MUNCY TOWNSHIP PLANNING COMMISSION

1922 POND ROAD, PENNSDALE, PA 17756

PHONE: 570-546-6845 EMAIL: [muncytwp@comcast.net](mailto:muncytwp@comcast.net)

SUBDIVISION/LAND DEVELOPMENT APPLICATION

Application must be completed, and returned with fee (checks made payable to Muncy Township Planning Commission), plus any other required documents or plans, to begin the mandated process time-table for approval.

1. Date of application\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Municipality\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tax Parcel # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Landowner(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Agent (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Approved Plans To be Sent to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **REAPPROVAL only,** Check here \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Surveyor or Engineer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Number of subdivision/land development plan copies submitted (6 minimum) \_\_\_\_\_\_\_\_\_\_\_\_\_

Total Area Acres: \_\_\_\_\_\_\_\_\_\_\_\_ Number of Lots \_\_\_\_\_\_\_\_\_\_\_or (single ,one only) \_\_\_\_\_\_\_\_(addition)

1. \_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_

Lot# acreage Lot # acreage Lot # acreage Lot # acreage

Residual acreage \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Proposed use of land/or building(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Land Development Only**: Square footage of building (s) existing \_\_\_\_\_\_\_\_\_\_\_\_\_, Proposed \_\_\_\_\_\_\_\_\_\_
3. **Land Development Only**: Square footage proposed addition (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **Land Development Only:** Lot Area \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. **Filing Fee** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Paid** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Ck** \_\_\_\_\_\_\_\_\_\_\_\_ Cash \_\_\_\_\_\_\_\_\_\_\_
6. What is Existing on: New Lots Remaining Land What is Proposed for: New Lot Remaining land

Public Water \_\_\_\_\_ \_\_\_\_\_\_ Public Water \_\_\_\_ \_\_\_\_\_

Public Sewer \_\_\_\_\_ \_\_\_\_\_\_ Public Sewer \_\_\_\_ \_\_\_\_\_

Private Well \_\_\_\_\_ \_\_\_\_\_\_ Private Well \_\_\_\_ \_\_\_\_\_

Private Septic \_\_\_\_\_ \_\_\_\_\_\_ Private Septic \_\_\_\_ \_\_\_\_\_

**CASE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE TURN OVER**

1. (please circle) Sewage Planning Module, Soils Test results, Request for Planning Waiver; or Sewage Permit

Date Submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed System \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Municipal Water Company Letter – date submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Municipal Sewer Company Letter – date submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Road Profiles \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cross Sections \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date submitted) (date submitted)

1. Have easement agreements been entered into with adjacent property

Owners/public utilities? (water, power, phone, drainage, access) Yes \_\_\_\_\_ No \_\_\_\_\_

Describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Private Right-of-way Use and Maintenance Agreement: Yes \_\_\_\_\_ No \_\_\_\_\_ Date submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Existing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Stormwater Management Plan: Yes \_\_\_\_ No \_\_\_\_\_ Date Submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Are you presently in the “ Clean & Green” program? Yes \_\_\_\_\_ No \_\_\_\_\_\_\_
4. Are there and conservation or agricultural easements on your property? Yes \_\_\_\_\_\_ No \_\_\_\_\_\_\_

Describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if yes, have you secured the appropriate easement board approvals? Yes \_\_\_\_\_ No \_\_\_\_\_\_\_\_

(I ) ( We ) hereby certify that the information given above is correct to the best of (my) (our) knowledge, **and further agree to pay all reimbursable cost as stipulated by the Muncy Township Supervisors’ supplement to existing fee schedule adopted on December 14, 2022, including fees for needed reviews and inspections performed by the Muncy Township Planning Commission’s Consulting Engineer.**

( I ) ( We ), as a condition precedent to final approval, give permission for Staff member to enter the subject property to conduct site visits.

( I ) ( We ), as a condition precedent to final approval, agree to complete all required improvements, pay fees and further agree that n occupancy of the premises or sale of lots shall take place until approval has been granted by the Muncy Township Planning Commission. Failure to obtain final approval (prior to occupancy or sale) will constitute a violation of the Muncy Township Subdivision and Land Development Ordinance.

(I ) ( We) certify that all information contained herein is true and correct.

Land Owner Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(required) (required)

**MUNCY TWP USE Application Received Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

REVIEW: Preliminary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Final \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

Sketch \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Reapproval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax Parcel Number Confirmed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zoning Classification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Letter sent to County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Response Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Visit Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Floodplain review Yes \_\_\_\_\_ No \_\_\_\_\_\_\_

APROVALS

Date Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 90 day recording date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Re-approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 90 day recording date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date ratified \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date recorded \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Submission Requirements**

This is a list of documents which is generally required for all subdivision and land development submissions. Please be aware that additional documentation may be required by the ordinance to accompany your subdivision, For more information about what information will be required in addition to your plan, please check with Muncy Township.

\*\* 1 copy of the Subdivision and Land Development Application Form

* The Muncy Twp Subdivision and Land Development Application Form can be found on the Muncy Township webpage.

\*\* The required fee per the fee schedule on the Subdivision and Land Development website.

* We accept checks or cash

\*\* 6 copies of the plan

* At least 3 to scale plans should be submitted.
* At least 1 plan should be no more than 18” x 24”. This plan must be black and white.

\*\* Additional documentation may be required based on ordinance requirements. Please consult the applicable submission procedures on the Subdivision and Land Development Ordinance found online.

* Lot-Addition and Lot-Consolidation subdivision and sometimes minor Building -Addition land developments do not require additional documentation depending on if they impact access, sewage disposal, or other aspects of site planning. Consult with Muncy Township Planning Commission staff to determine if your Lot-Addition or Lot-Consolidation subdivision or minor building \_Addition Land Development will require additional documentation to be submitted with plans.

**\*\*\*\* Please note that you application will NOT be considered to be formally submitted until our office has received all these items.**