



APPLICATION FOR CONSIDERATION OF A SUBDIVISION AND/OR LAND DEVELOPMENT PLAN

Wyoming County, Pennsylvania Office of Community Planning
1 Courthouse Square, Tunkhannock, PA 18657 • www.wycop.org/Offices/CommunityPlanning
Office Phone: 570-996-2268 • Office Hours: M-F 8:30 AM—4:00 PM

WCCP USE ONLY: Date Received: ____ / ____ / ____	WCCP File # ____ - ____
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Pre-Application Steps: The client will need to contact a Professional Surveyor and have a new plan prepared prior to submitting an application into the Office of Community Planning. If applicable, the following agencies are to be contacted; Wyoming County Assessment Office - Clean and Green/Act 319, DEP when on-site sewage disposal facilities are proposed, Conservation District for any concerns of erosion and sediment control and geologic conditions and PennDot when the development site has frontage on a state highway and/or proposed access to a state highway.

Note: Because Wyoming County has five municipalities that do have 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)

GENERAL INFORMATION

Plan Name/Title _____
Project Location/Address _____
Municipality to which the Subdivision and/or Land Development is located within: _____
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: _____
 Combined Subdivision/Land Development

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: ____ / ____ / ____

ACCESS/PARKING

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

Total Linear feet and name of new public street (s): _____

Total Linear feet and name of new private street (s): _____

Note: If a new public or private street is proposed, please refer to the Wyoming County 9-1-1 Street Naming & Addressing Policy (This file is available at: www.wycopa.org/Offices/CommunityPlanning).

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: ____ / ____ / _____

3. Does the municipality have zoning? Yes No *Which District?* _____

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:

Wyoming County? Yes No Conservation District? Yes No

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

OWNER/OWNERS OF RECORD

NAME	
COMPANY	
ADDRESS	
TELEPHONE #	FAX #
EMAIL	

APPLICANT

NAME	
COMPANY	
ADDRESS	
TELEPHONE #	FAX #
EMAIL	

DEVELOPER/ENGINEER CONTACT

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.

Municipalities “WITH THEIR OWN SALDO”:

(Clinton Twp., Factoryville Boro, Falls Twp., 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/stamp 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)

Municipalities that “FOLLOW THE WYOMING COUNTY SALDO”

(Braintrim Twp, Eaton Twp, Exeter 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.wycopa.org/Offices/CommunityPlanning) 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/stamp 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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