

PLANNING MODULE APPROVAL FLOWCHART (FOR CONNECTIONS TO PUBLIC SEWERS)

APPLICANT



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Applicant contacts DEP or the City for a Planning Module application postcard. Once the Applicant completes the postcard, it is forwarded to the City of Hermitage's Planning Department.

Applicant should be a consultant, engineer, or surveyor familiar with the municipality's Official Sewage Plan and available sewage disposal methods.

City reviews the postcard for completeness and forwards to DEP for consideration.

DEP sends Applicant the appropriate Planning Module Components.

Applicant completes Planning Module package and forwards the appropriate components to the City of Hermitage's Planning Department.

City has 10 days to determine if the Planning Module package is complete, and must act upon a complete Planning Module submission within 60 days. Meeting dates and times for all municipal approvals are as follows:

Hermitage Planning Commission (Regular Meeting - 1st Monday of each month at 8:30 a.m.)
(acts upon Component 4A of the Planning Module submission, if applicable)

Hermitage Municipal (Sewer) Authority (Regular Meeting - 1st Wednesday of each month at 7:30 a.m.)
(acts upon Component 3 of the Planning Module submission, if applicable)

Hermitage Board of Commissioners (Regular Meeting - 4th Wednesday of each month at 6:00 p.m.)
(acts upon Resolution revising official sewage plan, if applicable)

The submission deadline for consideration at these meetings is 3 weeks prior to each meeting date. If the Planning Module is incomplete, the City notifies the Applicant of the deficiencies. The Applicant must then submit the necessary information in order for the Planning Module to receive approval. The package is ultimately forwarded by the City to DEP.

DEP has 10 days to determine if the Planning Module package is complete. If incomplete, DEP will return the Planning Module package listing its deficiencies and no further action will be taken until a complete submission is made. Once determined complete, DEP must act on the submission within 60 days for a residential Planning Module and 120 days for nonresidential Planning Module.

Once DEP approves the Planning Module, a letter is sent to the Applicant and the City.

Any pending subdivision and/or construction permit applications, which are contingent upon DEP approval, can now be deemed approved by the City.