

Citizen and Developer's Guide to the Permitting and Approval Process for Land Development in **Hemlock Township**, Columbia County, Pennsylvania



Contact Information

Hemlock Township
26 Firehall Rd.
Bloomsburg, PA 18715
Phone: (570)784-6178
Fax: (570)784-3288

Township Supervisors *(Meets the second Tuesday of each month at 7:00 PM at the Hemlock Township Building).*

Albert Hunsinger, Jr. (Vice Chair)	(570)387-0890
Daniel Carr	(570)784-7490
Mark Morrow (Chairman)	(570)784-7997
David Bardo	(570)784-1893
Fred Klinger	(570)784-6032

Township Secretary

Larina Kramer	(570)784-6178
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Township Manager

Stephanie Haney	(570)784-6178
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Sewage Enforcement Officer

James McDeavitt	(570)784-9171
	(570)387-9343 (fax)

Zoning Officer

Dawn Renee Moist	(570)784-2397
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Assistant Codes Enforcement Officer

Garey Bittenbender	(570)784-6178
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Solicitor

Barry Lewis, Esq.	(570)784-7666
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Engineers

Larson design group (570)323-6603

Mid- Penn Engineering Alternate (570)524-2214

Planning Commission

(Meets the First Tuesday of each month at 7:00 PM)

Jay Fritz Jr. (570)784-0757

Dawn Renee Moist (Secretary) (570)784-2397

David Bardo (570)784-1893

Mark Morrow (570)387-0764

Michelle Bella (570)784-7997



Ordinances

[Hemlock Township Zoning Ordinance](#)

Subdivision and Land Development

The following information is not all inclusive and is meant only to be a general guideline. For detailed requirements, applications and information consult the Hemlock Township Subdivision and Land Development Ordinance (SALDO) and speak with Zoning Officer

Definitions of “Subdivision” and “Land Development”

For a COMPLETE list of definitions of Subdivision and Land Development see the SALDO, Article 2, DEFINITIONS.)

Subdivision: *The division or redivision of a lot, tract or parcel of land by any means into two or more lots, tracts, parcels or other division of land including changes in existing lot lines for the purpose, whether immediate or in the future, of lease, partition by the court for distribution to heirs or devisees, transfer of ownership, or building or lot development; provided, however, that the subdivision by lease of land for agricultural purposes into parcels of more than 10 acres, not involving and new street or easement of access or any residential dwelling shall be exempted.*

Land Development:

The development of property as specified below:

a. The improvement of one lot or two or more contiguous lots, tracts or parcels of land for any purpose involving:

- 1. a group of two or more residential or nonresidential buildings whether proposed initially or cumulatively, or a single nonresidential building on a lot or lots, regardless of the number of occupants or tenure.*

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2. the division or allocation of land or space, whether initially or cumulatively, between or among two or more existing or prospective occupants by means of, or for the purpose of streets, common areas, leaseholds, condominiums, building groups or other features.

b. Any subdivision of land.

(FOR EXCLUSIONS, see the definition of Land Development in the SALDO, Article 2, DEFINITIONS, Section 202 page 22-15 for definitions of Types of Land Development).

Sketch Plan: an informal plan, not necessarily to exact scale, indicating salient existing features of a tract and its surroundings and the general layout of a proposed subdivision or land development.

Submittal and Review Process

Submittal Requirements:

1. Obtain a Subdivision and/or Land Development Application contained in Appendix B of the Subdivision and Land Development Ordinance.
2. Submit to the South Centre Township Secretary:
 - a. 12 copies of the plan
 - b. 3 copies of all reports, deed covenants, notifications, regulatory permit applications and reviews, and certifications which are not provided on the plan
 - c. Appropriate filing fee in the form of a check or money order made payable to the Township of South Centre for an amount established by a fee schedule adopted by resolution of the Board of Supervisors, which is available from the Township Administrator
3. Submit to the Columbia County Planning Commission: One (1) copy of the application along with three (3) copies of the plan and the Required fees outlined in County SALDO, Article 9, Sec. 906, FEE SCHEDULE, page 138. The Municipalities Planning Code, Act 247-1968 requires all municipalities with adopted SALDOs to allow the County Planning Commission a thirty (30) day review and comment period, prior to final approval. After this review a County representative will sign the plans and return them to the municipality. The plans can not be recorded without the County representative's signature.

Review Process:

1. The "Filing Date" is considered the date the Township receives the plan for review. The Township has ninety (90) days from this date to make a decision on the application. However, a "Time Extension" may be requested by the applicant if the ninety (90) day review period is not sufficient. (See Appendix C of the Subdivision and Land Development Ordinance for a Time Extension Request Form)
2. During the ninety (90) day review process various agencies, officials and the local Planning Commission will review the plan and all pertinent information. The Municipalities Planning Code, Act 247-1968 requires all municipalities with adopted SALDOs to allow the County Planning Commission a thirty (30) day review

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and comment period, prior to final approval. After this review a County representative will sign the plans and return them to the municipality. The plans can not be recorded without the County representative's signature.

3. *During the ninety (90) day review process the Township may if it so wishes, conduct a public hearing pursuant to public notice in order to inform the public and obtain comment prior to taking action on the plan.*
4. *The Planning Commission shall review the plan and official comments and reports received thereon and shall render its recommendation to the Board of Supervisors in writing. The Planning Commission may recommend disapproval, conditional approval or approval of the plan.*
5. *Before the end of the ninety (90) day review period the Township must render a decision (take an action) on the plan at a public meeting. If no action is taken within the ninety (90) day review period the plan is automatically approved by default.*
5. *The Township may approve, conditionally approve, grant the applicant a time extension or disapprove the plan. This decision must be communicated to the applicant no later than fifteen (15) days following the decision.*

Zoning

For detailed requirements, applications and information consult the South Centre Township Zoning Ordinance (at the web address given above) and speak with the Zoning Officer.

State and Federal Requirements Associated With Subdivision and Land Development

State Contact Information

Department of Environmental Protection (DEP)

PA Dept of Environmental Protection
NC Regional Office
Office Hours 8 a.m. - 4 p.m.
Phone: 570 327-3636 (24 hours)



Department of Conservation and Natural Resources (DCNR)

State Park Region 4 (East)
Kevin Fazzini, Regional Park Manager
Phone - 215-453-5000



Department of Community and Economic Development (DCED)

Email: ra-dcedcs@pa.gov



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Phone: 866-GO-NEWPA (866-466-3972)

Pennsylvania Department of Transportation (PennDOT)

PennDOT Engineering District 3-0

Jim Krise, Permit Manager

Telephone: 570-368-4277



pennsylvania
DEPARTMENT OF TRANSPORTATION

Department of Labor and Industry

General information: 717-787-5279



Public Utility Commission (PUC)

General Information: 800-692-7380

Farm Bureau

General Information: 717-761-2740



State Approval and Permits

1. NPDES Permits for Discharge of Stormwater Associated with Construction Activities

- Columbia County Conservation District (570-784-1310) should be contacted at any time that you are going to be causing Earth Disturbance to check to see if a permit is required.

2. Water Obstruction and Encroachment Permits

- Columbia County Conservation District (570-784-1310) should be contacted if you are to be doing anything involving waters of the Commonwealth, *Chapter 105 regulations define this as any watercourse, stream or bodies of waters and their floodway.*

3. Sewage (Act 537) Approvals

- Any subdivisions or land developments should involve contacting the local municipal Sewage Enforcement Officer to determine if sewage planning is needed for what you are proposing. For general information a person could also contact DEP Sewage Office at 570-327-3668

4. Public Water Supply Permits

- When a involves the creation of a public water facility which is intended to distribute water to individuals a Public water supply permit is needed from DEP. Any questions can be referred to the DEP Northcentral Water Supply Offices at 570-327-3490.

5. Pennsylvania Historic and Museum Commission (PHMC) Review

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- The role of the Pennsylvania Bureau for Historic Preservation is to advise and assist state and federal agencies in complying with their responsibilities under various legislation, such as the National Historic Preservation Act and the PA History Code, that protect historic properties. To meet this goal, the Bureau has established the Environmental Review process, through which it reviews projects for their potential to affect historic properties. Any questions should be directed to Cheryl Nagle, (Central PA) 717.772.4519

State Approval and Permits (continued)

6. Pennsylvania Natural Diversity Inventory (PNDI) Review

- PNDI stands for **Pennsylvania Natural Diversity Inventory** which is the Environmental Review (ER) function of the Pennsylvania Natural Heritage Program (PNHP). It is set up to help identify impacts to threatened, endangered or rare plants, animals, natural communities, and geologic features throughout Pennsylvania. Any questions or to conduct a PNDI search please visit: <http://www.naturalheritage.state.pa.us/HomePage.aspx>
- A PNDI search is needed for all subdivision and land developments. Additionally it is required in order to obtain several different types of permits from DEP including but not limited to a Sewage Permit.

7. Highway Occupancy Permits

- Any access, driveways or work to be done with in a State Right-of-Way requires a Highway Occupancy Permit to be obtained from The Pennsylvania Department of Transportation. Any and all questions regarding the need for a permit should be directed to the PennDOT Permit Manager Jim Krise at 570-368-4277

FEDERAL CONTACT INFORMATION

U. S. Environmental Protection Agency (EPA)

Call the Mid-Atlantic Region
(800) 438-2474 (from *within Region 3*)
(215) 814-5000 (from *outside Region 3*)



Department of Agriculture (USDA)

Bloomsburg Service Location
(570) 784-1062 ext 2



Federal Aviation Administration (FAA)

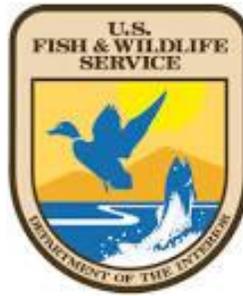
Harrisburg Region
(717) 774-8271



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Army Corps of Engineers

General Questions
202-761-0011
Regulatory (Permits)
202-761-5903



**US Army Corps
of Engineers®**

U.S. Fish and Wildlife Service (USFWS)

Northeast Region- Pennsylvania's Field Office
814.234.4090

FEDERAL APPROVAL AND PERMITS

1. **Section 404 Clean Water Act Permits** – If the applicant needed a state Chapter 105 Permit from DEP (concerning Water Obstruction and Encroachment) and additional federal permit may be needed (Section 404 Permit). Section 404 Permits are issued by the U.S. Army Corps of Engineers. This permit is required for any discharge of dredged or fill material into navigable waters of the United States.

Projects that impact less than 250 feet of a stream or less than one acre of wetlands may avoid Section 404 permit review by the Corps if they determine it qualifies for a joint permit review. This means that DEP will take the lead in reviewing the permit application. If the DEP feels the permit is acceptable they will issue a state Chapter 105 Permit and a federal Section 404 Permit known as the "Pennsylvania State Programmatic General Permit".

If the proposed project does not qualify for a joint permit then DEP and the Corps will do independent permit reviews and issue separate decisions.

2. **National Environmental Policy Act (NEPA) Review** – The National Environmental Policy Act (NEPA) requires federal agencies to integrate environmental values into their decision making processes by considering the environmental impacts of their proposed actions and reasonable alternatives to those actions.

To meet NEPA requirements federal agencies prepare a detailed statement known as an Environmental Impact Statement (EIS). EPA reviews and comments on EISs prepared by other federal agencies, maintain a national filing system for all EISs, and assure that its own actions comply with NEPA.

3. **Endangered Species Act**-The applicant should contact Fish and Wildlife Service if they get a "hit" on the PNDI (Pennsylvania Natural Diversity Inventory) for a federally listed threatened or endangered species.
4. **Federal Aviation Administration**- Applicant should contact FAA if:
 - any construction or alteration exceeding 200 ft above ground level

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- any construction or alteration:
 - within 20,000 ft of a public use or military airport which exceeds a 100:1 surface from any point on the runway of each airport with its longest runway more than 3,200 ft
 - within 10,000 ft of a public use or military airport which exceeds a 50:1 surface from any point on the runway of each airport with its longest runway no more than 3,200 ft
 - within 5,000 ft of a public use heliport which exceeds a 25:1 surface
- any highway, railroad or other traverse way whose prescribed adjusted height would exceed the above noted standards
- when requested by the FAA
- any construction or alteration located on a public use airport or heliport regardless of height or location.

Disclaimer: *This guide is meant to be a general guideline for development in the Borough of Berwick. It should **NOT** be considered all-inclusive. For specific details and requirements concerning land development and subdivision contact the Berwick Borough Codes Enforcement Office.*

*Prepared by the Columbia County Planning Office staff.
Information contained within is relevant as of July, 2014.*