

# 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: 1<sup>st</sup> Tuesday at 7 p.m.  
Supervisors: 3<sup>rd</sup> 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 2<sup>nd</sup> 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. **Surveyor must follow precisely the Ordinance Checklist** (attached) and Planning Commission guidance
  - b. At least one Mylar and seven paper copies
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 property description narratives
      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 6<sup>th</sup>, 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, see their schedule
      1. All copies 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 _____	Residential <input type="checkbox"/>
Business <input type="checkbox"/>	Business _____	Business <input type="checkbox"/>
Industrial <input type="checkbox"/>	Industrial _____	Industrial <input type="checkbox"/>
Agricultural <input type="checkbox"/>	Agricultural _____	Agricultural <input type="checkbox"/>
Other <input type="checkbox"/>	Other _____	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 \_\_\_\_\_

<b>Preliminary/Final Plan Checklist – Franklin Township</b>				
		<b>Preliminary</b>	<b>Final</b>	<b>Minor</b>
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	Stormwater Drainage Plan – Culverts, Basins 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"/>

**Preliminary/Final Plan Checklist – Franklin Township**

		<b>Preliminary</b>	<b>Final</b>	<b>Minor</b>
27	Markers and Monuments (location and type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 (County & Supervisors approval)	<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	Subdivision Application 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	All New Lots & Residual Lot Deed Description Narratives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	Certifications, Notations, Township's required disclaimers (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--\$150 (to insure recording of subdivision, refunded upon return of recorded paper plot)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	PA Nat. Diversity Index report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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