

## SUBDIVISION STEPS

- Are you changing your existing property boundaries? Are you proposing a division of a lot, tract or parcel into 2 or more lots, tracts or parcels? Are you combining lots? If you answered yes to either question, you will need to complete a subdivision. It is recommended that you schedule a meeting to discuss your plans with our Sub-division & Land Development Administrator as well as our Zoning administrator.

We can help guide you through the process and provide you with the necessary information to better understand the project you are attempting complete.

- Professionals you will need to work with:
  - I. Your township Sewage Enforcement Officer (SEO).

Professionals you will need to hire:

- II. A Land Surveyor licensed in Pennsylvania that is familiar with Lycoming County's Land Development process.
- III. An attorney familiar with creating land documents in the Commonwealth of Pennsylvania

The Surveyor will locate your lines and corners, any buildings (existing or proposed), sewage facilities and right-of-ways. The Surveyor will also create all necessary drawings and maps. The SEO will assist you and your surveyor with all DEP requirements and paperwork necessary for your subdivision. The attorney will handle any legal matters such as a new or combination deed(s), right-of-way/maintenance agreements, transfer of property, deed restrictions, etc.

- Contact your municipality's Sewage Enforcement Officer (SEO) to fill out the appropriate forms that pertain to your subdivision
  - I. DEP 'Form B' – Non-Building Waiver – This form is used when an existing septic is still functioning and there is no need to replace it. It can also be used when no development is planned for the new parcels.
  - II. DEP Module – Component I – This form is used when the applicant wants to perc\* the land in order to obtain an on-lot septic system for less than 10 dwellings.
  - III. DEP Module – Component II – This form is used when the applicant wants to perc\* the land in order to obtain an on-lot septic system when more than 10 dwellings are proposed.
- Have your surveyor create 6 copies of the plan for submittal to the Lycoming County Planning Office. Be sure the surveyor shows potential or existing sewage sites on the plans.
- Check with the county assessment office concerning status for properties listed under the PA Farmland & Forest Land Assessment Act of 1974, better known as 'Clean & Green'
- If a new driveway access is proposed unto any state road/highway, you must apply for a Highway Occupancy Permit (HOP) through PennDOT. If your proposed access is unto a township or municipal road, contact your municipality for the proper permit. Either permit is a required document for submittal. This proposed access/driveway must be shown on the plans.
- Provide maintenance agreements/easements for all right-of-ways and public or private utilities that traverse or service the proposed parcels with your application
- Submit with required fees to Lycoming county Planning department for review/approval.
- If you will be disturbing land greater than one (1) acre, an NPDES permit is required. Contact the Lycoming County Conservation District office @570-433-3003
- Submit all plans and documents to the Planning Dept. with appropriate fees

\* Perc Tests must be conducted by an official Sewage Enforcement Officer, this person reviews DEP Sewage Modules, other DEP forms, permit applications, issues permits and conducts investigations and inspections.