

**PROCEDURE FOR SUB-DIVIDING UNDER THE
LAND SUB-DIVISION ORDINANCE**

1. Contact the Township Office for appropriate application and fee schedule (814-749-0725).

Minor Subdivision - \$25.00

2. Contact the appropriate agency for Sewage Permit:

On-Lot Sewage - Cambria County Sewage Enforcement Agency (814-471-0299)

Connection to Public Sewer - Contact Jackson/East Taylor Sewer Authority (814-322-3444)

Applicant must provide a letter from sewer authority verifying service will be provided.

Note: If no buildings are to be placed on the lot, a Non-Building Waiver form must be completed.

3. The applicant needs written verification from the Water Authority if hooking up to public water.

4. The subdivision must be returned to the township office **at least two (2) weeks prior to the Planning Commission Meeting**. The Planning Commission meeting is held on the 3rd Monday of every month at 6:30 p.m. in the Municipal Building. A fee depending on whether it is a Minor or Major subdivision must be paid at the Township Office before the Planning Commission can review the plan.

2 Copies and 2 mylars of the drawing are required

6 Copies and 2 mylars of the drawing are required if state road is involved

5. Upon review and recommended approval by the Planning Commission, the plan is then sent by the Planning Commission to the Board of Supervisors for their action.
 - A. The applicant will be notified by letter as to the action taken by the Board of Supervisors.
 - B. The subdivider shall record, within 30 days, the approved reproducible mylar of the Final Plan in the office of the Cambria County Recorder of Deeds and return a copy of the receipt for the recorded subdivision to the township office. If the applicant fails to return a receipt from the Recorder of Deeds the decision of the supervisors shall be null and void.
6. Before any building is started, a Zoning Permit shall be obtained from the Township Office.

JACKSON TOWNSHIP SUBDIVISION APPLICATION

The undersigned hereby applies for review, by the Jackson Township Planning Commission and Supervisors, the proposed conveyance of _____ parcel of land as shown on the attached maps and as described below:

Name (Present Owner): _____

Address: _____ Telephone No. _____

Deed Book _____ Page _____ Cambria Co. Tax Map _____ Parcel _____

1. Total acreage of original tract _____

2. Name or number of street or road _____

3. Distance to nearest public road intersection _____

4. Name or number of intersection _____

5. Sewage _____ On Lot _____ Public _____

6. Water _____ On Lot _____ Public _____

7. Size of parcel to be conveyed _____ (One Acre Recommended)

8. Name of purchaser _____

Address: _____ Telephone No: _____

9. *Do you intend to convey property to others in the future? _____

10. If so, how many parcels? _____

11. Name of surveyor (if applicable): _____

Address: _____ Telephone: _____

12. Name of attorney: _____

Address: _____ Telephone: _____

13. **Location map at 1" = 400' (County Tax Map) _____

14. Surveyor's Plat of Parcel: _____

15. Fee Schedule: (Check One)

_____ Minor Subdivision - Any subdivision containing not more than four (4) lots - FEE \$25.00

_____ Major Subdivision - Any subdivision not classified as a minor subdivision including any Subdivision requiring any new stre or extension of municipal facilities. FEE \$ _____

Signature: _____ Date: _____

* If answer to question #9 is Yes, a sketch plan should be submitted with this application showing approximate locations and size of future conveyances. This can be done on a county tax map.

** Location map should also show approximate location of new wells and septic system, plus location of water supplies and septic systems on adjoining properties within 200' of all property lines.

Planning Commission Action: _____ Approved _____ Rejected

TOWNSHIP OF JACKSON PLANNING CHECKLIST

Ordinance Section	Check	Description of Item
211.1 A (1)	_____	1 Name of subdivision
211.1 A (2)	_____	2 Date of drawings and application
211.1 A (3, 4)	_____	3 Full name and address of all record owners, deed book and page, developer, applicant
211.1 A (5)	_____	4 Name, address and seal of Professional Land Surveyor responsible for the plan
211.1 A (6)	_____	5 Tax parcel numbers of subject parcels
211.1 A (7)	_____	6 Location of proposed well and water supplies if applicable
211.1 A (7)	_____	7 If on- lot sewage will be used A. Accurate location of all test pits and percolation holes B. Elevations of parcels represented by contour lines C. Soils within the parcel
211.1 A (8)	_____	8 Total acreage of subject parcel, total number of lots and footage of buildings
211.1 A (9)	_____	9 Date and description of any revisions
211.1 A (9,10)	_____	10 Graphic scale, north arrow, date of original plan and benchmark
211.1 A (11)	_____	11 Lots numbered in sequential order with the original parcel as Lot No. 1
211.1 A (15)	_____	12 Location map showing relationship of subdivision with relation to the surrounding area
211.1 A (15)	_____	13 Names and numbers of all adjoining streets, highways and property owners
211.1 B (1)	_____	14 Bearings and distances on all boundaries of proposed subdivision
211.1 B (8)	_____	15 Accurate location of all structures within subdivided parcel
211.1 B (9)	_____	16 Determination of Zoning (Residential, Commercial, Industrial)
211.1 B (9)	_____	17 Setback lines
211.1 A (16)	_____	18 Notarized statement certifying ownership and authorizing recording
211.1 A (16)	_____	19 Statement indicating grantors, deed book and page presented owners obtained parcel
211.1 A (18)	_____	20 Statement of approval by the Jackson Township Planning Commission with space for five (5) signatures and the approval date.
211.1 A (18)	_____	21 Statement for approval by the Jackson Township Board of Supervisors with space for three (3) signatures, the approval date and the township seal
211.1 A (19)	_____	22 Statement by the Cambria County Recorder of Deeds to record date/place of recording

Final Subdivision plans shall be drawn to a scale of not less than 1" = 200' on a sheet 17.5" X 23"