THE FOLLOWING IS A GUIDE FOR THOSE APPLYING FOR A SUB-DIVISION OR LAND DEVELOPMENT:

This application applies to one of the following:

1. Side lot add-on – non building
2. Minor subdivision 1-4 lots
3. Major subdivision 4 lots or more
4. Land use
5. Commercial land use

Side lot add-on or non building
No Zoning or Building Permit required.

Minor or Major Subdivision
Once the subdivision is approved and if you intend to build on the lot(s) you must apply for a **Zoning and Building Permit**. The applications are available at the Bradford Township Office

Commercial or Residential Land Use
You must first apply for a **Zoning Permit**. A copy of your Zoning Applications must accompany the Land Use application.

The Planning Commission meets the 2nd second Tuesday of each month at 7:00pm. Prior notification that you or a representive will be present at the meeting would be appreciated. If you should have questions before the meeting please call the Bradford Township office (814 368-3564) to leave a message and someone from the planning commission will contact you.

The completed application and plans must be brought before the Bradford Township Planning Commission by the buyer, seller, engineer, lawyer or surveyor. This person(s) must be able to answer the questions pertaining to the application. Meeting with the board early in the process will save time and money to help the approval process. The approval process could take several months depending on the complexity of the project.

The following may be required for approval of the application:

1. Apply for a **SEWER PERMIT** at the Municipal Building and pay a predetermined fee for hook-up to the Township's Sewer System. The

sewer tap-in will be granted upon approval of the Bradford City Sanitary Sewer Authority at their regular meeting which meets the third Tuesday of every month.

OR

2. Contact the Bradford Township Sewer Enforcement Officer for an **ON-LOT SEPTIC SYSTEM** if the Township's Sewer System is not located in the area of the building site. Rules and Regulations for On-Lot Sewer Systems will be furnished with the application for a permit. Please call our office for the name and phone number of the Sewer Enforcement Officer.
3. Permits for Sewage Module from the DEP – Wet land investigation, soil and Sedimentation Plans.

- If connecting onto the Bradford City Water you must have a letter of approval from the Bradford City Water Authority.
- If access onto a lot is to be from a Township Road, a **ROAD OCCUPANCY PERMIT** is required. Fee is based upon the type of project (i.e. driveway). The Permit is issued at the Municipal Building. If access onto a lot is to be from a State Highway you must contact PennDot to obtain a permit. **The permit must accompany the application and plans.**
- A copy of your application and plans must be sent to the **McKean County Planning Commission** for review and comments. Your surveyor will send in your plans. Otherwise please contact the Bradford Township Office.
- Once the Planning Commission has reviewed the plans and application the maps will be signed by the Planning Commission members and the Board of Supervisors. The Bradford Township office will call to advise when the maps are signed. The maps must be picked up and recorded at the McKean County Courthouse at the Recorder of Deeds office**. FINAL APPROVAL CANNNOT BE GIVEN UNTIL THE BRADFORD TOWNSHIP PLANNING COMMISSION RECEIVES ONE COPY OF THE RECORDED PLAN.**

- Should the application for a Subdivision or Land Development be denied, a **HEARING** will be scheduled for the applicant to request a **VARIANCE.** Applicant will be required to pay a predetermined fee for the hearing.

BRADFORD TOWNSHIP PLANNING COMMISSION

SUBDIVISION OF PROPERTY AND/OR LAND DEVELOPMENT OF PROPERTY

Bradford Township 136 Hemlock Street Bradford, PA 16701
(814) 368-3568 (814) 368-1163 Fax

Date_____

Applicants Name _____Phone_____

Address _____

Owner of Property _____Phone_____

Address _____

PROPERTY/LAND DATA INFORMATION
All information must be supplied by the professional land surveyor, one mylar map with embossed seal and ink seals and four paper maps with seals are to be submitted.

Subdivision Yes _____ No _____ Land Development Yes ____ No _____

BRIEF DESCRIPTION OF SUBDIVISION OR LAND DEVELOPMENT

_____

_____

_____

_____

_____

_____

_____

_____

Name of Professional
Land Surveyor _____Phone_____

Address _____

Name of Attorney_____Phone_____

Address _____

Location Address_____

Zone District _____ Tax Parcel No._____

Current Use_____

Currently assessed under Act 319 Clean & Green Yes _____ No _____

Size of lot prior to subdivision _____

Number of lots in new subdivision and average lot size _____

_____

_____

Type of water supply to present & new lots _____
(letter of approval from Bradford City Water Authority must accompany application)

Nearest water supply _____

Proposed new street Yes _____ No _____
(additional application to be filed for address request with the County 911 Center)

Nearest existing street _____

Is Bradford Township Road Occupancy permit required Yes _____ No _____

Is PennDot State Highway Occupancy permit required Yes _____ No_____

Bradford Township Sewer Yes _____ No _____

If no a permit for on-lot sewage must be attached prior to subdivision consideration. This DEP Planning Module for Land Development must be part of the application for review and will verify that the lot/s have been tested by the Sewage Enforcement Officer and are suitable for on-lot sewage disposal.

Is any type of business operation for Land Development conducted from this location

Yes _____ No_____

If yes give name, type and details

_____

_____

_____

Pennsylvania Building Code approval required Yes _____ No_____

In Flood Plain Yes _____ No _____ Unknown _____
(If unknown please contact the Bradford Township office for name and number of the Braford Township Engineer.)

Oil Wells unplugged or EPA approval Yes _____ No _____ Unknown _____

Other information

_____

_____

_____

_____

_____

_____

_____

The following permits must be approved if applicable: Floodplain Management, Stormwater Management, Road Occupancy Permits, and any other Local, State, or Feder Permits that would be required.

Please Check One Below

_____I hereby certify that this request for Approval for a Subdivision of Land or Land Development is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent

_____I am the owner of record, and this application has been completed, survey maps and plan detail are attached and the information furnished is true and correct.

I apply for this Subdivision of Property and/or Land Development of Property for the purpose stated. All plans and other supporting data will become part of this application. This application and all supporting data is true and correct. Any deviation from this application and all supporting data will render this application "NULL & VOID".

Signature _____ Date _____

Signature_____Date_____

APPLICATION FEES PAYBABLE TO BRADFORD TOWNSHIP $35.00 plus: 1 to 4 lots $25.00; 5 to 15 lots $200.00; 16 or more lots $350.00. Inspection fee $15.00 each inspection. Hearing fee $250.00 each. If a hearing is not at the regular meeting further advertising expenses are added.

Office Use Only
Check # _____ Cash _____ Date Paid _____

BRADFORD TOWNSHIP PLANNING COMMISSION USE ONLY

Type of Subdivision Major _____ Minor _____

Sewage information received Yes _____ No _____

McKean County information:

Plat Mailed on _____ 20___ Comments Received _____20____

Expiration date reached, no County comments _____20____

Supervisor Approval on Road Plan _____20____

Supervisor Approval on Driveway Entrance _____20_____

Supervisor Approval on Road Dedication _____20____

Supervisor Approval on Completion Bond _____20____

Action of Bradford Township Planning Commission

Sketch Plan submitted Yes ____ No _____

Received by _____on _____20____

Preliminary Plan submitted on _____20____

Received by _____ on _____20____

Final Plan Meeting date approved on _____20____

_____
Planning Commission, Chairman

_____
Board of Supervisors, Chairman