

# **Clifford Township Board of Supervisors**

## **Subdivision Checklist**

- Application supplied by Clifford Township.
- Letter of intent.
- Eight (8) copies of a Surveyor's map of the proposed subdivision.

**Please have Surveyor put approval box with supervisors' names in it for signing:**

**Dennis Knowlton**

**Barry Searle**

**Chris Marcho**

- Driveway permits from Penn Dot or from township for each lot.
- Septic testing noted on surveyor's maps.

Contact the Clifford Twp. SEO, Jay Lynch at 570-313-5486 or [jaylynch.seo@gmail.com](mailto:jaylynch.seo@gmail.com)  
or JHA Company at 570-278-3100 or [www.jhacompanies.com](http://www.jhacompanies.com)

- Two (2) copies of sewage planning module.

\*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.

- Checks for the cost of the subdivision.

- Minor: \$60.00 plus \$20.00 per lot, made out to Clifford Township,  
Major: \$150 plus \$30 per lot (maximum of \$1500) or  
Lot Line Adjustment: \$60.00
- \$ 17.00 made out to Recorder of Deeds.

- Call or email the Township secretary at 570-222-9364 or [cliffordtownship@yahoo.com](mailto: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.

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.

\*a fee applies to module.

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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](http://www.suscondistrict.org) ).