

COUNTY OF TIOGA
PLANNING COMMISSION
TIOGA COUNTY COURTHOUSE
118 MAIN STREET
WELLSBORO, PA 16901

For Use by Commission Only:

Subdivision/Land Development No. _____

Plans Received _____

(Date)

Additional Information Requested _____

(Date)

Subdivision/

Land Development Fee Required _____ Fee Paid _____

Recording Fee Required _____ Fee Paid _____

**TIOGA COUNTY SUBDIVISION AND
LAND DEVELOPMENT APPLICATION**

This application is intended to accelerate the administrative time needed to process subdivision/land development reviews.

Straight transfers of existing lots of record exactly as recorded upon a deed are not subject to subdivision/land development approval.

All land being subdivided must be surveyed by a Pennsylvania Registered Surveyor. All lots, tracts or parcels of land not already improved, must be soils tested or be classified as lot additions, agricultural supplements or open space lots.

A variance may also be requested from the County Subdivision and Land Development Regulations.

Minor subdivision applications require, by state law, forty (40) days for review and comment, but processing of these proposals is normally less than the minimum forty (40) day requirements.

FEES MUST BE PAID UPON SUBMISSION OF THIS APPLICATION

SUBDIVISION / LAND DEVELOPMENT APPLICATION

Name of proposed subdivision/land development if other than owner:

Grantor Information: (Seller)

- (a) Name _____
(b) Street _____
(c) City _____ State _____ Zip _____
(d) Phone _____

Grantee Information: (Buyer)

- (a) Name _____
(b) Street _____
(c) City _____ State _____ Zip _____
(d) Phone _____

Parent Tract Information and Location:

- (a) Present total acreage _____ Approximate road frontage _____
(b) Municipality _____
(c) Road number _____ and/or Creek name _____
(d) Deed Reference Book _____ Page _____
(e) Tax Parcel Number _____
(f) Existing Improvements:

House _____
Barn _____
Sheds _____
Mobile Home _____
Seasonal Dwelling _____
Other (specify) _____

(g) Existing Sewage System:

None _____
Existing _____
Type (municipal, septic, privy, etc.) _____

(h) Existing Water Supply:

None _____
Well _____
Spring _____
Public _____

Subdivision /Land Development Application – continued:

(i) Are you presently part of the “Clean and Green Act”?
_____Yes _____No If yes, please contact the Assessment Office for compliance information on Act 319.

(j) Major land use:
Agriculture _____
Recreation _____
Residential _____
Commercial _____
Other (specify) _____

(k) Potential flood hazard areas:
_____Yes _____No

(l) Previous subdividing of property:
_____Yes (_____number of divisions) _____No

(m) Are any deed restrictions in effect?
_____Yes (specify) _____
_____No

(n) Are any rights-of-way or utility easements existing on the property?
_____Yes (specify) _____
_____No

SUBDIVISION / LAND DEVELOPMENT INFORMATION

(a) Size of subdivision / land development:
Acreage proposed _____
Number of lots _____

(b) Type of subdivision / land development:
Residential _____
Seasonal _____
Mobile Home _____
Commercial _____
Agricultural _____
Other (specify) _____

(c) Structures/existing or proposed:
House _____
Mobile Home _____
Seasonal _____
Commercial _____
Barn _____
Other (specify) _____

Subdivision / Land Development Application – continued:

(d) Water Supply/existing or proposed:

Well _____

Spring _____

Public _____

(e) Sewage System/existing or proposed:

Septic _____

Municipal _____

Other (specify) _____

(f) Any zoning requirements:

_____ Yes (specify) _____

_____ No

If yes, will this subdivision / land development conflict with local zoning?

_____ Yes _____ No

(g) Roads or right-of-way to be constructed:

_____ Yes (specify) _____

_____ No

(h) Responsibility for maintenance of roads. Will the sub-divider be responsible?

_____ Yes _____ No _____ Other (specify) _____

(i) Acres of parent tract adjoining subdivision / land development:

Number of acres _____

(j) Flood hazard areas in subdivision / land development:

_____ Yes _____ No

(k) Are there any deed restrictions proposed?

_____ Yes (specify) _____

_____ No

(l) What major land uses, if any, are proposed? (specify) _____

(m) Are there any utility easements proposed?

_____ Yes (specify) _____

_____ No

Surveyor Information:

Name _____

Street _____

City _____ State _____ Zip _____

Phone _____

Subdivision / Land Development Application – continued:

Mail application approval and all correspondence to:

Name _____
Street _____
City _____ State _____ Zip _____
Phone _____

(I)(We) hereby make application for a subdivision / land development approval on this _____ day of _____, 20____, declaring that the property described above and platted on the preliminary plan is (my) (our) legal, uncontested ownership, without any outstanding rights, reservations or other encumbrances, which could nullify the intended use of this subdivision.

Signed: _____

(Property Owners)

SURVEY MAP DATA CHECKLIST

Please check the following list to make sure you have included the required information on the survey map. If survey maps are incomplete, the proposed plan and application will be returned for completion:

These items are required under Article V, Sections 501 and 502 of the County Subdivision Regulations, independent of whether a minor/major or a land development application is being filed.

- _____ 1. Parent tract map with subdivision located within
- _____ 2. Location map (vicinity)
- _____ 3. Remaining acreage of parent tract
- _____ 4. All adjacent property owners
- _____ 5. Locations of existing buildings (houses, sheds, barns, etc.)
- _____ 6. Locations of existing sewage systems
- _____ 7. Present landowners' name
- _____ 8. Landowners deed and page reference number
- _____ 9. Deed book and page reference of right-of-way
- _____ 10. Surveyor's seal (PA licensed)
- _____ 11. Municipality
- _____ 12. Date of plan
- _____ 13. Scale of site plan
- _____ 14. North direction arrow
- _____ 15. Locate and label streams or bodies of water in site area
- _____ 16. Subdivision acreage (sq. ft. if parcel is less than one are) and dimensions
- _____ 17. Flood hazard areas
- _____ 18. Specify US, PA or township road numbers
- _____ 19. Locate soils test pit and percolation sites
- _____ 20. Locate wells or public water sites
- _____ 21. Building set back lines
- _____ 22. Lots numbered
- _____ 23. Center line of streets, right-of-ways and any easements
- _____ 24. 20' contour interval lines/USGS quads
(Note: the Planning Commission can request lesser intervals if deemed necessary).
- _____ 25. Maintenance responsibilities of a right-of-way
- _____ 26. Zoning district (if zoned)

NOTE: If remaining acreage of the parent tract is not improved (i.e., existing house and Septic system) soils testing has to be performed or special conditions proposed for a variance request.

FEE SCHEDULE

Review of Subdivisions

- Category I - Minor Subdivisions
Minor subdivision fees are twenty (\$20.00) dollars* plus fifteen (\$15.00) dollars per lot.
- Category II - Major Subdivision
Major subdivision preliminary review fees are seventy-five (\$75.00) Dollars plus fifteen (\$15.00) dollars per lot.
Major subdivision final review fees are thirty (\$30.00) dollars plus Seven dollars and fifty (\$7.50) cents per lot.

***Base fee includes any portion of the parent tract remaining after lot/lots have been subdivided therefrom.**

Review of Land Developments

- Category I - RESIDENTIAL APPLICATIONS: These fees apply to all kinds of Residential projects for sale or rental; any type of building; as a single tract land development.

<u>Number of Units</u>	<u>General Fee</u>	<u>Fee for each Unit</u>
0 - 3	\$ 30.00	\$7.50
4 - 20	\$ 45.00	\$6.00
21 - 100	\$ 75.00	\$5.00
101 +	\$200.00	\$4.00

- Category II - NON-RESIDENTIAL SINGLE TRACT LAND DEVELOPMENT:
These fees apply to all projects or sections of mixed projects, which are for non-residential use of any kind for sale, rental, lease or condominium
In any type of building on a single tract of land.

<u>Number of Acres</u>	<u>General Fee</u>
0 - 4.99	\$ 75.00
5 - 24.99	\$150.00
25 - 99.99	\$300.00
100 or more	\$600.00

In addition to the general fee, the applicant shall include a fee for the gross floor area of all buildings proposed as follows:

<u>Gross Floor Area in Square Feet</u>	<u>For each 1,000 square feet of floor area</u>
0 - 49,000	\$9.00
50,000 - 299,000	\$7.00
300,000 or more	\$5.00
Variance - \$50.00/lot requiring a variance	

CHECKLIST

1. Has the local municipality (township or borough) been notified of this proposed subdivision / land development?

_____ Yes _____ No Explain_____

2. Six (6) maps to the Tioga County Planning Commission (1) map if the township or borough has its own Subdivision Ordinance. **Township or borough officials must sign one map. Mylars are no longer needed.**
3. Are the Department of Environmental Resources modules (minor or major) complete?
4. One (1) photocopy of the existing recorded parent tract deed.
5. One (1) photocopy of existing and/or proposed sewage disposal information.
6. Fees for Tioga County Register and Recorder (recording fee) and Tioga County Treasurer (subdivision/land development fee).
7. Any special deed and map language for lot additions, agricultural supplements or open space lots.
8. Is the subdivision/land development application complete and signed by the landowner?