

#613 PLANNING BASICS

Planning Procedures and Paperwork

3



CHAPTER OBJECTIVES:

After completing this chapter, you will be able to . . .

- Explain the purpose of the sewage facilities planning module application mailer and when it needs to be completed.
- Identify the three most common sewage facilities planning module components in which local agency SEOs have a direct role.
- Explain the local agency SEO's responsibilities throughout the planning process.



TEACHING METHOD:

- Self-study



ESTIMATED TIME:

- 45 minutes



MATERIALS / RESOURCES:

- Computer with Internet access—www.seotraining.org
- Chapter Materials—All chapter materials are available at www.seotraining.org, Cont. Ed. Course Material, Courses, #613, Chapter 3.
 - ✓ Chapter Study Materials
 - Self-study guide (viewed on the Internet)
 - Workbook (print book)
 - Answer key (viewed on the Internet)
 - ✓ Chapter Resources
 - Sewage Facilities Act (Act 537 at www.library.dep.state.pa.us/dsweb/Get/Document-70481/3800-BK-DEP1416.pdf)
 - Title 25 regulations (book or at www.pacode.com/secure/data/025/025toc.html)
 - Sewage Facilities Planning Module Application Mailer



CHECKLISTS

The checklists below are to help you organize your training activities. All the listed activities should be completed prior to moving to the next chapter.



WORKBOOK ACTIVITY:

_____ 3-1: Chapter Review

ANSWER KEY:

The workbook activity answers can be found at www.seotraining.org, Cont. Ed. Course Material, Courses, #613, Chapter 3, Chapter Study Materials, Answer Key.



TESTING:

(www.seotraining.org, Cont. Ed. Material, Courses, #613, Course Quiz)

When you complete all the chapters, you may take the online course quiz. To successfully complete the self-study portion of Course #613, you must complete the course quiz. There is no minimum passing score. The score will be for your reference to measure your knowledge of the content.

NAVIGATING THE COURSE MATERIAL:

Don't close out of the PDF documents when you want to go get another file. Instead, use the back arrow in the navigation bar at the top of the screen. It is also helpful to open two separate windows: one with the self-study guide and one with the resources. This way you won't have to close the self-study guide to access the resources.



Go to the www.seotraining.org, Cont. Ed. Material, Courses, #613 Chapter 3, Chapter Study Materials, **Self-Study Guide**. The guide will tell you when you need to return to this workbook to complete exercises or activities.



EXERCISE 3-1—Chapter Review

Use the words below to fill in the blanks for the following questions. (Some words may be used more than once or not at all.)

- | | | |
|------------------------------|-------------------------------|--------------------------|
| component 1 | component 2 | component 3 |
| component 3s | exception | suitable |
| component 4c | application mailer | exemption |
| subdivision | revision | unsuitable |
| DEP | delegated local agency | SEO |
| planning restrictions | | Clean Streams Law |

- 1) _____ uses the _____
_____ to determine which planning module forms are needed for the proposed subdivision.

- 2) Planning modules must be completed any time that a _____ of land is proposed, or a _____ issued (Clean Streams Law) permit is required.

- 3) A local agency SEO has a direct role in what planning modules?

- 4) The local agency SEO must complete or verify site testing to determine that each lot has a primary and replacement area with site testing results that would allow a permittable onlot system to be installed when an _____ is being requested.

Continues on next page.

- 5) The SEO's primary role throughout the planning process is to determine if a site is generally _____ or _____ for an onlot sewage system.

- 6) DEP gives a _____ _____ the authority to review planning modules.

- 7) _____ is also known as an exception to the requirement to revise a municipality's official plan.

- 8) An _____ allows land to be developed without a revision to the official plan. The developer does not complete a planning module in this case.



To view the answers for this exercise, go to www.seotraining.org, Cont. Ed. Course Material, Courses, #613, **Chapter 3**, Chapter Study Materials, **Answer Key**.



Return to the **Chapter 3 Self-Study Guide**.

**KEY POINTS**

- The first official step in the planning process is for the applicant to fill out a Sewage Facilities Planning Module Application Mailer. The completed application is mailed to DEP (or the delegated local agency).
- DEP (or the delegated local agency) will determine (based on the information received from the application mailer) which components need to be mailed to the applicant.
- Local agency SEOs must conduct or verify site testing to determine if a site is generally suitable or unsuitable for an onlot sewage system.
- No matter which planning module component is completed, municipal involvement is required in all cases.