

SUBDIVISION REFERENCE FORM
* (For single lot subdivision only)

I. To be completed by owner or agent: will be indexed under Subdivision Grantor/Owner name

A. Owner Information: _____ Grantee Information: _____

1. Name: _____ 1. Name: _____

2. Address: _____ 2. Address: _____

3. Phone: _____ 3. Phone _____

B. Municipality: _____ Monthly Meeting _____

C. Parcel Information:

1. Tax parcel number: _____

2. Currently preferentially assessed under Act 319 (Clean and Green)
YES _____ NO _____

D. Surveyor:

1. Name: _____

2. Address: _____

Phone: _____

E. Certified Sewage Enforcement Officer:

1. Name: _____

2. Address: _____

Phone: _____

II. To be completed by Surveyor:

F. Subdivision Information:

1. Lot to be connected to public sewer system: YES _____ NO _____

2. Lot approved for on lot sewage disposal: YES _____ NO _____

3. Existing sewage system on proposed lot: YES _____ NO _____

4. Total Acreage:

a. Original Parcel _____

b. Subdivided Parcel(s) _____

5. Type of Water Supply _____

6. Municipal Comments Received _____

DO NOT WRITE BELOW THIS LINE

* **NOTE:** This application can only be used for the division of **up to four lots**. Lots must be located on a public road, comply with any other municipal or state regulations, and not block rear access or restrict the development of adjoining property. (See Article III, Section 306, McKean County Subdivision and Land Development Ordinance)

III. Attorney _____

IV. Action of McKean County Planning Commission Staff:

A. Application Submitted _____
(Date)

B. Survey Map Submitted _____
(Date)

1. Fees Received _____ Received by: _____

C. Action:

1. **Rejected** : _____

2. Application Disapproved: _____

3. Application **Approved**: _____

By: _____
Planning Director or Assistant Planner

COMMENTS:

Maps Recorded _____

Deeds Recorded _____

LIST OF ITEMS REQUIRED ON A MINOR SUBDIVISION

	YES	NO	PARTIAL
1. On Reproducible media or clear copy	_____	_____	_____
2. Reasonable margin on each side	_____	_____	_____
3. Reasonable scale, recommend 1"=50' to 1" = 100'	_____	_____	_____
4. Name and address of record owner/developer	_____	_____	_____
5. Name of municipality where property is located	_____	_____	_____
6. Boundary lines of lot or parcel; with bearings and distances in feet or meters.	_____	_____	_____
7. Names of adjoining property owners	_____	_____	_____
8. Street lines, lot lines, right-of-way/easements	_____	_____	_____
9. North Point	_____	_____	_____
10. Date	_____	_____	_____
11. Location/topographic map	_____	_____	_____
12. Name, address, signature and seal of PA Registered Surveyor	_____	_____	_____
13. USGS, USCGS or permanent monuments as established by registered surveyor	_____	_____	_____
14. Reference to the nearest borough, city, highway intersection, etc. (distance	_____	_____	_____
15. New road required (if serves more than 3 lots, plan becomes a major subdivision)	_____	_____	_____
16. Name of new road	_____	_____	_____

Minor Subdivision

YES NO PARTIAL

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|--|-------|-------|-------|
| 17. A statement that “A highway occupancy permit is required pursuant to section 420 of the act of June 1, 1945 (P.L. 1242, No. 428), known as the “State Highway Law”, before driveway access to a State highway is permitted. (Only if accessing a State road.) | _____ | _____ | _____ |
| 18. Planning Waiver & Non-Building Declaration Clause
DEP sewage clause: “The Grantees agree by the acceptance of this deed that no dwelling or building requiring sewage facilities will be erected on the above described premises without first obtaining a sewage test and permit from the appropriate State and local public officials”. | _____ | _____ | _____ |
| 19. Storm Water Plan submitted and approved (if applicable) | _____ | _____ | _____ |
| 20. Is the municipality in which the proposed subdivision is located currently under a sewage consent order with DEP? | _____ | _____ | _____ |
| 21. Notary Seal/Signature Original | _____ | _____ | |
| 22. Affidavit Signed/Dated Original | _____ | _____ | |
| Zoning District | _____ | | |
| Flood Zone | _____ | | |