

Franklin Township

10411 Rt. 98, Edinboro, PA 16412
814-734-3521 Fax: 814-734-3361

Minor Subdivisions Step by Step

(We encourage you to call for guidance any time during the process)

Monthly Township Meetings held in the Township Office:
Planning Commission: 1st Tuesday at 7 p.m.
Supervisors: 3rd Wednesday at 7 p.m.

1. Secure preliminary approval for an on-lot septic system
 - a. Pete Homchenko, Sewage Enforcement Officer
 - i. Erie County Health Department, 451-6756, 606 West 2nd St., Erie, 16507-1111
2. Draw sketch plan
 - a. Consult with Township Office about options
3. Meet with Planning Commission on preliminary plan
 - a. Agenda deadline: one week prior to monthly meeting
 - b. If needed, change/modify/clarify; or, approval granted
 - i. Correct and return next Planning Commission meeting
 - ii. When approved, provide specific details to surveyor
 - c. Step 3 can be skipped--may not be necessary for uncomplicated subdivisions
4. Contract Surveyor to draw plats and Mylar conforming to preliminary approval
 - a. At least one Mylar and seven copies
 - b. Surveyor must follow precisely the Ordinance Checklist (attached) and Planning Commission guidance
5. Meet with Planning Commission
 - a. Agenda deadline: one week prior to monthly meeting
 - i. Must have:
 1. Application Form, \$160 fee, \$150 returned, when subdivision recorded
 2. Mylar and seven copies
 3. New deed(s) and residual deed descriptions
 4. Sewage
 - a. Planning module, if lot can have on-lot system
 - b. Non-Building Waiver, if no on-lot systems at this time
 5. Various required documents specified on Checkoff List, as applicable
 - a. Public right of way dedication agreement
 - b. Any others
 - b. Planning Commission Consideration Options
 - i. If needed, change/modify/clarify; or, approval granted
 - a. Correct and return next Planning Commission meeting
 - b. Approval and signing of Mylar and plats
 - c. Zoning can now begin, if desired

6. County Review and Approval
 - a. County Planning Department, 451-6336, Room 111, Courthouse, 140 West 6th, Erie, 16501
 - i. Review for conformance to Franklin Township Ordinances
 1. The County is the Township's expert advisor
 - ii. If needed, change/modify/clarify; or, approval granted
 1. Correct and return next Planning Commission meeting, restart at Step 5.
 2. Approval and signing of Mylar and plats
 - b. County Health Department
 - i. Review for conformance to State Laws and Regulations
 1. Must have been preapproved in Step 1.
 - a. Clerical step
 - i. Review for conformance to preliminary approval in Step 1
 - ii. If needed: change/modify/clarify; or, approval granted
 1. Correct and return next Planning Commission meeting, restart at Step 5
 2. Approval and signing of Mylar and plats
7. Township Supervisor approval of subdivision
 - a. Must have completed all steps from above
 - b. Provide any last minute information that might still be required from above steps
 - c. If needed, change/modify/clarify; or, approval granted
 - i. Correct and return next Planning Commission meeting, restart at Step 5
 - ii. Approval and signing of Mylar and plats
 1. One signed copy retained by Township Office
8. Record subdivision and deeds
 - a. Recorder of Deeds, 451-6246, Room 121, Courthouse
 - i. Record Mylar, plats and deeds, fees required
 1. All get time stamped by Recorder
 2. One Mylar stays at Recorders
 - a. If there are other Mylars, they are yours
 3. One recorded, time stamped paper copy for Township
 4. Remaining paper copies are yours
9. Final Township step
 - a. Upon returning time stamped copy to Township Office
 - i. Escrow of \$150 will be returned
 - ii. Paper plat copy previously retained by Township will be returned to you
10. Subdivision COMPLETE
 - a. Property lots may now be sold
 - b. Deeds may be transferred to new owners
11. Next step is Zoning
 - a. Allows land development
 - b. Contact Township Office when ready

Appendix Section
Appendix 1
Franklin Township, Erie County, Pennsylvania
Application Form

Request for Review and Approval of
Proposed Subdivision, Mobile Home Park, or Land Development Plan

Subdivision/Land Development Name: _____

Project Location: _____

Erie County Parcel Index Number(s): _____

Name of Property Owner(s): _____

Address: _____ Phone No.: _____

Name of Surveyor who prepared Plan: _____ Phone No.: _____

Name of Engineer*: _____ Phone No.: _____

Type of Plan:

Replat Major Subdivision – Prel. Land Development Mobile Home Park
Minor Subdivision Major Subdivision – Final Modification RV/Campground

Plan Detail:

Total Acreage _____ Number of New Lots: _____

Proposed Land Use:	Number of Lots:	Current Zoning:
Residential <input type="checkbox"/>	Residential <input type="checkbox"/>	Residential <input type="checkbox"/>
Commercial <input type="checkbox"/>	Commercial <input type="checkbox"/>	Commercial <input type="checkbox"/>
Industrial <input type="checkbox"/>	Industrial <input type="checkbox"/>	Industrial <input type="checkbox"/>
Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>

For Mobile Home Parks or RV/Campground development, give the number of lots, any community facilities, etc.

Proposed Water Supply: Public Community On-lot

Proposed Sewage Disposal: Public Community On-lot

Erie County Health Department/PA DEP Approval: Yes No N/A

I (We) hereby certify that, to the best of my (our) knowledge, the above information is true and correct.

Date: _____ Signature of Landowner or Applicant* _____

*If applicant is not the owner, provide information of authorization (i.e., options or similar instrument).

(For official use only)

Type of Plan and Cost:

Replat \$ _____	Major Subdivision – Preliminary \$ _____
Minor Subdivision \$ _____	Major Subdivision – Final \$ _____
Modification \$ _____	Land Development -- \$ _____

Base Fee: \$ _____ + Per Lot Fee: \$ _____ = Total Fee: \$ _____

Completed by: _____

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Plan Name _____

Date _____

Preliminary/Final Plan Checklist – Franklin Township				
		Preliminary	Final	Minor
1	Plan Name (Preliminary or Final)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Name, Address, and Phone Number of Owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Agent (if any)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Date, North Arrow, Graphic Scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Acreage, Lot, Lot Size, Size of Residual Lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Closure 1:10,000 Feet or Better, Closure Calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Tract Boundaries, Distance, and Bearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Zoning Designation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Floodplain Delineation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Location Map Inset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Existing Building(s) to Scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Names of Adjacent Owners and Adjacent Subdivisions, with Tax Parcel Numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Location and Dimensions of Features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Full Development Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Planning Module Component (On-Lot Sewage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Public Water System Information	<input type="checkbox"/>	<input type="checkbox"/>	
17	Community Sewer System Information	<input type="checkbox"/>	<input type="checkbox"/>	
18	Design, Location of Other Utilities (separate sheets allowed)	<input type="checkbox"/>	<input type="checkbox"/>	
19	Cross Section/Centerline Profiles of any Proposed Roads	<input type="checkbox"/>	<input type="checkbox"/>	
20	Sidewalks (Optional)	<input type="checkbox"/>	<input type="checkbox"/>	
21	Drainage Plan – Culverts and Swales	<input type="checkbox"/>	<input type="checkbox"/>	
22	Design of Bridge Culverts	<input type="checkbox"/>	<input type="checkbox"/>	
23	E & S Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Certificate (Surveyor/Engineer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Lot Number(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Complete Curve Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Markers and Monuments (location and type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preliminary/Final Plan Checklist – Franklin Township

		Preliminary	Final	Minor
28	Utility Easements (20' required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Accurate Description of Any Public Land	<input type="checkbox"/>	<input type="checkbox"/>	
30	Street Names (Supervisors)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Source of Title, Deed Book and Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	State Plane, Coordinate System Reference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Fees Paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Escrow Account Recording	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	Escrow Account Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	Residual Property Deed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	Certifications, Notations, (see 703.6.V and 703.7, and Appendices)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	PDF/A file on CD or DVD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	Escrow--\$50 to insure recording	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	PA Nat. Diversity Index report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41	Township's required disclaimers (see 703.6.V and 703.7, and Appendices)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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