

## PROCEDURE FOR SUBDIVIDING UNDER THE LAND SUBDIVISION ORDINANCE

1. Contact the Township Office for appropriate application and fee schedule (814-749-0725).  
  
Minor Subdivision - \$125.00
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 applicant must obtain Cambria County Planning Commission approval of the subdivision prior to township review. An approval block for Cambria County Planning Commission must be included on the subdivision.
5. 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 3<sup>rd</sup> 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
6. 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.
7. Before any building is started, a Zoning Permit shall be obtained from the Township Office.