

# SEWAGE FACILITIES PLANNING MODULES

## Flow Chart / Checklist

The DEP requires a completed sewage facilities planning module be submitted for review for all new construction and major renovation with increased flows.

**Listed below is the procedure for the City of Butler's part in the process.**

Office of Business and Community Development receives planning module package from the owner's project engineer / representative *with all of their required components completed.*

**City's fee MUST BE SUBMITTED WITH the package; Residential \$50, Commercial \$75 (fee is NON-REFUNDABLE)**

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Ph # \_\_\_\_\_

Check received, receipt written

**City compiles following sections of module:**

1.  **COMPONENT 4A MUNICIPAL PLANNING AGENCY REVIEW....**  
filled-in by the City, signed and dated by Zoning Officer
2.  **RESOLUTION FOR PLAN REVISION FOR NEW LAND DEVELOPMENT....** mostly filled-in by owner's project engineer / representative, completed by City Clerk after City Council approves resolution, signed and dated by City Clerk
3.  **TRANSMITTAL LETTER FOR SEWAGE FACILITIES PLANNING MODULE....** filled-in by owner's project engineer / representative, signed and dated by City Clerk
4.  **COMPLETENESS CHECKLIST....** filled-in by owner's project engineer / representative, signed and dated by Zoning Officer

Copies of all four forms are made and placed in the project folder. The forms are recorded by B&CD on the Sewage Facilities Planning Module tracking sheet.

The Zoning Officer gathers all four completed forms and places them in the planning module package. The Zoning Officer then contacts the owner's project engineer / representative, who picks up the planning module package from the Office of Business and Community Development and forwards to DEP for approval.

Office of Business and Community Development receives confirmation of DEP's final approval, which is placed in project folder.