

**TYRONE TOWNSHIP
LAND DEVELOPMENT/SUBDIVISION PROCEDURES**

The following procedures shall be followed by all persons and/or entities (hereinafter called "Developer") desiring to develop or subdivide land (hereinafter referred to as "Development") in Tyrone Township (hereinafter "Township").

- I. All Developers should obtain a copy of the "Tyrone Township Subdivision and Land Development Ordinance" (hereinafter referred to as "Ordinance"), and a copy of the Township's Schedule of Fees and follow the requirements of both thoroughly.
- II. All Developers shall submit seven (7) completed copies of the Township application for subdivision/development together with seven (7) copies of the Preliminary Plan to the Township Secretary together with the appropriate fee as set forth in the Township's Fee Schedule. Seven (7) complete copies of DEP sewage facilities planning modules shall be submitted with said application. The Township Secretary shall notify the Board of Supervisors of the submission at their next regularly scheduled meeting.
- III. Five (5) postage prepaid envelopes (large enough to contain an application and a plan copy) shall be submitted to the Township Secretary, with the application, with one of each such envelopes addressed to one of the following:
 1. The Blair County Planning Commission;
 2. The Township Planning Commission;
 3. The Township Engineer;
 4. The Township Sewage Enforcement Officer; and
 5. The Township Secretary shall retain one copy for the Township's records.
- IV. The Township Secretary shall forthwith upon receipt of the copies of the applications, plans, and necessary fees, forward ALL copies of the application and plans to the Sewage Enforcement Officer (SEO) for review and approval, if not already reviewed by the SEO.
- V. After SEO approval, the Township Secretary shall forthwith upon receipt of the copies from the SEO, forward a copy of the application and plans (in the envelopes provided) to the persons or entities set forth in the preceding paragraph.
- VI. The Township Engineer shall review the application and plan to determine if the application submission is complete and if so, whether the plan meets the requirements of the Ordinance and forward a review letter indicating the date on which the application was complete and indicating the Engineer's review findings to the Commission, with copies to the Developer, and the Township Secretary prior to the Commission's next monthly meeting.
- VII. The Developer shall address any issues which may be set forth in the Township Engineer's review letter and/or the Commission, prior to the Commission's said next monthly meeting, but if not, then prior to the meeting of the Commission next following, but no later than sixty (60)

days after submission of the application and plans. If time constraints present a problem, the Developer should seek an extension of time from the Planning Commission on the form provided by the Township.

- VIII. Depending on whether the Developer has addressed the concerns of the Township Engineer and/or the Commission (including any concerns of persons and/or entities set forth in Paragraph III above, the Commission, within sixty (60) days of the filing of the application and plans, shall either recommend approval; approval of the plan with conditions or rejection of the plans and forward said recommendation to the Board of Supervisors so that they may take action at a Board Meeting occurring not later than ninety (90) days after submission of the application and plans.
- IX. If the Preliminary Plan has been approved, with or without conditions by the Board of Supervisors, the Developer may then submit seven (7) copies of the final plan, together with the supporting documentation, to the Township Secretary along with envelopes, postage prepaid with one such envelope addressed to one of each of the following:
1. The Blair County Planning Commission;
 2. The Township Planning Commission;
 3. The Township Engineer; and
 4. The Township Secretary shall retain the remaining copies and shall notify the Township Board of Supervisors of the filing.
- X. Review of the final plan by the Commission shall follow the procedure established for review of the Preliminary Plan, wherein approval, rejection, or approval of the final plan with conditions shall occur on or before ninety (90) days after submission.
- XI. Upon approval of the final plan by the Board of Supervisors, submission to the Township of the necessary financial security and compliance with all other conditions of approval of the final plan, the Developer shall record the said plan in the Recorder of Deeds Office of Blair County and submit a recording certificate to the Township Secretary, prior to the sale of any lots in the Development.