

Amwell Township

— Suggested Subdivision Procedures —

1. Property owner contacts the municipality to do a subdivision.
2. Property owner completes a subdivision application and pays the municipality the proper fee.
3. When a percolation test is required, the sub-divider is advised to contact the WCSC to make arrangements for the perc testing.
4. The person must go to the WCSC office and make an application for an on-lot sewage septic system and pay the appropriate fee.
5. The person calls their assigned SEO and makes arrangements to meet with their backhoe operator; the SEO and themselves to complete the test.
6. If a site suitable location can be found on all lots, the property should then be surveyed.
7. A planning module with component No. 1 must be completed if there are 10 lots or less in this subdivision plus any other since May 15, 1972. If there are more than 10 lots for this subdivision plus any other since May 15, 1972, then it is a major subdivision per the DEP which means that other components are involved.
8. **The completed planning module, along with all the required documents, should accompany the subdivision application when it's filed for the municipality planning commission review.**
9. After the planning commission review, they should recommend to the Board of Supervisors or Council members to either accept or reject the subdivision application.
10. If the board of supervisors or council members are satisfied with the subdivision, they should make their motion to accept it **subject to DEP approval.** (This eliminates another meeting.)
11. The chairman or president could sign the mylar copy of the subdivision and the municipality secretary **should hold same until the written DEP approval has been received.** When the DEP "deemed adequate" letter is received, the secretary would then sign and seal the mylar and notify the applicant that it is ready to be picked up and recorded at the courthouse.
12. The landowner should now have a design of his sewage septic system completed and approved by their SEO.
13. Upon DEP approval and the SEO approval of the system design, the WCSC would prepare the sewage permit(s) for the SEO's signature and it/they would be issued accordingly.
14. **No building permit should be issued until the municipality has received a sewage permit copy from the WCSC or the applicant has shown their original.**
15. Exception to Item 14 above would be if one of the lots is utilizing a 10-Acre Exemption Conformation instead of a Sewage Permit.