

Franklin Township

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

Subdivision Process

All copies of the subdivision plan must be signed by the owners and notarized before STEP 1.

STEP 1: Attend the Franklin Township **Planning Commission** (PC) meeting. The PC meetings are typically scheduled for the 1st Tuesday of every month at 7 p.m. The subdivision plans must be signed.

Franklin Township Building
10411 Route 98
Edinboro, Pa 16412
(814) 734-3521
Zoning Officer: Ralph Breiding

STEP 1A: If necessary, all sewage system paperwork should be delivered to **Erie County Department of Health** (ECDH) prior to Step 2. ECDP will not sign the plans without prior ECDH approval.

Erie County Department of Health
606 West 2nd Street
Erie, Pa 16507
(814) 451-6700
Project Secretary: Claudia Woodard

STEP 2: AFTER PC has signed the subdivision plans, deliver the plans to **Erie County Department of Planning** (ECDP) for review. The plans will be left at ECDP for review. There is an application and fee.

Erie County Department of Planning
150 East Front Street, Suite 300
Erie, Pa 16507
(814) 451-6336
Reviewer: Pete Link

STEP 3: After ECDP has signed the subdivision plans, deliver the plans back to Franklin Township **Supervisors** approval. The Supervisors meetings are typically scheduled for the 3rd Tuesday of the month at 7 p.m. at the Franklin Township Fire Hall.

Franklin Township Volunteer Fire Department Social Hall
7455 New Road
Edinboro, Pa 16412

STEP 4: After Supervisors approval, the plans are ready to be recorded at the **Erie County Recorder of Deeds**, Erie county Courthouse.

It is recommended that an attorney be involved in this step as deeds will need recorded as well.

Recorder of Deeds
Erie County Courthouse
140 West 6th Street, Room 121
Erie, Pa 16501

STEP 5: After the plans are recorded at the Courthouse, bring one paper copy to the **Franklin Township** office. The remaining copies are yours

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: _____