supply the locations of the probe and perc holes for the system designer and/or the surveyor. The completed design is then returned to Mr. Elbel for approval and inclusion in the "Sewage Planning Module".
4. All Sewage Planning Modules (proposed new septic systems with the exception of 10-Acre Exemptions) must be reviewed by the Cumberland County Planning Department, the North Newton Township Planning Commission, the North Newton Township Board of Supervisors and PA Department of Environmental Protection (DEP).

The DEP approval process normally takes 60 - 90 days from the date of submittal to DEP. In these cases, the Board of Supervisors may approve the subdivision plan contingent upon DEP approval and then sign the plan upon written receipt of DEP approval.

5. Upon receipt of DEP approval and payment of the \$250 permit fee, the applicant may request the SEO to issue the sewage permit.

### **B. Subdivision or Land Development**

1. Obtain a surveyor who should draw up a subdivision or land development plan. If the surveyor has not submitted plans to North Newton Township in the past, they may obtain a copy of the Subdivision and Land Development Ordinance, Chapter 260 of the Code of North Newton Township, from the township office (also available at [www.northnewtontownship.com](http://www.northnewtontownship.com)). The surveyor will submit the plan to the township along with the appropriate fee (see fee schedule).

- a. The plan is to be submitted to the Cumberland County Planning Commission nine days prior to their meeting date, which is the third Thursday of each month and to the township 21 days prior to the Township Planning Commission meeting date (third Monday of each month).
- b. If an Erosion and Sedimentation Control Plan is required, the Cumberland County Conservation District will also need to receive a copy of the plan.
- c. It is the policy of the Township Planning Commission to refer plans to the Township Engineer for professional commentary on the plan. The expense incurred by the township in the professional review of the plan is the responsibility of the developer and will be payable to the township prior to the release of the approved plan.
- d. A fee in-lieu of dedicated recreation may apply to the following development:
  1. \$500 per proposed residential dwelling unit
  2. Non-residential land development, with the exemption of agricultural development, is charged as follows:
    - Lands without public water or sewer: \$500/acre developed
    - Lands with only public water or public sewer: \$750/acre developed
    - Lands with both public water and public sewer: \$1,450/acre developed
2. After approval by the County, Township, and DEP, the Board of Supervisors will review and sign the plan. The Township Supervisors meet on the first Tuesday of each month at 6:30 p.m. Call the township office for the exact dates for Planning Commission and Board of Supervisors meetings. Developers are encouraged, but not required, to attend these meetings.
3. The plan must be recorded within 90 days of its signing at the Cumberland County Recorder of Deeds Office, Carlisle.

### **C. Driveway Permit**

1. If the driveway will access the lot from a township road, call the township office for a 'Driveway Application'. Along with the \$25 application fee, include a sketch plan of the property showing the proposed driveway location, dimensions, intersecting roads, any improvements proposed (culverts/drains), anticipated work dates, and a reference to neighboring properties and owners thereof.

*If the driveway is to access a state road, call PENNDOT at (717) 243-5414 for an application.*

2. The Township Roadmaster will review the application and return it with regulations for installation. A permit will be issued upon inspection of the finished work.

The township requires driveways of new subdivisions/land developments to be surfaced with the same material as that of the road they access. Driveways for non-residential and agricultural uses are to be surfaced to a minimum of 24 feet and a maximum of 35 feet in width between the street and the dedicated right-of-way line.

#### **D. Building/Land Use Permits for Commercial or Industrial Structures**

1. Construction plans must be drafted by a Pennsylvania licensed engineer or architect and contain their seal and signature and comply with the Fire and Panic Act and the ADA (Americans with Disabilities Act). Three copies and one CD or pdf of the construction plan must be submitted upon application for a building/land use permit.
2. All information in Section E also applies to securing a building/land use permit for commercial or industrial structures.

#### **E. Building/Land Use Permit**

1. After subdivision or land development plans are approved, sewage permit is obtained, and driveway application is approved, a building/land use permit must be secured. Call the township office to make an appointment to receive a permit.
2. When applying for a building/land use permit, the following information is required:
  - a. Sewage Permit
  - b. Driveway (Road or Highway Occupancy) Permit
  - c. A drawing of the lot showing
    - Size of lot
    - Location of any existing buildings on the lot, if any
    - Location and dimensions of proposed building
    - Square footage of proposed building
    - Distance from proposed building to each property line (measured in feet)
    - Location of septic system and well
  - d. Estimated cost of construction
  - e. Name, address, and phone number of contractor
  - f. Certificate of Insurance from contractor
  - g. Building plans (3 sets)
3. Once the building/land use application has been obtained from the township, you'll be directed to West Pennsboro Township to drop off your application for the building inspection agency (MDIA) review. Once the review has been performed and the building plans approved, you will be called by the staff at West Pennsboro Township with the cost of the inspections. You will be able to pick up your permit and pay for the inspection at that time.
4. You may then begin to build and call the building inspector for each inspection as required.

Please direct any questions concerning this process to the township office at (717) 776-7665.