



## INSTRUCTIONS FOR COMPLETING A SUBDIVISION APPLICATION FOR CLASSES I, II, III & IV

### 1. Plan Name & Municipality

Plan Name: The name on the plan-usually after “prepared for” or “for”

Municipality: The Township or Borough in which the parent parcel is located

#### 1a. Parent Parcel Land Owner's information.

Complete the Email Address and Phone Number fields if the Land Owner wishes to be contacted regarding this proposal. This information will be used for correspondence such as Acceptance Letters, Approval Letters, Status updates and / or general questions regarding the application.

*Parent Parcel Address-This is the address attached to the Parent Parcel.*

#### 1b. FOR SIDE LOT ADDITIONS ONLY. (All other proposals move on to Line 2.)

Complete the Contact Email Address and Phone Number for the Recipient of the subdivided piece of the Parent Parcel.

### 2. Authorized Agent Information

An Authorized Agent is a person that is not a Parent Parcel Owner or Recipient Parcel Owner who is authorized to sign on behalf of the Applicant

Complete this section if:

- a) The person submitting the application is an *Authorized Agent* with contact information that is DIFFERENT from the PARENT Parcel Land Owner's information.

OR

- b) You are the Parent Parcel Land Owner and would like to use an alternate address or phone number for communication.

**PLEASE NOTE THAT CONTACT INFORMATION COMPLETED IN SECTION 2 WILL BE USED FOR ALL CORRESPONDENCE RELATED TO THIS PROPOSAL.**

### 3. Surveyor

List your surveyor's name and company. Your surveyor may be contacted to answer technical questions or make changes to the plan being submitted.

### 4. Written Intentions

Describe your proposal and the property or properties involved.

## 5. Class Filter (check all that apply)

Your proposal may fall under more than one Class. For example, a Minor Subdivision (Class III) and a Conveyance, or side lot addition (Class I) qualifies as two classes.

## 6. Parcel ID #(s)

List all parcel numbers involved in your proposal.

## 7. Plan Information

Indicate Sewage Type, Water Supply type and Streets/Roads type. For the Parcel section, answer yes or no.

## 8. Required for submission

These components are required for the Planning Commission to render a determination of your proposal. Check all components being submitted with your application. In addition, you will be asked to submit any paperwork received from the Sewage Enforcement Agency.

## 9. Subdivision Base Review Fee Schedule

There is a \$75 fee for each Class your proposal falls under.

For example, if you are proposing a side lot addition, your proposal falls under two classes. Class III is required for the subdivision of the parent parcel. Class I is required to consolidate subdivided piece to the recipient parcel. 2 classes = \$75 x 2 for a total of \$150 for your Base Review Fee.

- YOUR PLAN MUST BE RECORDED WITH THE COUNTY REGISTER & RECORDERS OFFICE WITHIN **90 DAYS** OF ITS APPROVAL.
- PLANS NOT RECORDED WITHIN THIS PERIOD WILL NEED TO BE REAPPROVED BY THE PLANNING COMMISSION.
- A **\$50 FEE** IS REQUIRED FOR ALL REAPPROVALS, REGARDLESS OF THE NUMBER OF CLASSES IN THE PROPOSAL.

## 10. Understandings and Agreements

The Land Owner must initial next to each line to acknowledge, agree and accept the requirement.

## 11. Authorizations

If you are an Authorized Agent (the person designated as the primary contact who is NOT the Land Owner to the Parent Parcel), please complete the Authorized Agent's Name, Phone Number and Email Address. Your information should also appear in Section 2.

Landowner	Sign to acknowledge previous authorizations	Yellow Line
Authorized Agent	Sign to accept responsibility for application	Green Line

### 11a. For lot addition subdivisions only.

All Land Owners involved in this proposal must sign the application. Use Section 12 if there are more than 3 Land Owners affected by this proposal.

## 12. Additional Land Owners

This page is provided to include all Land Owners involved in your proposal. Signatures are required for each Land Owner. For each Land Owner, use the columns on the left to indicate whether they are the owner of a parent tract or the recipient of the piece being subdivided.