

# Planning Commission

## Subdivision Instructions

### **Application Instructions for Minor subdivisions or minor subdivision with add on parcel:**

The required information for the submission of a subdivision to the Planning Commission of Clifford Township.

Application supplied by the township secretary, all information documented in appropriate areas.

Signature and information of the applicant, if other than the owner.

Signature of the owner, notarized, or signature verified by a Planning Commission member.

Eight (8) copies of a surveyor's map of the proposed subdivision.

Drive way permits from Penn Dot or from the township for each lot access.

Septic testing noted on the surveyor's maps, all forms included with the septic process including two copies of the sewage planning module and two copies of the approval letter from DEP.

Checks for the cost of the subdivision, \$120 plus \$20 per lot, check for Recorder of Deeds for \$17 to have the final approved subdivision recorded in the County Court House.

If add on subdivision involved, a copy of the new revised deed with add on acreage noted in the new deed.

### **Additional information which may be helpful in the process:**

Application information and form may be obtained by contacting [cliffordtownship.org](http://cliffordtownship.org) Please include name address and phone number on your request.

Check with the township regarding subdivision, sewage and building code requirements.

Obtain a sewage permit application and have all necessary soils and tests performed.

Sewage enforcement officer: Jay Lynch 570-313-5486

#### Each Sewage Module should contain:

The sewage planning module,

A project narrative

Topographic map with property located on the map

Site investigation report from the seo

Copy of the survey map for DEP

The project environmental review receipt

Remember the intent of the Sewage facilities act is to ensure that only properly designed on-plot sewage disposal systems are installed on suitable lots.

Improperly designed systems or systems placed at unsuitable sites eventually will cause either a surface discharge or pollution of the ground water. Either one is undesirable and could result in unsanitary conditions or polluted drinking water and costly repairs or replacement of the system.

The subdivision process may take up to 90 days after all documents are received. The 90 day period begins after all forms and information, required and requested by the planning commission, has been submitted.

If the subdivision or septic permit is denied you have the right to appeal to the township for the subdivision or DEP for the septic issues within 30 days.

### **Helpful Hints:**

Be sure all subdivision requirements have been met and approval has been granted.

Be sure all building permits requirements have been met.

Be sure the lot you are considering buying qualifies for an on-lot sewage disposal system before buying.

Contact the local sewage enforcement officer and investigate before you invest.

Follow all instructions to be sure all soils tests are performed properly.

**Don't:** Accept false information. When in doubt, contact the township officials at 570-222-9364

**Don't:** Purchase a lot unless you can obtain a required sewage permit

**Don't:** Assume a sewage permit has been granted since the lot was subdivided.

Approval of a subdivision does not mean each lot in the subdivision qualifies for a sewage permit.

**Don't:** Start construction of a building or an on-site system without a valid sewage permit, or building permit.

**Don't:** Abuse your sewage system once it is installed:

**Don't:** Add harsh chemicals to your system

Forget to pump the system when needed, or at every 3 year period.

Place foreign substances, such as personal hygiene items or paper diapers, in the system.

Place excessive water in the system. Keep out surface, downspout and footer drain water.

Use excessive water in your home; practice good water conservation.

Procedure

# Planning Commission

## **Subdivision Instructions**

### Section 502. Application for minor subdivision

- 1.01 In addition to the information required in section 503, the applicant shall submit a signed application for review of Minor subdivision plan on a for provided for that purpose by the commission. The application shall specify:
1. The name address and telephone number of the applicant(s) and the owner of record of the property under consideration, if different.
  2. The exact location of the proposed subdivision by road, nearest landmark, and municipality.
  3. The name, address and telephone number of the surveyor or engineer working on the subdivision plans.
  4. The type of water supply proposed.
  5. The type of water supply proposed.
  6. The type of sewage system proposed
  7. Parent tract information including present total acreage, deed book and page numbers, tax parcel and map numbers, existing improvements, and whether or not the property has previously been subdivided.
  8. Number of lots proposed and net area of the smallest and largest lots.
  9. Whether electricity is available to the site, who will be supplying it, and whether the applicant intends to grant an easement for utility construction.
  10. The existing zoning classification.
  11. The name, address and telephone number of the attorney representing the applicant.
  12. A signed affidavit of ownership
  13. The amount of the filing fee.

### Section 503 Plan Requirements

- 1.01 Plans shall consist of a certified land survey map of the plan prepared by a registered professional land surveyor or registered professional engineer in accordance with professionally and legally promulgated practices and principles. One map shall be of a permanent reproducible nature. Plans shall include a drawing or sketch of the tract boundaries. The map and other data sheets accompanying the final plan for minor subdivisions shall conform to or include the following:
1. The site of the plan shall not be less than 8 1/2 by 11 nor more than 24 by 36 inches. The drawing shall be legible and use a standard engineering scale. Match line data shall be shown if there is more than one sheet.
  2. Name of the record owner and sub divider.
  3. Name of the municipality in which the property proposed for subdivision exist.
  4. Tract boundaries (this information may be obtained from official tax maps or from aerial photographs), total tract acreage, and present owners of contiguous lands.
  5. North point magnetic scale, legend and date.
  6. Significant topographical, natural, and man-made physical features.
  7. All existing streets on or adjacent to the tract, including name, right-of-way width, and route number.
  8. Dimensions of proposed lot or parcel lines drawn to scale.

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9. Dimensions and lot numbers, consistent with and following from lot numbers of lots previously subdivided from the parent tract, and the area of each lot, in accordance with Article VI.
  - a. Lot areas of two acres or less shall be shown in square feet.
  - b. Lot or parcel areas containing more than two acres shall be shown in acreage figures.
10. The classification of the soils present in the proposed subdivision as defined by the USDA Soil Conservation Service soil name.
11. Location of wetlands, as shown on the National Wetlands Inventory maps which are available for inspection in the County Planning Office or the offices of Susquehanna County Soil Conservation district, and a statement as to how these areas are to be protected. Evidence of proper federal and state permits shall be provided. If permits are not necessary or appropriate, supporting documentation shall be presented to that effect.
12. Location of hydric soils as listed in Table I and as depicted in the Susquehanna County Soil Survey, along with a statement regarding measures to be taken to protect these possible wetland areas.
13. Notification by the Pennsylvania Department of Environmental resources that the sewage-planning module has been approved and that the proposed sewer and water systems are in accordance with DEP standards.
14. One copy of a highway occupancy or driveway permit issued by the appropriate regulating agency – Pennsylvania Department of transportation for state roads or the local municipality for local roads.
15. All replats as defined in this Ordinance shall bear a note which states:
  - a. Name of previous subdivision, which is submitted for review as a new replat.
  - b. Date of approval; or date of recording,
  - c. Appropriate lot number.
16. Provision for future: access roads to the interior of contiguous properties owned by the subdivider or developer must be provided and shown on the plans in the event that contiguous lands do not front on the existing road in the subdivision.