

**PAUPACK TOWNSHIP, WAYNE COUNTY PENNSYLVANIA  
MAJOR SUBDIVISION  
APPLICATIONS**

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Applicant's Telephone #: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Development Name: \_\_\_\_\_ # of Lots: \_\_\_\_\_

Tax Map and Parcel #s of All Lots: \_\_\_\_\_

Engineer/Surveyor's Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**FEES:**

**Paupack Township and Wayne County Department of Planning/GIS Fees are the same – Base application fee is \$200.00 for a newly created lot. In addition to the base fee, the applicant shall pay the following fees for each newly created lot.**

Number of Lots:	Each Lot:
1-10	\$75.00
11-50	\$70.00
51-100	\$65.00
101-200	\$60.00
201-250	\$55.00
251+	\$50.00

**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. Major 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 applicants 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 (1<sup>st</sup> 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**

**Must complete this checklist prior to submission**

**Major Subdivision comprised of 11 lots or more**

**# of Newly created lots this application \_\_\_\_**

**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 owners) & 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 rights-of-way, type of street surface & 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 'A' 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)

(REV. 11052022)

**SUPPORTING MATERIALS**  
**Must complete this checklist prior to submission**

**YES NO N/A**

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

***LOCATION OF (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)***

Wetlands  
Meets lot dimensions and lot area criteria  
Highway occupancy permit Penn Dot/Township  
Site investigation reports  
Test pit and percolation holes on plan/plat  
Soil type and boundaries  
Township lines as applicable

(REV. 11052022)

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.