



City of Butler
THE OFFICE OF BUSINESS AND COMMUNITY DEVELOPMENT

140 West North Street, Suite 208
Butler, PA 16001-5298
(724) 285-4124 extension 213
FAX (724) 285-3564

SEWAGE FACILITIES PLANNING MODULE EXEMPTION Flow Chart

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

**City's fee MUST BE SUBMITTED WITH the package
(amounts subject to change per City Resolution)**

Residential \$100.00

Commercial \$125.00

(fee is NON-REFUNDABLE)

Listed below is the procedure for the submission and review process

1. Project Engineer contacts the City Zoning Officer at 724-283-8300, Ext 214, regarding the procedure to obtain a BASA permit. City's Flowchart and Checklist is provided to the Project Engineer.
2. Zoning Officer instructs the project engineer to contact BASA's engineer at 724-282-1978.
3. BASA engineer meets with project engineer to discuss the project and proposed flows.
4. Project engineer submits plumbing and sewer drawings to BASA for review, if required.
5. Project engineer obtains sewer module application and paperwork from DEP website and fills out (project engineer fills out application through Section 8b). Engineer also submits PNDI Project Environmental Review Receipt if required.
6. (a) Project engineer writes a cover letter addressed to City Zoning Officer explaining the determination of number of EDU's to be used by the project. ***Cover letter must address the following questions:***
 - [6a] 1. Does the Development propose any new treatment facility?
 - [6a] 2. Will the Development require any new pump stations or more than 5 grinder pumps as part of this Development?
 - [6a] 3. Will this Development serve more than 250 EDU's or have the potential to serve over 250 EDU's?

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[6a] 4. Will the proposed sewer connections or extensions require piping in excess of 8 inches?

[6a] 5. Will the Development require a Part II Clean Streams Law Permit?

Project Engineer submits cover letter, completed DEP application and supporting documentation, *and City's fee and checklist to*

Mail to: Zoning Officer
City of Butler
140 West North Street
Butler, PA 16001-5231

6. (b) B&CD reviews cover letter and application. If the application is incomplete, B&CD sends a letter to project engineer stating such, and requiring additional information.
7. When the application is complete, B&CD fills out the City's certification letter and mails to BASA for review and concurrence.
8. BASA reviews City's certification letter, writes a response letter, and mails their response letter to B&CD.
9. Zoning Officer signs Section 8d of the application, makes a copy of the application and all supporting documents and places the copy in the project folder.
10. B&CD mails entire package (except drawings, which BASA keeps) to the DEP.

Mail to: DEP Office
121 N. Mill St.
New Castle, PA 16101



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SEWAGE FACILITIES PLANNING MODULE EXEMPTION ***CHECKLIST***

Office of Business and Community Development receives planning module exemption mailer from the owner's project engineer *with all of the required mailer information and City Checklist completed.*

City's fee MUST BE SUBMITTED WITH the package

(amounts subject to change per City Resolution)

Residential \$100.00

Commercial \$125.00

(fee is NON-REFUNDABLE)

PROJECT ENGINEER COMPLETES:

Project Name: _____

Project Address: _____

Project Map & Parcel # _____

Contact Person: _____ Ph. No. _____

Contact E-Mail: _____

FOR CITY USE ONLY BELOW THIS LINE

☐ Check received, receipt written: Date _____ By _____

Check # _____ Receipt # _____

City Procedure:

1. ☐ City completes their "Sewage Facilities Planning Module Exemption Application and Certification" form.
2. ☐ City mails all information to BASA for review.
3. ☐ BASA reviews information and includes additional information, mails all back to the City
4. ☐ Copies of application and all documents are made and placed in the project folder.
5. ☐ City mails all information to DEP for review and approval.