

GIRARD TOWNSHIP

Minor and Major Subdivision Procedure

1. Submit **sketch plan** for Planning Commission Review 5-days prior to meeting. Meetings are held the 1st Monday each month, 7:00 pm @ Girard Township Building, 10140 Ridge Road.
2. Contact Erie County Dept. of Health, 451-6751, 606 West 2nd St, Erie, for **sewage facilities planning module** or **non-building waiver**. Rose Kerr, SEO, 8:30am-10:00am.
3. At the same time, contact a professional land surveyor or engineer to arrange to have survey and map completed.
 - a. 8 copies of the preliminary map including a mylar
 - b. Must be **signed** by property owner and **notarized** (notaries are available at the municipal building during regular business hours)
4. Take mylar and all prints to the Erie County Department of Planning, 150 East Front Street (3rd floor @ Blasco Library, separate entry on the west side of building), Erie PA, for review and signatures. Pay fees (minimum fee = \$50). They will retain one print.
5. Bring mylar and all prints remaining along with subdivision application to the Township Zoning Office 5-days prior to the Planning Commission meeting (include deed description if parcels are to be incorporated).
 - a. Pay filing fee (see fee schedule in Zoning Office)
 - b. Provide completed Developer's Agreement for Major Subdivision
 - c. Planning Commission review and signatures
6. Board of Supervisors review and sign (2nd Tuesday of each month at 7:00 pm, 4th Tuesday of each month @ 9:00 am).
7. Pick up plans at Zoning Office after the Supervisors meeting for recording at Erie County Court House, Recorder of Deeds Office.
 - a. Plan must be recorded within 90 days of the Supervisors' approval or it is invalid.
 - b. Recorder of deeds will retain 3 copies.
 - c. Return one (1) recorded print to Township Zoning Office within 15 days of recording.

NOTE: All subdivisions on State Highways shall show the Highway Occupancy Permit number issued by the PA. Dept. of Transportation or present a written waiver.

Revised: 03/03/2020

APPLICATION FOR SUBDIVISION

MAJOR or MINOR

**TOWNSHIP OF GIRARD
ERIE, COUNTY, PENNSYLVANIA**

SUBDIVISION NAME _____

COUNTY INDEX NUMBER (24) _____

ADDRESS _____

STARTING ACREAGE _____ # OF LOTS _____

REMAINING ACREAGE _____ SURVEYOR _____

PROPOSED LAND USE _____

LAND OWNER (S) _____

ADDRESS _____

TELEPHONE NUMBERS _____

E-MAIL _____

SEWAGE DISPOSAL TYPE _____ DEP APPROVED? _____ DATE _____

WATER SYSTEM _____ REVIEWED BY ERIE CO. PLANNING? _____ DATE _____

Are any parcels adjacent to or included within this subdivision part of an Agricultural Security Area? _____

If Yes, indicate what index numbers are ASA _____

I/We agree to comply with all the regulations in the Girard Township Subdivision and Land Development Ordinance.

Signature (s) _____

Submitted this _____ day of _____, 202_____

Name _____

Address _____

Phone _____

Date _____ Filing Fee Paid \$ _____