

SUBDIVISION CHECKLIST

- 1. Contact township sewer agency for permits and sewer planning module or building waiver.**
- 2. Obtain subdivision application from township secretary.**
- 3. Have maps completed by surveyor, make sure all information on checklist is on the maps.**
- 4. Turn in planning module, application and all maps to the township secretary no later than two weeks prior to the meeting of the planning commission. The commission meets the third Thursday of every month.**
- 5. Planning Commission will meet and approve/deny the application.**
- 6. If approved, the plans will go to the Board of Supervisors at their next monthly meeting for approval and then the secretary will forward the plans to the County for review and recording. After the plans are received back from the county you will be notified to pick them up from the township office along with the total amount due.**
- 7. If the plans are denied, you will be notified, in writing, of the issues and what needs to be rectified. Once the issues have been corrected the plans will go back before the township planning commission for approval.**