

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



Contact Information

Scott Township
350 Tenny Street
Bloomsburg PA, 17815
Phone: (570)784-9114
Fax: (570)387-8748
Email: scotttwp@verizon.net

Township Supervisors *(Meets the third Wednesday of each month at 6:30 PM at the Scott Township Building.)*

Frederick Ackerman, Jr.	(570)387-8844
Jeffery Dawson, Jr.	(570)784-7111
Paul Eyerly IV	(570)784-0595
William Hafner	(570)784-7380
Donald Coleman, Sr.	(570)784-9114

Township Secretary/ Zoning Officer

Eric Stahley	(570)784-9114
	Fax: (570)387-8748

Building Permits

Steven Bielskie	(570)784-8645
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Sewage/ Health Officer

Christopher Bower	(570)458-0316
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Solicitor

Derr, Pursel & Napersteck	(570)784-4654
	Fax: (570)784-1281

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Planning Commission

(Meets the third Wednesday of each month at 5:30 PM)

Richard Reichart	(570)784-9553
George Diamond, Chair	(570)784-3150
Kathleen A. Lynn	(570)784-2558
	Work: (570)784-9272
John Thomas	(570)784-9114
Richard Heim	(570)784-6288



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 Scott 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.)

Minor Subdivision: *Any subdivision abutting an existing public street or road involving not more than three (3) lots, parcels of land or other division of land which does not require a new street, the installation of sanitary sewers, storm sewers, water mains or pipes or other public improvements.*

Major Subdivision: *Any subdivision which is not a minor subdivision*

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; 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.

c. Development is accordance with section 503 (1.1) of the Pennsylvania Municipalities Planning Code [53 P.S § 10503 (1.1)].

(FOR EXCLUSIONS, see the definition of Land Development in the SALDO, Article 2, DEFINITIONS, Section 123-6 page 12307 for definitions of Types of Land Development).

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Sketch Plan: *An optional plan submitted for review and discussion prior to application for preliminary plan approval, not necessarily to exact scale, indicating the location of stream channels, tree masses and other natural features and a general layout of the proposed subdivision or land development.*

Submittal and Review Process

Submittal Requirements:

1. *Submission of the Preliminary Plan*
 - a. *The preliminary plan and all information and procedures relating thereto shall in all respect be in compliance with the applicable provisions of the chapter. Except as specifically set forth herein, it is the responsibility of the subdivider or developer to coordinate his plans with the respective private and public service agencies.*
 - b. *The application form shall be submitted to the Scott Township Planning Commission and shall be accompanied by the requisite fee as set forth in § 123-8 of this chapter and by not fewer than three (3) copies of all required material and not fewer than nine (9) prints of the preliminary plan of the subdivision or development as required by township resolution from time to time.*
 - c. *Upon receipt of an application for preliminary approval, the Planning Commission shall send copies of the preliminary plan and application to other offices for their review and report as following:*
 1. *The Board of Township Supervisors: one (1) copy.*
 2. *The Township Engineer: one (1) copy.*
 3. *The Columbia County Planning Commission: one (1) copy.*
 4. *The Scott Township Authority (optional): one (1) copy.*
 5. *The Pennsylvania Department of Environmental Resources (optional): one (1) copy.*
 6. *The Pennsylvania Department of Transportation (option) one (1) copy.*
 7. *The Columbia County Conservation District: one (1) copy.*
 - d. *When applicable, the application form shall be accompanied by a planning module for land development, as required by the Pennsylvania Department of Environmental Resources.*
 - e. *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*

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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. Review of the Preliminary Plan

- a. *In case where the subdivision or land development adjoins an existing or proposed state highway or has proposed streets entering onto the state highways, the Planning Commission shall submit the plans to the Pennsylvania Department of Transportation for review. No plat which will require access to a highway under the jurisdiction of the Pennsylvania Department of Transportation for review. No plat which will require access to a highway under the jurisdiction of the Pennsylvania Department of Transportation shall be finally approved unless the map contains a notice that a highway occupancy permit is required pursuant to Section 420 of the Act of June 1, 1945, P.L. 1242, No. 428, known as the "State Highway Law," before driveway access to a state highway is permitted.*
- b. *The planning commission will consider the plan to determine if it meets the standards set forth in this chapter and chapter 135, Zoning.*
- c. *The Planning Commission shall act on the preliminary plan within ninety (90) days of the official filing date but in any event shall act on the plan in time for the board of supervisors to render its decision within ninety (90) days from the official filing date.*

2. Planning Commission recommendation

- a. *The Planning Commission shall recommend whether the preliminary plan shall be approved, approved with modifications or disapproved and shall notify the Board Supervisors, in writing, thereof, including, if disapproved, a statement of reasons for such action by means of the minutes of the meetings or a separate written report.*
- b. *In making its recommendation, the Planning Commission shall consider the Recommendation of the Township Engineer, Township staff, the Township Sanitary Engineer, the Columbia County Planning Commission, interested residents and the recommendations of any agency or agencies from which a review was requested under subsection B(1)(c).*

3. *Township Engineer review. All Plans shall be reviewed by the Township Engineer, which shall precede the transmission of such plans to the Board of Supervisors.*

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4. *Resubmission of the preliminary plans. A revised plan submitted after disapproval shall be considered and processed as a new plan submission.*
5. *Approval of the preliminary plan.*
 - a. *The Board of Supervisors shall act on the preliminary plan within ninety (90) days of the official filing date. Failure to do so shall be deemed an approval. Before acting on a preliminary plan, the Board of Supervisors may hold a hearing thereon after public notice.*
 - b. *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 specific references to provisions of any statute or ordinance which have not been fulfilled.*
 - c. *Approval of the preliminary plan shall constitute approval of the subdivision or land development, the arrangement and approximate dimensions of streets, lots and other planned features. The approval binds the subdivider or developer to the general scheme of the subdivision shown, unless a revised preliminary plan is submitted, and permits the subdivider to proceed with final detailed design of improvements, to arrange for guaranty to cover installation of the improvements, to final plan. Approval of the preliminary plan does not authorize the sale of lots not the recording of the preliminary plan.*

Zoning

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

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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
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



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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

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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®**

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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

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- 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.*