

JEFFERSON TOWNSHIP
Butler County, PA
{ Obtaining a Modification }

1. Complete and/or obtain the following:
 - A. Modification request form
 - B. Plot Plan
 - C. Adjacent property owner information
 - D. Adjacent property owner notarized letter of permission (if applicable)
 - E. Copies of past modifications or other related document.

2. When complete, return the above (A,B,C,D,&E) to:

Jefferson Township
157 Great Belt Rd.
Butler, PA 16002-9026

3. Planning Commission meetings are scheduled to be held the fourth (4th) Thursday of each month (with the possible exception of November and December) at 7:30 p.m. at the Jefferson Township Municipal Building (above address).

4. The Board of Supervisors meets the second (2nd) Monday of each month (except January) at 3:30 p.m. at the same Township building above.

* To be considered at the next regularly scheduled Planning Commission meeting, Modification request form(s) and supporting documents must be submitted TWO WEEKS prior to the meeting.

* Requests submitted less than two weeks prior to a scheduled meeting may be considered at the discretion of the Planning Commission.

* Permission letter from the adjacent property owners must be NOTARIZED.

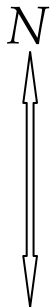
* Approval from BOTH the Township Planning Commission and Board of Supervisors is required before a building permit can be issued.

* Copies of the Township Ordinances are available for purchase at the Township Office.

Planning Commission Chairperson.....Evie Gross - 724-285-1324
Building Permit Officer + Inspector -CODE.sys CODE CONSULTING – Dave McGuigan
1-877-821-0337 ex. 24
Township Code Enforcement & Building Permit Ofcr.Dave Vaughan - 724-816-4786
Sewage Enforcement – BUTLER CO. SEWAGE ASSOCIATION.....724-841-0141
Township Secretary.....Lois Fennell - 724-352-2324

JEFFERSON TOWNSHIP
BUTLER, PA
{ **REQUIRED** - Plot Plan }

MODIFICATION



REQUIRED INFORMATION CHECK LIST

- | | |
|--|----------------------------------|
| <input type="checkbox"/> Lot Shape | Construction Location: _____ |
| <input type="checkbox"/> Lot Dimensions | Drawing Completed by: _____ |
| <input type="checkbox"/> Building Location | Address: _____ |
| <input type="checkbox"/> Driveway Location | _____ |
| <input type="checkbox"/> Distances to property lines | _____ |
| <input type="checkbox"/> Water Supply | _____ |
| <input type="checkbox"/> Sewage/Septic Location | REQUIRED Signature: _____ |
| <input type="checkbox"/> Road/Street Name | Date Completed: _____ |

**JEFFERSON TOWNSHIP
MODIFICATION REQUEST FORM
Subdivision and Land Development Ordinance**

1. Applicant:
Name _____

Street _____

City _____ State _____ Zip code _____

Phone Number () -- _____ -- _____

2. Request Location: _____

3. Applicable Ordinance/requirement (example: 25 ft. setback or 1 ½ acre lot requirement):

4. Requested modification: _____

5. Reason for request: (explain hardship) _____

6. Adjacent property owners			
Name	Address	Phone No.	Approve/Oppose
a	_____	_____	_____
b	_____	_____	_____
c	_____	_____	_____
d	_____	_____	_____
e	_____	_____	_____

7. Remarks/Comments: _____

8. Signatures:
Applicant: _____ Date: _____
Co-Applicant: _____ Date: _____
Co-Applicant: _____ Date: _____

****FOR TOWNSHIP USE ONLY****

RECEIVED DATE: _____ P.C. MTG. DATE: _____ BRD.MTG.DATE: _____



Planning Commission Comments/Action: _____

MODIFICATION APPROVED _____ DENIED _____

CONDITIONS of Approval or REASON for denial: _____



**** NOTICE ****

This modification is granted ONLY for the procedures, work, and/or functions specifically stated in the application. This modification must be used within one-year of approval. Side or rear set-back modifications require notarized permission form submission from the adjacent property owner affected.

Signatures:

Planning Commission

Board of Supervisors

Chairman Date

Chairman Date

Secretary Date

Supervisor Date

Supervisor Date