



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) Commercial—Sq. Feet: _____

Single-Family (Semi-Attached, Attached) Industrial—Sq. Feet: _____

Multi-Family (3 or more attached units) Institutional—Sq. Feet: _____

Mobile Home Park—No. of Lots _____ Agriculture—Acreage: _____

Open Space—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: ___ / ___ / ___

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	
SUBMIT TO MUNICIPALITY	
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). 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			
SUBMIT TO COUNTY			
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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