

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



## Contact Information

Jackson Township  
862 Waller Divide Rd.  
Benton, PA 17814  
Phone: (570)925-2401  
Fax: (570)925-5122  
Email: [jacksonwp@frontier.com](mailto:jacksonwp@frontier.com)

**Township Supervisors** *(Meets the First Tuesday of each month at 7:30PM at the Jackson Township Building.)*

Ronald Robbins, Chair	(570)925-2168
Clayton Emery	(570)854-0550
Gregory Remley Jr.	(570)441-9262

## **Township Secretary**

Cynthia Opdyke	(570)925-2401
Hours: Vary	Fax: (570)925-5122

## **Zoning Officer & SEO**

Christopher Bower	(570)458-0316
-------------------	---------------

## **Alternate SEO**

James McDeavitt	(570)784-9171
	Fax: (570)387-9343

## **Building Permits**

Steven Bielskie	(570)784-8654
-----------------	---------------

## **Solicitor**

Kim Hill	(570)784-6770
----------	---------------

## Jackson Township (continued-page 2)

### Planning Commission

*(Meets ½ hour prior to Supervisors meeting.)*

James Sterner, President	(570)925-5753
Gregory Remley Jr.	(570)441-9262
Bruce Anderson, Chair	(570)458-4337
John Nevil	(570)925-2205
Joseph Hoosty	(570)925-6327



### **Ordinances**

[Jackson County 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 Jackson 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 8, DEFINITIONS.)*

**Minor Subdivision:** *Any subdivision involving no more than five (5) lots, parcels of land, or other divisions of land, including the residual tract(s) from the same parent tract, or which does not require a new street, common right-of-way or easement, the installation of sanitary sewers, storm sewers, water mains or pipes, or other public community improvements.*

**Major Subdivision:** *Any subdivision involving six (6) or more lots, parcels of land, or other divisions of land, including any residual tract(s) whether or not they involve new streets, additional utilities or other improvements; all subdivisions not considered as minor subdivisions for plan processing purpose.*

#### **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 non-residential building on a lot or lots, regardless of the number of occupants or tenure; or*
- 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.*

## **Jackson Township (continued-page 3**

*(FOR EXCLUSIONS, see the definition of Land Development in the SALDO, Article 8, DEFINITIONS, Section 801 page 68 for definitions of Types of Land Development.)*

**Sketch Plan:** *Sufficient information shall be provided in the pre-application conference sketch plan submission to clearly indicate the character and extent of the proposed subdivision or land development, and its relationship to existing conditions and facilities within the area in which same is to be located. Such submissions should include a map establishing the location of the site and a plan showing any existing or proposed streets, lots, building sites, utilities, natural features, and any other significant elements within the subdivision of land.*

### **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 Supervisors:*
  - a. *6 copies of the plan*
  - b. *2 copies of all supporting documents*
  - c. *Appropriate filing fee(Township should be contacted)*
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 Board of Supervisors shall review the preliminary plan for conformance with the provisions of this Ordinance and shall render its decision and communicate same to the applicant not later than ninety(90) days following the date of the regularly scheduled Supervisors' meeting next following the date when the application was filed, provided that, should the next regular meeting occur more than thirty (30) days following the filing of application, the said ninety (90) day period shall be measured from the thirtieth day following the date the application was filed. A plan shall only be considered filed upon receipt by the Board Supervisors of all required plans and supporting data and processing fees.*
2. *The Board of Supervisors shall notify the applicant of its decision to approve, approve with conditions or disapprove the preliminary plan in writing. Such notice shall be given to the applicant in person or mailed to him at his last known address not later than fifteen (15) days following the decision. If the plan is approved with conditions or disapproved, the board of Supervisors shall specify in their notice the conditions which must be met and/or the defects found in the plan and the requirements which have not been met, including*

## Jackson Township (continued-page 4)

*specific reference to provisions of any statute or ordinance which have not been fulfilled. If the preliminary plans are approved with conditions, the applicant shall have sixty (60) days from the date of the conditional approval in which to make the required changes and resubmit the preliminary plan with required changes to the Board of Supervisors. If the developer or applicant, be null and void and the preliminary plan shall be deemed disapproved, effective as of the date of the conditional approval. In such case, any subsequent submission by the applicant shall be deemed a new submission.*

3. *A revised plan submitted after disapproval shall be considered and processed as a new plan submission.*
4. *Preliminary approval shall expire two (2) years after being granted unless, due to extenuating circumstances, an extension is requested by the developer and approved by the Supervisors. Requests for extensions must be submitted to the Supervisors 90 days prior to any prevailing expiration date. Extension may be granted for no more than three (3) additional one (1) year period.*

## Zoning

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

## Jackson Township (continued-page 5)

### 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](mailto:ra-dcedcs@pa.gov)  
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



##### 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



## Jackson Township (continued-page 6)

### 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**

- 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

## Jackson Township (continued-page 7)

### State Approval and Permits (continued)

#### 6. Pennsylvania Natural Diversity Inventory (PNDI) Review

- PNDI stands for **P**ennsylvania **N**atural **D**iversity **I**nventory 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

#### Army Corps of Engineers

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



#### U.S. Fish and Wildlife Service (USFWS)

Northeast Region- Pennsylvania's Field Office  
814.234.4090

**US Army Corps  
of Engineers®**

## Jackson Township (continued-page 8)

### 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
- 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

## **Jackson Township (continued-page 9)**

- 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.*