



# APPLICATION FORM for Consideration of a SUBDIVISION and/or LAND DEVELOPMENT PLAN

Wyoming County, Pennsylvania - Office of Community Planning

1 Courthouse Square, Tunkhannock, PA 18657 • WyomingCountyPA.gov/board/

Office Phone: 570-996-2268 • Office Hours: M-F 8:30 AM—4:00 PM

OFFICE USE ONLY: Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ WCCP File #\_\_\_\_ - \_\_\_\_

**Pre-Application Steps:** The client will need to hire a Professional Land Surveyor (PLS) (if proposing a change in boundary lines) or a Professional Engineer (PE) (if proposing Land Development requiring engineering expertise for stormwater controls or other considerations) and have a new plan prepared prior to submitting an application to the County Office of Community Planning. If applicable, contact these additional agencies: County Assessment Office for Clean and Green/Act 319; PA-DEP and municipal Sewage Enforcement Officer (SEO) when on-site septic facilities are proposed; County Conservation District for erosion prevention (and PA-DEP if ground disturbance greater than 1 acre); PennDOT when the site proposes new driveway access to a State-owned road; and the municipal Zoning Officer (if the municipality has adopted a Zoning Ordinance).

**Note:** Because Wyoming County has four (4) municipalities that have enacted their own SALDO (Subdivision and Land Development Ordinance) and will not follow the Wyoming County Subdivision and Land Development Ordinance- we have broken up the procedures into two categories. You will need to identify which category your municipality falls within and follow that procedure list (See Page 4 of this application form).

## GENERAL INFORMATION

Plan Name/Title \_\_\_\_\_

Project Location/Address \_\_\_\_\_

Municipality within which the Subdivision and/or Land Development is located: \_\_\_\_\_

Tax Parcel ID # \_\_\_\_\_ Acreage of adjoining land in same ownership: \_\_\_\_\_

Book/Page or Instrument # \_\_\_\_\_

### SUBMISSION TYPE

☐ New Proposal

☐ Revision to Prior

Is this plan a revision to a previously  
approved and/or recorded plan? Yes / No

Recorded Date or Instrument#:

### PLAN TYPE

☐ Sketch Plan

☐ Preliminary Plan

☐ Final Plan

### PLAN CLASSIFICATION

☐ Subdivision; Lots: \_\_\_\_\_

☐ Land Development; Acres: \_\_\_\_\_

### LAND USE

Current Use of Property: \_\_\_\_\_

Gross Acreage of Tract: \_\_\_\_\_ Developable Acreage of Tract: \_\_\_\_\_

Proposed Use of the Property (Describe the purpose of this project): \_\_\_\_\_

Indicate the applicable number of units or lots, square footage, and acreage of the proposed use:

\_\_\_\_\_ Single-Family (Detached)

\_\_\_\_\_ Single-Family (Semi-Attached, Attached)

\_\_\_\_\_ Multi-Family (3 or more attached units)

\_\_\_\_\_ Mobile Home Park—No. of Lots \_\_\_\_\_

\_\_\_\_\_ Open Space—Acreage \_\_\_\_\_

\_\_\_\_\_ Commercial—Sq. Feet: \_\_\_\_\_

\_\_\_\_\_ Industrial—Sq. Feet: \_\_\_\_\_

\_\_\_\_\_ Institutional—Sq. Feet: \_\_\_\_\_

\_\_\_\_\_ Agriculture—Acreage: \_\_\_\_\_

\_\_\_\_\_ Other (please specify): \_\_\_\_\_

Will the development be completed in phases? ☐ Yes ☐ No

If yes, how many phases? \_\_\_\_\_ [Please submit a schedule in accordance with Section 504.2]

### UTILITIES [check all that apply]

Proposed Water: ☐ Public ☐ Semi-Private ☐ Individual

Proposed Sanitary Sewer: ☐ Public ☐ Semi-Private ☐ Individual (on-lot) ☐ Gravity ☐ Low Pressure

Number of Grinder Pumps Proposed: \_\_\_\_\_

Sewer Facilities Plan Revision or Supplement Number \_\_\_\_\_ Date Submitted: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**ACCESS/PARKING** (please add the following information to your plan):

Are any public and/or private streets proposed? ☐ Public ☐ Private ☐ Both ☐ None

Total Linear feet and proposed name of new public street(s): \_\_\_\_\_

Total Linear feet and proposed name of new private street(s): \_\_\_\_\_

*Note: If a new public or private street/road is proposed, then your project is either a Major Subdivision or Land Development; please see Ordinance rules on plan type classification, plan information requirements, and street/road design/construction; please also refer to the Wyoming County 9-1-1 Street Naming & Addressing Policy at: [WyomingCountyPA.gov/GIS-Mapping/](http://WyomingCountyPA.gov/GIS-Mapping/)*

Number of vehicle trips per day to the property: \_\_\_\_\_

Off-Street Parking: Number of Spaces Required: \_\_\_\_\_ Number of Spaces Provided: \_\_\_\_\_ Number of Existing Spaces (if any): \_\_\_\_\_

**ADDITIONAL PLAN INFORMATION:**

1. Professional who Prepared the Plat: \_\_\_\_\_

2. Is a Zoning Variance, Special Exception, or Conditional Use required? ☐ Yes ☐ No

*If yes, provide the date in which the special permit was approved: \_\_\_\_ / \_\_\_\_ / \_\_\_\_*

Currently 10 out of 23 municipalities in Wyoming County have a Zoning Ordinance; they are:

Clinton Twp, Eaton Twp, Exeter Twp, Factoryville Boro, Falls Twp, Monroe Twp, Nicholson Boro, Overfield Twp, Tunkhannock Boro, and Washington Twp.

3. Does the municipality have zoning? ☐ Yes ☐ No Which District? \_\_\_\_\_ Discuss project with Zoning Officer? ☐ Yes ☐ No

4. Is any portion of the property considered an environmentally sensitive area?

Steep Slopes ☐ Yes ☐ No How many acres/square feet? \_\_\_\_\_

Wetlands ☐ Yes ☐ No How many acres/square feet? \_\_\_\_\_

Floodplain ☐ Yes ☐ No How many acres/square feet? \_\_\_\_\_

Rock Outcropping ☐ Yes ☐ No How many acres/square feet? \_\_\_\_\_

*If yes, describe the area and if any current and/or proposed structures are located in the environmentally sensitive areas:*

5. Are there any nonconformities (e.g. lot, setback, building, use, etc.) on the property?

☐ Yes ☐ No *If yes, what is the nonconformity?* \_\_\_\_\_

6. Was this tract of land part of a prior subdivision?

*If yes, what is the name of the subdivision?* \_\_\_\_\_

*Recording Date:* \_\_\_\_\_ *Book/Page or Instrument #:* \_\_\_\_\_

*Number of lots created since May 15, 1972?* \_\_\_\_\_ *Parent Deed Book/Page:* \_\_\_\_\_

7. Is this property enrolled in the Clean and Green Program? ☐ Yes ☐ No

*If yes, has the Wyoming County Assessment Office been contacted?* ☐ Yes ☐ No

8. Are there any deed restrictive covenants placed on the property? ☐ Yes ☐ No

9. Has an Erosion and Sedimentation Control Plan been submitted to:

County Planning? ☐ Yes ☐ No Conservation District? ☐ Yes ☐ No PA-DEP (for NPDES if > 1 ac)? ☐ Yes ☐ No

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**Owner/Applicant Must Sign and Read**

**AFFIDAVIT:**

I hereby authorize and request review of this application. I hereby certify that the above statements, to the best of his/her knowledge and belief, are true and correct; that the plan submission represented by this application is complete and prepared in conformance with the requirements of applicable ordinances and regulations of Wyoming County in effect on the date of this application.

I hereby authorize Wyoming County to review this request, visit the site, and contact any appropriate design professional in relation to questions generated as a result of this review. I also certify that the undersigned is the fee simple or equitable property owner or is authorized to submit this plan on behalf of the owner. By signing below, I certify that I have read and understand the application procedure, and agree to pay all fees required to review and process this application; *with the understanding that any incorrect information submitted may result in the delay or rescheduling of approval.*

\_\_\_\_\_  
Signature of Applicant/Authorized Representative  
(if different than owner)

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

## CONTACT INFORMATION

### LANDOWNER/PROPERTY OWNER/OWNER(S) OF RECORD

NAME	
COMPANY	
ADDRESS	
TELEPHONE #	FAX #
EMAIL	

### APPLICANT/DEVELOPER/LESSEE/EQUITABLE OWNER (if different from Landowner)

NAME	
COMPANY	
ADDRESS	
TELEPHONE #	FAX #
EMAIL	

### PLAN PREPARER/PROFESSIONAL LAND SURVEYOR/PROFESSIONAL ENGINEER

NAME	
COMPANY	
ADDRESS	
TELEPHONE #	FAX #
EMAIL	

## PROCEDURES FOR SUBMITTING SUBDIVISION OR LAND DEVELOPMENT PLANS FOR REVIEW

The following information is intended to assist applicants through the plan review and recording process

In order to obtain the necessary approvals and/or endorsements, enabling recording of the plan.

### Four (4) Municipalities "with their own SALDO:"

(Clinton Twp, Factoryville Boro, Overfield Twp, and Washington Twp).

#### 1. SUBMIT PLAN(S) TO MUNICIPALITY

Applicant submits copies of plans to the municipal secretary together with the required municipal application and fees. (Contact the municipal office for their required fees.)

#### 2. MUNICIPALITY FORWARDS ONE COPY TO COUNTY

One copy of the plan and applicable supporting documents will be forwarded by the municipality to the (WCCP) Wyoming County Community Planning Office for review. (Check with your municipality to see who is responsible for the County's review fee).

#### 3. COUNTY CONCURRENT REVIEW

As per the MPC (Municipalities Planning Code), Wyoming County Community Planning Office has thirty (30) days to complete the review and provide a letter of comment back to the municipality. Municipalities shall not approve such applications until the county report is received or until the expiration of 30 days from the date the application was forwarded to the county." [MPC §502.b]

#### 4. PLAN ENDORSEMENTS

Final plans require: an approval from the municipality and signatures from both the Municipality and the County Planner, Surveyor's stamp, signature and raised seal, Owner's signature, and a Notary Acknowledgement Statement including signatures and Notary Stamp.

#### 5. RECORDING THE APPROVED PLAN

Within 90 days of municipal approval & signature, the applicant must record the plan in the Recorder of Deeds Office at the Wyoming County Courthouse. This office will not accept any plan for recording unless these signatures/stamps are included [MPC §513] Exceeding the 90-day time limit will require resubmission of the plan to the municipality. The fee to record the plan is also a separate fee.

Applicant Checklist	
<b>SUBMIT TO MUNICIPALITY</b>	
Application Fee:	\$
# of Copies:	
Date:	/ /

Please remember the Municipality has **90 days** review period

COPY FORWARDED TO COUNTY	
Date sent to county:	/ /
Date Review Letter sent:	/ /

Please remember County has **30 days** to review plans.  
(These 30 days are included in the Municipality's 90 review period.)

MUNICIPAL APPROVAL	
Date:	/ /

Municipal approval date must be **after** County review.

COUNTY PLANNER'S SIGNATURE	
Date:	/ /

(1 signed copy is retained for County records)

RECORD AT RECORDER OF DEEDS	
Date Recorded:	/ /
Fee:	\$

Black and White Plan only for recording – No color.  
(Must occur within 90 days of municipal approval -  
1 signed copy is retained for Recorder)

### Nineteen (19) Municipalities "under the Wyoming County SALDO:"

(Braintrim Twp, Eaton Twp, Exeter Twp, Falls Twp, Forkston Twp, Laceyville Boro, Lemon Twp, Mehoopany Twp, Meshoppen Boro, Meshoppen Twp, Monroe Twp, Nicholson Boro, Nicholson Twp, North Branch Twp, Northmoreland Twp, Noxen Twp, Tunkhannock Boro, Tunkhannock Twp, and Windham Twp).

#### 1. SUBMIT PLAN(S) TO COUNTY

Applicant submits 6 copies of plans and one Electronic Copy to the Office of Community Planning together with the required completed application and fees. (Fee schedule available at [www.wyomingcountypa.gov/board/subdivision](http://www.wyomingcountypa.gov/board/subdivision)). The planning office will examine application to determine that all documents are complete and in proper order.

#### 2. COUNTY FORWARDS ONE COPY TO MUNICIPALITY FOR REVIEW

One copy of the plan and applicable supporting documents will be forwarded by the Wyoming County Community Planning Office to the municipality for them to review and comment on.

#### 3. MUNICIPAL CONCURRENT REVIEW

As per the MPC (Municipalities Planning Code) the municipality has thirty (30) days to complete the review and provide a letter of comment to the county. The County shall not approve such applications until the municipal form is received back or until the expiration of 30 days from the date the application was forwarded to the county." [MPC §502.b]

#### 4. PLAN ENDORSEMENTS

Final plans require: an approval and signatures from the Office of Community Planning, Surveyor's stamp, signature and raised seal, Owner's signature, and a Notary Acknowledgement Statement including signatures and Notary Stamp. Upon approval, plans will be signed by the Office of Community Planning and an approval letter will be mailed out. The applicant may pick up the approved plans at the Office of Community Planning located in the Wyoming County Courthouse.

#### 5. RECORDING THE APPROVED PLAN

Within 90 days of County Planner's approval and signature, the applicant must have plans notarized and then recorded in the Recorder of Deeds Office at the Wyoming County Courthouse. This office will not accept any plan for recording unless these signatures/stamps are included [MPC §513] Exceeding the 90-day time limit will require resubmission of the plan. The fee to record the plan is also a separate fee.

Applicant Checklist	
<b>SUBMIT TO COUNTY</b>	
Application Fee:	\$
Copies of Plans:	<input type="checkbox"/> Electronic Copy: <input type="checkbox"/>
Date:	/ /

Please remember the County has **90 days** review period.

COPY FORWARDED TO MUNICIPALITY	
Date sent to Munic:	/ /
Date received back:	/ /

Please remember Municip. has **30 days** to review plans.  
(These 30 days are included in the County's 90 review period.)

COUNTY APPROVAL	
PC Mtg. Date I/A:	/ /
Plans Apprvd & Sgn:	/ /

County approval date must be **after** either Municipal comments is returned or 30 day review period expires.  
(1 signed copy is retained for Planning Office records)

RECORD AT RECORDER OF DEEDS	
Date Recorded:	/ /
Fee:	\$

Black and White Plan only for recording – No color.  
(Recording of plan must occur within 90 days of the County Planner approval - 1 signed copy is retained for Recorder)

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