

HOPEWELL TOWNSHIP, WASHINGTON COUNTY
SUBDIVISION CHECKLIST
20 Parkview Road
Avella, PA 15312
Phone: 724-345-3333
Fax: 724-345-8115

The following procedure should be followed when subdividing one (1) parcel of land into two (2) or more lots, tracts or parcels of land that do not require public improvements within Hopewell Township, Washington County, PA.

1. If the property to be subdivided is under Clean and Green or Farmland Preservation, contact the Washington County Planning Commission at 724-228-6811 to discuss how a subdivision may impact the Clean and Green and/or Farmland Preservation status of the property.
2. OBTAIN A SANITARY SEWER APPLICATION
 - a. Obtain on-lot sewage tests (PERC) and permit from the Washington County Sewage Council (724) 223-0504.
 - b. If applicable, complete a 10 Acre Exemption Form.

If the property passes a PERC test:

3. OBTAIN FROM A REGISTERED SURVEYOR four (4) copies of the proposed subdivision.
 - a. Complete PA DEP Sewage Facility Planning Module
 - b. The Planning Module will be submitted along with the Subdivision Plans which must show the PERC Site on the drawings.
4. PRESENT THE PROPOSED SUBDIVISION plan to the Washington County Planning Commission and obtain review signatures on the drawings.
5. Complete a Township Application for Subdivision and pay applicable fees.
(Please note, additional costs may be incurred and billed in addition to the application fee at the conclusion of the Subdivision approval process, ex: Engineering review costs, advertising costs etc.)
6. Subdivision will be submitted to the Township Engineer for review.

7. Upon completion of changes required by the Engineer (if any), the current owners of the property must have the "Owner's Adoption" portion of the drawings notarized. (Please note: if owned by more than one person, all owners must sign, if property is within a Trust, the Trustee(s) must sign the Owner's Adoption.) The drawings should then be submitted to the Township for Township Planning Commission review.
8. A Township Planning Commission Meeting will be scheduled.
9. Upon approval by the Township Planning Commission, the subdivision and Planning Module will be presented to the Board of Supervisors for approval.
10. Owner(s) must return the approved sewage planning module to the Washington County Sewage Council.
11. When the Township has received the approved sewage planning module (or other required documentation from the Washington County Sewage Council) the Township Board Chairperson, Township Secretary, Planning Chairperson and Planning Secretary will sign the subdivision.
12. Owner is responsible for the timely recording and any costs to record the subdivision at the Washington County Recorder of Deeds. The Washington County Recorder of Deeds will assign a parcel number to the new subdivision.

Please note that all subdivisions are subject to the Township's Subdivision and Land Development and Zoning Ordinances.