

## VENANGO TOWNSHIP SUPERVISORS

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### **Venango Township Subdivision and Building Permit Processes updated 2016**

This information is provided for your assistance in determining what steps need to be completed if you want to subdivide existing lots from property you own or if you want to build on existing property you own in Venango Township, Crawford County.

Venango Township currently does not have public water or sewer systems, so all properties are serviced by individual water wells and private septic systems. Northwestern REC supplies electric service and Verizon supplies phone lines to most areas of the Township. Some northern areas have cable available from Edinboro. Internet availability is somewhat limited in the Township. Throughout the Township, various State roads are paved; but, most Township roads are dirt and gravel.

Per the Building Code Ordinance of Venango Township, Crawford County, PA, adopted October 5, 1993 and amended on July 7, 1998, the following outlines the Township's lot sizes and setback requirements:

#### Minimum Lot Size:

The minimum lot size or area for one dwelling unit, including mobile homes and modular homes, shall be three (3) acres.

#### Setback Requirements:

From and after the effective date of this ordinance no building or structure for which a building permit shall be required shall be constructed, reconstructed, enlarged, altered, located, relocated, or developed which is closer than fifty (50) feet to the front of said boundary line, nor closer than thirty (30) feet to the side boundary lines and not closer than ten (10) feet to the rear boundary lines of any lot held in separate ownership different from the ownership of the adjoining lot.

#### Front Lot Width Requirements:

From and after the effective date of this ordinance no building or structure for which a building permit shall be required shall be constructed, reconstructed, enlarged, altered, located, relocated, or developed which is less than 200 feet in width at its narrowest point.

Per the Stormwater Management Ordinance of Venango Township, Crawford County, PA adopted April 5, 2011, the following outlines the Township's requirements:

#### Under 2,500 square feet of total impervious surface:

Complete Page 1 of the Small Project Stormwater Management Application and sign and date.

#### Over 2,500 square feet but under 5,000 square feet of total impervious surface and/or involving a single family dwelling development:

Complete all pages of the Small Project Stormwater Management Application showing compliance with capture volumes and sign and date. Plan may be reviewed by the Township Engineer.

#### Over 5,000 square feet of total impervious surface:

Stormwater Management (SMW) Plan is required to be submitted by an Engineer or Design Professional. Plan will be reviewed by the Township Engineer.

Per the Floodplain Ordinance of Venango Township, Crawford County, PA adopted June 5, 2012, the following outlines the Township's requirements:

Prior to permitting any type of building construction on property located in a Floodplain or Floodway Area, the Building Permit Officer is responsible for administering and enforcing the Floodplain Ordinance. Maps showing the actual floodzone locations relative to property lines are available at the Township Building Office or online on the National Flood Insurance Program (NFIP) and the Crawford County GIS websites to assist you in determining if compliance is necessary with the Floodplain Ordinance.

#### Subdivision Process:

1. Contact the Township Secretary/Building Permit Officer to discuss any necessary requirements. You should have available information or a sketch drawing showing your total acreage, property dimensions, lot lines, existing and potential building locations, etc. This information will be reviewed by the Township Secretary/Building Permit Officer and Supervisors as there is no official recorded Subdivision and Land Development Ordinance currently in place.
2. Contact Township Sewage Enforcement Officer Peter Homchenko 814-898-2792, 15 Indian Drive Erie, PA 16511 to determine what is needed to obtain an On Lot Septic System Permit and the procedures and costs involved. You will then need to get a DEP On Lot Septic System Permit Application form from the Township Secretary/Building Permit Officer, have it completed and submitted back to the Township Secretary/Building Permit Officer along with payment in cash or check made payable to Venango Township. Once completed, you will need to have a perk/soils test done and inspected by the SEO to determine the location to install a new in ground or sand mound septic system. If you are required to install a Small Flow Septic System, you will need to contact an Engineer to prepare the Planning Module as required by DEP.
3. Contact a Surveyor to have a survey done so that you will know the exact dimensions for your property and the survey can show all existing and proposed changes to your property. As of July 1, 2016, Crawford County Commissioners enacted the Uniform Parcel Identifier (UPI) Ordinance which now requires all property owners in Venango Township to have a survey done to split property into anything that adds or subtracts land to or from any existing parcel. A UPI number will be assigned that will illustrate boundaries of the property in the deeds to be recorded. If there are no new property lines to be established, such as in a straight sale of an existing parcel, then no survey or UPI number will be necessary. If you are unsure or have any questions, please contact the Assessment Office at 814-333-7305 or the Register & Records Office at 814-333-7338.
4. Contact an Attorney to have a deed transfer completed and recorded at the Crawford County Courthouse showing all changes to your property and to transfer any necessary lots to a new property owner.

#### Building Permit Process:

1. Contact the Township Secretary/Building Permit Officer to discuss any necessary requirements. You should have available information or a sketch drawing showing your total acreage, property dimensions, lot lines, existing and potential building locations, floodplain locations, etc. This information will be reviewed by the Township Secretary/Building Permit Officer to determine if a simple Building Permit is necessary or if a UCC/Building Permit with Inspections by the Building Code Official or an additional Floodplain Permit is necessary.
2. If the Township Secretary/Building Permit Officer determines that the structure is a detached garage, carport, storage shed or greenhouse under 1,000 square feet in size or if the structure can be classified as an agricultural building, then a simple Building Permit is necessary. You will then be provided a simple Building Permit Application form to be completed and submitted

back to the Township Secretary/Building Permit Officer along with payment in cash or check made payable to Venango Township in the amount of \$25.00. You will also be provided with a Workers Compensation Insurance Coverage Information form and a Small Project Stormwater Management Application form that will need to be completed and submitted with your simple Building Permit Application form. Once the Township Secretary/Building Permit Officer reviews these forms and determines compliance with the Building Permit Ordinance, simple Building Permit can be issued by Venango Township. This review usually can be done within a few days of submittal. No inspections will be necessary.

3. If the Township Secretary/Building Permit Officer determines that the structure is a single or two family dwelling, any residential addition, porch, deck or anything involving structural changes to an existing structure, then a Building Permit with all UCC inspections is necessary and an additional Floodplain Permit may be necessary. You will then be provided a Building Permit Application form to be completed and submitted back to the Township Secretary/Building Permit Officer. You will also be provided with a Workers Compensation Insurance Coverage Information form and a Small Project Stormwater Management Application form that will need to be completed and submitted with your Building Permit Application form. Once the Township Secretary/Building Permit Officer and UCC Building Code Official review these forms and determine compliance with the Building Permit Ordinance, UCC Building Codes and Floodplain Ordinance, a UCC Building Permit can be issued by Venango Township. Building Costs will be determined by the UCC Building Code Official John Prosek, 724-927-2020, 7531 South Lake Road, Jamestown, PA 16134 and payment in cash or check made payable to Venango Township will need to be submitted back to the Township Secretary/Building Permit Officer prior to issuance of the UCC Building Permit and Floodplain Permit, if necessary. By PA law, this review can take up to 15 days, but usually can be done within a week of submittal. You will be required to contact UCC Building Code Official John Prosek directly to schedule all necessary inspections and once completed, he will issue a final Certificate of Occupancy.

4. If the Township Secretary/Building Permit Officer determines that the structure involves a commercial structure, then a Building Permit with all UCC inspections is necessary and an additional Floodplain Permit may be necessary. You will then be provided a Building Permit Application form to be completed and submitted back to the Township Secretary/Building Permit Officer. You will also be provided with a Workers Compensation Insurance Coverage Information form and a Small Project Stormwater Management Application form that will need to be completed and submitted with your Building Permit Application form. Once the Township Secretary/Building Permit Officer and UCC Building Code Official review these forms and determine compliance with the Building Permit Ordinance, UCC Building Codes and Floodplain Ordinance, a UCC Building Permit and Floodplain Permit, if necessary can be issued by Venango Township. Building costs will be determined by the UCC Building Code Official John Prosek, 724-927-2020, 7531 South Lake Road, Jamestown, PA 16134 and payment in cash or check made payable to Venango Township will need to be submitted back to the Township Secretary/Building Permit Officer prior to issuance of the UCC Building Permit. This review usually is more involved as an individual commercial plan reviewer will complete the review looking at structural as well as accessibility compliance. Stormwater (SMW plans) plans may need to be completed by an Engineer or Design Professional and may be reviewed by the Township Engineer. You will be required to contact UCC Building Code Official John Prosek directly to schedule all necessary inspections and once completed, he will issue a final Certificate of Occupancy.

5. If the Township Secretary/Building Permit Officer determines that the structure involves only an electrical inspection, such as a vacant structure in need of having the power reconnected as per requirements by Northwestern REC or another utility company, then only an Electric UCC inspection is necessary. You will be required to contact UCC Building Code Official John Prosek, 724-927-2020, 7531 South Lake Road, Jamestown, PA 16134 directly to schedule all necessary inspections and provide payment to him directly. Once completed and if requested, he will issue a final Certificate of Occupancy.