

**JEFFERSON TOWNSHIP  
MINOR SUBDIVISION APPLICATION**

**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.

**CERTIFICATION OF INFORMATION AND PAYMENT OF CONSULTING FEES**

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

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SIGNATURE OF APPLICANT/DEVELOPER

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DATE

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SIGNATURE OF OWNER

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DATE

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SIGNATURE OF OWNER

---

DATE

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

**TO BE COMPLETED BY JEFFERSON TOWNSHIP**

A. JEFFERSON TOWNSHIP APPLICATION FEE AND DATE RECEIVED:

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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:

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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.

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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: \_\_\_\_\_.