

SUSQUEHANNA COUNTY PLANNING COMMISSION MINOR SUBDIVISION APPLICATION

MINOR SUBDIVISION - any subdivision of ten (10) lots or less as enumerated from May 15, 1972, fronting on an existing public street, not involving any new street or streets or the extension of municipal facilities, including but not limited to sewers and water lines, and not involving the creation of any public improvements.

The undersigned, having reviewed the subdivision regulations, hereby applies for review of the attached subdivision plan and submits the required information in connection herewith:

1. Name of Subdivision: \_\_\_\_\_

2. Municipality: \_\_\_\_\_

3. Location of Subdivision: \_\_\_\_\_  
(Referenced by Public Road and Nearest Landmark)

4. Owner(s) \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email: \_\_\_\_\_

5. Applicant (if other than owner) \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email: \_\_\_\_\_

6. Registered Engineer and/or Surveyor \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email: \_\_\_\_\_

Number of Parcels: \_\_\_\_\_ Include remaining parent tract as Lot 1

7. Parent Tract Information

- A. Present total acreage \_\_\_\_\_ Public Road frontage \_\_\_\_\_
- B. Deed Reference Book \_\_\_\_\_ Page \_\_\_\_\_ OR Instrument No. \_\_\_\_\_
- C. Tax Parcel No. \_\_\_\_\_ Tax Map No. \_\_\_\_\_
- D. Existing improvements \_\_\_ House \_\_\_ Mobile Home \_\_\_ Barn \_\_\_ Other \_\_\_\_\_
- E. **Sewage:** \_\_\_\_\_ On-site \_\_\_\_\_ Municipal **Water:** \_\_\_\_\_ On-site \_\_\_\_\_ Municipal
- F. **Utility Easement:** \_\_\_\_\_ Yes \_\_\_\_\_ No **Right of Way:** \_\_\_\_\_ Yes \_\_\_\_\_ No
- G. Proposed Easement/Right of Way: \_\_\_\_\_ Yes \_\_\_\_\_ No

8. Lot: \_\_\_\_\_

- A. Present total acreage \_\_\_\_\_ Public Road frontage \_\_\_\_\_
- B. Deed Reference Book \_\_\_\_\_ Page \_\_\_\_\_ OR Instrument No. \_\_\_\_\_
- C. Tax Parcel No. \_\_\_\_\_ Tax Map No. \_\_\_\_\_
- D. Existing improvements \_\_\_ House \_\_\_ Mobile Home \_\_\_ Barn \_\_\_ Other \_\_\_\_\_
- E. **Sewage:** \_\_\_ On-site \_\_\_\_\_ Municipal **Water:** \_\_\_\_\_ On-Site \_\_\_\_\_ Municipal
- F. **Utility Easement:** \_\_\_\_\_ Yes \_\_\_\_\_ No **Right of Way:** \_\_\_\_\_ Yes \_\_\_\_\_ No
- G. **Proposed Easement/Right of Way:** \_\_\_\_\_ Yes \_\_\_\_\_ No

9. Lot: \_\_\_\_\_

- A. Present total acreage \_\_\_\_\_ Public Road frontage \_\_\_\_\_
- B. Deed Reference Book \_\_\_\_\_ Page \_\_\_\_\_ OR Instrument No. \_\_\_\_\_

- C. Tax Parcel No. \_\_\_\_\_ Tax Map No. \_\_\_\_\_
- D. Existing improvements \_\_\_ House \_\_\_ Mobile Home \_\_\_ Barn \_\_\_ Other \_\_\_\_\_
- E. Sewage: \_\_\_ On-site \_\_\_ Municipal      Water: \_\_\_ On-Site \_\_\_ Municipal
- F. Utility Easement: \_\_\_ Yes \_\_\_ No      Right of Way: \_\_\_ Yes \_\_\_ No
- G. Proposed Easement/Right of Way: \_\_\_ Yes \_\_\_ No

10. Lot: \_\_\_\_\_

- A. Present total acreage \_\_\_\_\_ Public Road frontage \_\_\_\_\_
- B. Deed Reference Book \_\_\_\_\_ Page \_\_\_\_\_      OR      Instrument No. \_\_\_\_\_
- C. Tax Parcel No. \_\_\_\_\_ Tax Map No. \_\_\_\_\_
- D. Existing improvements \_\_\_ House \_\_\_ Mobile Home \_\_\_ Barn \_\_\_ Other \_\_\_\_\_
- E. Sewage: \_\_\_ On-site \_\_\_ Municipal      Water: \_\_\_ On-Site \_\_\_ Municipal
- F. Utility Easement: \_\_\_ Yes \_\_\_ No      Right of Way: \_\_\_ Yes \_\_\_ No
- G. Proposed Easement/Right of Way: \_\_\_ Yes \_\_\_ No

11. Lot: \_\_\_\_\_

- A. Present total acreage \_\_\_\_\_ Public Road frontage \_\_\_\_\_
- B. Deed Reference Book \_\_\_\_\_ Page \_\_\_\_\_      OR      Instrument No. \_\_\_\_\_
- C. Tax Parcel No. \_\_\_\_\_ Tax Map No. \_\_\_\_\_
- D. Existing improvements \_\_\_ House \_\_\_ Mobile Home \_\_\_ Barn \_\_\_ Other \_\_\_\_\_
- E. Sewage: \_\_\_ On-site \_\_\_ Municipal      Water: \_\_\_ On-Site \_\_\_ Municipal
- F. Utility Easement: \_\_\_ Yes \_\_\_ No      Right of Way: \_\_\_ Yes \_\_\_ No
- G. Proposed Easement/Right of Way: \_\_\_ Yes \_\_\_ No

12. Lot: \_\_\_\_\_

- A. Present total acreage \_\_\_\_\_ Public Road frontage \_\_\_\_\_
- B. Deed Reference Book \_\_\_\_\_ Page \_\_\_\_\_      OR      Instrument No. \_\_\_\_\_
- C. Tax Parcel No. \_\_\_\_\_ Tax Map No. \_\_\_\_\_
- D. Existing improvements \_\_\_ House \_\_\_ Mobile Home \_\_\_ Barn \_\_\_ Other \_\_\_\_\_
- E. Sewage: \_\_\_ On-site \_\_\_ Municipal      Water: \_\_\_ On-Site \_\_\_ Municipal
- F. Utility Easement: \_\_\_ Yes \_\_\_ No      Right of Way: \_\_\_ Yes \_\_\_ No
- G. Proposed Easement/Right of Way: \_\_\_ Yes \_\_\_ No

13. Type of Subdivision:    Minor Subdivision

14. Existing Zoning      Yes      No

15. Attorney \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Is any of this property in Clean and Green (ACT 319)?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If YES:** Please be aware you are required to notify Susquehanna County Assessment Office 30 days prior to proposing a change in land use, a split-off portion of the land, or a conveyance of the land.

As a reminder, this is your obligation under Act 319:

**IN THE EVENT OF A CHANGE IN OWNERSHIP OF A PORTION OF THE LAND, OR OF ANY TYPE DIVISION OR CONVEYANCE OF THE LAND, THE APPLICANT HEREBY ACKNOWLEDGES THAT, IF HIS/HER APPLICATION IS APPROVED FOR PREFERENTIAL ASSESSMENT, ROLL-BACK TAXES UNDER SECTION 5.1 OF THE ACT MAY BE DUE FOR A CHANGE IN USE OF THE LAND, A CHANGE IN OWNERSHIP OF ANY PORTION OF THE LAND, OR ANY TYPE OF DIVISION OR CONVEYANCE OF THE LAND.**

Two Checks one for plan filing fee of \$60 + \$25.00 each lot (remaining lands do not count as a new lot) made payable to Susquehanna County. The second check for the Recording cost of map (\$20.00) made payable to Recorder of Deeds.

*Once plan processing has started, the application fee becomes non-refundable. If at that time a map has not been recorded, the \$20.00 check to the register/recorder will be returned to the applicant.*

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

\_\_\_\_\_

AFFIDAVIT OF OWNERSHIP

Name of Subdivision \_\_\_\_\_

Township/Borough \_\_\_\_\_

Tax Map No. \_\_\_\_\_

Deed Book \_\_\_\_\_ Page No. \_\_\_\_\_ OR Instrument No. \_\_\_\_\_

COUNTY OF SUSQUEHANNA  
COMMONWEALTH OF PENNSYLVANIA

The undersigned, being duly sworn according to law, depose and say (I am), (We are) the sole owner(s) of this property, in peaceful possession of it and that there are no suits pending affecting it.

\_\_\_\_\_

\_\_\_\_\_

Owner(s)

Witnessed before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_.

\_\_\_\_\_  
For Susquehanna County Planning Commission  
OR  
Notary