

Clifford Township Board of Supervisors

Land Development Checklist

- Application supplied by Clifford Township.
- Letter of intent.
- Eight (8) copies of a map of the proposed land improvement. If Septic Permit is required then a surveyor map is required.

Please put an approval box with supervisors' names in it for signing:

Dennis Knowlton

Barry Searle

Chris Marcho

- Driveway permit from Penn Dot or from township.
- Septic testing noted on maps (if applicable)

Contact Jay Lynch at 570-313-5486 or jaylynch.seo@gmail.com or JHA Company at 570-278-3100 or www.jhacompanies.com

- Two (2) copies of sewage planning module. (if applicable)

*Each Sewage Module should contain:

- The sewage planning module.
- A project narrative.
- Topographic map with property location on the map.
- Site investigation report from SEO.
- Copy of survey map for DEP.

- Two (2) copies of approval letter from DEP (if septic required).
- Checks for the cost of the land development, as follows:

Major or Minor Land Development:

- \$100.00 plus \$20/1000 sq. ft. made out to Clifford Township
- \$ 17.00 made out to Recorder of Deeds.
- Call or email the Township secretary at 570-222-9364 or cliffordtownship@yahoo.com to be put on the Planning Commission agenda.

The subdivision process may take up to 90 days. The 90 day period begins after all forms and information, required and requested by the Planning Commission, has been submitted to the Planning Commission at one of their regularly scheduled meetings, the second Tuesday of each month.

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

*a fee applies to module.

Note: This is an unofficial checklist provided for your convenience. There may be other requirements based on the size of the development.

For example, if more than 0.11 acre (5000 square feet) of land is disturbed, a Soil Erosion and Sedimentation Control Plan (E&S) is required. From 0.11 to 1 acre, the plan must be approved by the Clifford Planning Commission. For areas greater than 1 acre, the plan must be approved by the Susquehanna County Conservation District (www.suscondistrict.org).