

**PAUPACK TOWNSHIP, WAYNE COUNTY
PENNSYLVANIA**

**LOT COMBINATION/UN-SUBDIVISION
APPLICATIONS (MULTIPLE LOTS COMBINED TO FORM LESS # OF LOTS)**

Applicant's Name: _____ Date: _____

Applicant's Mailing Address: _____

Applicant's Telephone #: _____ Applicant's Signature: _____

Development Name: _____ # of Initial Lots: _____ # of new lots: _____

Tax Map and Parcel #s of All Lots: _____

Engineer/Surveyor's Name: _____ Telephone #: _____

FEES:

Paupack Township – Base application fee is \$75.00. In addition to the base fee, the applicant shall pay \$50.00 for each additional lot from 3-10 lots and \$7.50 for each additional lot after 10 lots.

Wayne County – Same as the Paupack Township, Wayne County fees listed above.

FEES shall be paid with two (2) separate checks. The Township fee shall be made payable to Paupack Township, Wayne County. The Wayne County fee shall be made payable to the Wayne County Department of Planning/GIS.

Lot Combination and Un-subdivision application plats and deed(s) must be recorded in the Wayne County Recorder of Deeds Office within ninety (90) days from the date of approval. Once recorded, copies of the recorded paperwork must be provided to the Township to be recorded in the applicant's file.

APPLICATION FILING

A complete application is required to be submitted to the Paupack Township, Wayne County Secretary/Treasurer ten (10) days prior to the Paupack Township Planning Commission meeting date (1st Thursday each month). Seven (7) packets including the plat checklist and all supporting documentation.

Date of filing: _____ Township Secretary/Treasurer Signature: _____

Date filing rejected: _____ Township Secretary/Treasurer Signature: _____

If filing is rejected provide reason for rejection: _____

**PAUPACK TOWNSHIP, WAYNE COUNTY
INFORMATION**

Township Application Fee: _____ Date Paid: _____ Check Number: _____

County Application Fee: _____ Date Paid: _____ Check Number: _____

PLAT SPECIFICATIONS

Lot Combinations

_____ Number of final lots after combination

YES NO N/A

_____ **Location map**

- _____ ☐ Tract, subdivision or land development name, if any
- _____ ☐ Name of landowner
- _____ ☐ Mailing address of landowner
- _____ ☐ Name of applicant if different from the landowner
- _____ ☐ Name of the township and county
- _____ ☐ Tax map and parcel number
- _____ ☐ Deed book and page number
- _____ ☐ Boundaries of the tract and approximate location of abutting properties
- _____ ☐ Name of abutting property owner(s) & tax map numbers
- _____ ☐ Graphic scales
- _____ ☐ Reference meridian
- _____ ☐ Date map was drawn and all revisions
- _____ ☐ Existing and proposed lot lines
- _____ ☐ Accurate bearings and distances
- _____ ☐ Lot number/letter
- _____ ☐ Area of each proposed lot
- _____ ☐ Total remaining acreage
- _____ ☐ Location of new and existing streets and right-of-way(s), type of street surface and street names of new and existing
- _____ ☐ Building setback lines.
- _____ ☐ Location, dimension and purpose of all easements including any limitations on their use.
- _____ ☐ Contour lines, stating whether derived from a field survey or based on U.S.G.S.
- _____ ☐ Name, mailing address, signature and title of person who prepared the map (if other than land surveyor)
- _____ ☐ 3 V" X 5" block for Paupack Township use to stamp any approval
- _____ ☐ Flood plain location, if any
- _____ ☐ Site data table including; total acreage, number of lots, zoning districts) proposed water/sewage service facilities
- _____ ☐ Location and type of all corner markers
- _____ ☐ Name and address of the land surveyor
- _____ ☐ Certification (by stamp or seal) and Signature of land surveyor
- _____ ☐ Location of all existing improvements including wells (pg. 2)

SUPPORTING MATERIALS
(Applicant completes this checklist prior to submission)

YES NO N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Letter of intent signed by applicant/agent indicating which lots are to be included for consideration |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Deed Description - covenants/ restrictions/easement rights |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Planning module |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completed Planning Module for Land Development by SEO |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Letter from central sewer provider |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sewage system agreement, if required |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Letter from central water provider |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water system agreement, if required |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Erosion and Sedimentation Control Plan Review by Wayne County Conservation District |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floodplain plan, if required |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Newly created lots |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Addition |

LOCATION OF THE FOLLOWING: (IF ANY)
(Applicant completes this checklist prior to submission)

- | | |
|--|-------------------|
| Water bodies | Water wells Oil |
| Watercourses with direction with flood level | wells Gas wells |
| Buildings | Gas lines Power |
| Drain pipes | lines Telephone |
| Culverts | lines Structures |
| Sewer lines | Public Facilities |
| Sewage Systems | |
| Waterlines | |
| Any other significant man-made or natural features | |

ADDITIONAL ITEMS TO REVIEW
(FOR PLANNING COMMISSION REVIEW PURPOSES)

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wetlands |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Meets lot dimensions and lot area criteria |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Highway occupancy permit Penn Dot/Township |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site investigation reports |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Test pit and percolation holes on plan/plat |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Soil type and boundaries |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Township lines as applicable |

The Planning Commission Secretary will accept Applications for the Paupack Township Planning Commission **ten (10) BUSINESS DAYS (not calendar days)** before the next scheduled Planning Commission meeting. Applications are available at the Township Office Monday – Friday 7:30 AM – 3:30 PM. All Applications must include the required documentation and fees applicable to the Application. If an Application is incomplete, it will not be considered to be accepted until the requirements are complete. **If there are Federal, State, County or Township Holidays within the ten (10) business day deadline, the deadline will be backed up by one (1) BUSINESS day for each Federal, State, County or Township Holiday and the deadline will be that many BUSINESS days earlier. THERE WILL BE NO EXCEPTIONS TO THIS RULE** because the Township Secretary is required to forward the Application, proper fee and supporting documentation to the Wayne County Department of Planning for review and comment. Notwithstanding the aforesaid, if the Wayne County Department of Planning does not return their review and comment to the Township by the date of the Planning Commission meeting, the Applicant will then be moved forward to the next subsequent regularly scheduled Planning Commission Meeting. Wayne County Department of Planning's review and comment letter is one of the requirements to be heard at any given Planning Commission Meeting. The Township does not guarantee that Wayne County Department of Planning will return its review and comment letter to the Township within the ten (10) business day time period.