

**PAUPACK TOWNSHIP, WAYNE COUNTY  
PENNSYLVANIA**

**MINOR 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** – Base application fee is \$150.00 for a newly created lot. In addition to the base fee, the applicant shall pay \$55.00 for each additional lot from 3-10 lots, \$50.00 for each additional lot from 11-50, \$45.00 for each additional lot from 51-100 and \$40.00 for each additional lot from 101-200, \$35.00 for each additional lot from 201-250 and \$30.00 for each additional lot beyond 251.

**Wayne County** – Basic application fee \$75.00 for a newly created lot, plus \$50.00 for each additional lot.

**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.**

**Minor 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 (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**

☐ Minor Subdivision ☐ Major Subdivision

\_\_\_\_\_ Number of newly created lots

**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 1/2" 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***  
*(Applicant completes 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                |