

<p style="text-align: center;"><b>JEFFERSON TOWNSHIP</b> <b>MINOR SUBDIVISION APPLICATION</b></p>
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1. **APPLICANT**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE & EMAIL: \_\_\_\_\_

2. **OWNER OF RECORD**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE & EMAIL: \_\_\_\_\_

ATTACH ADDITIONAL SHEET FOR MULTIPLE OWNERS

3. **REGISTERED SURVEYOR/ENGINEER**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE & EMAIL \_\_\_\_\_

4. **LOCATION/ADDRESS OF PROPERTY TO BE SUBDIVIDED:**

\_\_\_\_\_

5. **LACKAWANNA COUNTY TAX MAP DESCRIPTION:**

VOLUME \_\_\_\_\_ PAGE \_\_\_\_\_ LOT NUMBER \_\_\_\_\_

ATTACH A COPY OF THE CURRENT DEED OF RECORD FOR THE  
SUBJECT PROPERTY.

6. **LINEAR DIMENSIONS OF LOT AND TOTAL AREA (SQUARE FEET  
AND ACREAGE) OF LOT PRIOR TO SUBDIVISION:**

\_\_\_\_\_

7. **LINEAR DIMENSIONS OF EACH LOT AND TOTAL SQUARE FEET AND  
ACREAGE OF EACH LOT TO BE CREATED UPON SUBDIVISION  
APPROVAL:**

LOT #1\* \_\_\_\_\_  
LOT #2 \_\_\_\_\_  
LOT #3 \_\_\_\_\_  
LOT #4 \_\_\_\_\_  
LOT #5 \_\_\_\_\_

- \* Lot #1 will represent the remaining balance from the original lot of record which will be subdivided to create balance of new lots being proposed.

**ATTACH COPIES OF PROPOSED DEED DESCRIPTIONS OF ALL LOTS TO BE CREATED.**

8. **ZONING DISTRICT(S) IN WHICH THE PROPERTY IS LOCATED:**

\_\_\_\_\_

9. **HAS THE ZONING OFFICER REVIEWED THE PROPOSED SUBDIVISION?**

☐ YES ☐ NO

**BASED UPON THE ZONING OFFICER'S REVIEW, WILL ANY VARIANCES BE REQUIRED UNDER THE JEFFERSON TOWNSHIP ZONING ORDINANCE?**

☐ YES ☐ NO

10. **NARRATIVE REPORT, WITH SUFFICIENT DETAIL ON THE NATURE OF PROPOSED DEVELOPMENT AND INTENDED USE AND/OR DISPOSITION OF SUBDIVIDED PROPERTY.**

11. **ARE ANY MODIFICATIONS FROM THE JEFFERSON TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT ORDINANCE REQUESTED?**

☐ YES ☐ NO

IF YES, SPECIFY BELOW THE REQUESTED MODIFICATIONS AND SECTIONS AND/OR PROVISIONS OF THE ORDINANCE RELATED TO SUCH REQUEST.

\_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY

STATE IN FULL BELOW THE GROUNDS AND/OR FACTS OF UNREASONABLENESS OR HARDSHIP TO SUPPORT THE REQUESTED MODIFICATION(S).

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ATTACH ADDITIONAL SHEETS IF NECESSARY

12. **PROVIDE EIGHT (8) COMPLETED COPIES OF THE MINOR SUBDIVISION APPLICATION WITH APPLICABLE TOWNSHIP FEES AND EIGHT (8) PREFOLDED COPIES OF THE SUBDIVISION PLAN AND SUPPORTING DATA:**

**AND**

**ONE (1) ELECTRONIC COPY OF THE ABOVE MATERIAL FORMATTED AS A PDF.**

- 13 **SUPPORTING DATA:**

- A. CERTIFICATION OF OWNERSHIP (DEED OF RECORD).**
- B. EXISTING AND PROPOSED EASEMENTS AND DEED RESTRICTIONS, IF ANY.**
- C. APPROVED DEP SEWAGE PLANNING MODULE.**
- D. IF APPLICABLE, APPROVED HIGHWAY OCCUPANCY PERMIT.**
- E. AS APPLICABLE, A COMPLETE LISTING OF ALL PUBLIC UTILITY COMPANIES INTENDED TO PROVIDE SERVICE TO THE LOTS WITHIN THE SUBDIVISION AND A LETTER FROM EACH APPLICABLE UTILITY COMPANY INDICATING THAT SAID COMPANY CAN AND SHALL ADEQUATELY SERVE THE LOTS WITHIN THE PROPOSED SUBDIVISION, INCLUDING ANY CONDITIONS REQUIRED FOR THE PROVISION OF SERVICE.**

<b>CERTIFICATION OF INFORMATION AND PAYMENT OF CONSULTING FEES</b>
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I \_\_\_\_\_ **HEREBY CERTIFY THAT THE INFORMATION CONTAINED WITHIN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I FURTHER AGREE TO PAY FOR ALL CONSULTING FEES INCURRED BY JEFFERSON TOWNSHIP FOR THE REVIEW AND INSPECTION OF THIS APPLICATION AND ACCOMPANYING PLANS AS SO REQUIRED AND DIRECTED BY JEFFERSON TOWNSHIP. SAID PAYMENT, IN**

**FULL, SHALL BE SUBMITTED TO JEFFERSON TOWNSHIP WITHIN 30 DAYS FROM BILLING DATE INDICATED UPON THE INVOICE OR NOTICE OF PAYMENT.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT/DEVELOPER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

**OWNER OR OWNERS OF RECORD OF RECORD AS PROVIDED BY DEED.**

<b>TO BE COMPLETED BY JEFFERSON TOWNSHIP</b>
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A. JEFFERSON TOWNSHIP APPLICATION FEE AND DATE RECEIVED:

\_\_\_\_\_

B. COUNTY REVIEW FEE:

\_\_\_\_\_

C. THE DATE PLANS AND APPLICATION WERE SUBMITTED OR MAILED TO LACKAWANNA COUNTY PLANNING COMMISSION. \_\_\_\_\_

D. FIRST MEETING DATE AT WHICH THIS SUBDIVISION PLAN WAS CONSIDERED BY THE JEFFERSON TOWNSHIP PLANNING COMMISSION:

\_\_\_\_\_

E. ATTACH COMMENTS AND/OR RECOMMENDATIONS OF ANY CONSULTANT TO JEFFERSON TOWNSHIP AND COMMENTS OF THE LACKAWANNA COUNTY PLANNING COMMISSION.

F. ATTACH AND/OR INDICATE THE RECOMMENDATION OF THE JEFFERSON TOWNSHIP PLANNING COMMISSION.

\_\_\_\_\_

\_\_\_\_\_

F. DECISION RENDERED AND DATE OF DECISION BY THE JEFFERSON  
TOWNSHIP BOARD OF SUPERVISORS.

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G. DATE OF MAILING OF WRITTEN NOTIFICATION OF DECISION TO THE  
APPLICANT: \_\_\_\_\_.