

# #613 PLANNING BASICS

## Review Process of a Planning Module

# 7



### CHAPTER OBJECTIVES:

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

- Identify the parties involved in the review process of a planning module and list the deadlines to complete steps in the process.
- Explain the local agency SEO's responsibility in site testing and reviewing a planning module submission.
- Describe a delegated local agency's responsibility in the planning module review process.
- Explain what a supplement is.



### TEACHING METHOD:

- Self-study



### ESTIMATED TIME:

- 45 minutes



### MATERIALS / RESOURCES:

- Computer with Internet access—[www.seotraining.org](http://www.seotraining.org)
- Chapter Materials—All chapter materials are available at [www.seotraining.org](http://www.seotraining.org), Cont. Ed. Course Material, Courses, #613, Chapter 7, Chapter Study Materials.
  - ✓ 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.elibrary.dep.state.pa.us/dsweb/Get/Document-70481/3800-BK-DEP1416.pdf](http://www.elibrary.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](http://www.pacode.com/secure/data/025/025toc.html))
    - Review of a Planning Module flowchart
    - 4a Planning Module Form
    - 4b Planning Module Form
    - 4c Planning Module Form



## CHECKLISTS

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



## WORKBOOK ACTIVITIES:

- \_\_\_\_\_ 7-1: Days vs. Working Days
- \_\_\_\_\_ 7:2: Review of the Planning Process and Deadlines
- \_\_\_\_\_ 7:3: Delegated Local Agency Review

## ANSWER KEY:

The workbook activity answers may be found in the answer key under Chapter Study Materials. [www.seotraining.org](http://www.seotraining.org), Cont. Ed. Course Material, Courses, #613, Chapter 7, Chapter Study Materials, Answer Key.



## TESTING:

([www.seotraining.org](http://www.seotraining.org), Cont. Ed. Course 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:

To take this course as it was designed, print the workbook and open the self-study guide on the computer. It is best to open another browser to access the chapter resources without closing the self-study guide.

When navigating through the materials, click the back arrow on your browser, rather than closing the PDF documents. If you close a document, you will have to start all over again. If you click the back arrow, you will go back to the chapter menu.



Go to the **Chapter 7 Self-Study Guide** to begin the chapter.



**EXERCISE 7-1: Days vs. Working Days**

Using the calendar below, determine what date the review must be completed in the two questions below. Note: May 31st is Memorial Day, a national and commonwealth-recognized holiday.

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

**1) Days**

The local agency SEO receives a planning module on May 11. The SEO has **20 days** to review the module.

The local agency SEO must complete his or her review by \_\_\_\_\_.

**2) Working Days**

DEP receives a planning module for review on May 18. DEP has **10 working days** to review the module.

DEP must complete its review by \_\_\_\_\_.



Return to the **Chapter 7 Self-Study Guide**.



## EXERCISE 7-2: Review of the Planning Process and Deadlines

Answer the following questions.

- 1) How many **days** does a municipality have to pass along a planning module submission to the local agency SEO and any necessary planning and zoning agencies?
- 2) How many **days** does a local agency SEO have to review a planning module and determine if a site is generally suitable for onlot systems?
- 3) How many **days** do the planning agencies and county health departments (if one exists) have to review the planning module?
- 4) What happens if any of the planning agencies fail to meet their deadlines and comment on the planning module submission?
- 5) How many **working days** does a municipality have to review the module to determine if it is complete?
- 6) How many **days** does a municipality have to act on a module submission?
- 7) How many **working days** does DEP have to review the module to determine if it is complete?
- 8) How many **days** does DEP have to take action on a Component 1 module?
- 9) How many **days** does DEP have to take action on a Component 2 or 3s module for a residential development\*?
- 10) How many **days** does DEP have to take action on a Component 2 or 3s module for a nonresidential development?

*\* DEP defines residential subdivision plan as a subdivision in which at least two-thirds of the proposed daily sewage flows will be generated by residential uses.*



Return to the **Chapter 7 Self-Study Guide**.



**EXERCISE 7-3: Delegated Local Agency Review**

*Fill in the appropriate words in the spaces below.*

- 1) Municipalities and counties included in the delegation agreement must have municipal or countywide subdivision or land development \_\_\_\_\_ and a current official plan.
- 2) A delegated local agency must enter a delegation agreement with \_\_\_\_\_.
- 3) DEP reviews the delegated local agency’s performance and may \_\_\_\_\_ the agreement for cause.
- 4) The local agency and the local agency SEO must not have any \_\_\_\_\_ of the Sewage Facilities Act against them within the three years prior to applying for delegated local agency status.
- 5) A delegated local agency must qualify for \_\_\_\_\_ percent reimbursement.
- 6) The delegated local agency has \_\_\_\_\_ days to approve a Component 1 or 2 planning module.
- 7) A module that has been received and approved by a delegated local agency is called a \_\_\_\_\_.



To view the answers for the activities in the workbook, go to [www.seotraining.org](http://www.seotraining.org), Cont. Ed. Course Material, Courses, #613, **Chapter 7**, Chapter Study Materials, **Answer Key**.



Return to the **Chapter 7 Self-Study Guide**.



## KEY POINTS

- The municipality, the local agency SEO, any necessary planning agencies (commissions), the county health department (if one exists), and DEP or the delegated local agency each have a responsibility to play in the planning module review process.
- Each step of the planning module review process has time deadlines. (*Reference the Review of a Planning Module flow-chart for a review of the deadlines.*)
- The local agency SEO's role in the review process is to complete a review of the onsite testing to determine if the site is **generally suitable** for an onlot sewage system.
- The local agency SEO has 20 days to complete the review of onsite testing information in a planning module submission.
- DEP transfers to a delegated local agency the authority to review and approve planning module submissions by entering into a delegation agreement with the department.
- If a delegated local agency approves a Component 1 or 2 module submission, it is called a supplement, rather than an exception or revision.