

Subdivision / Land Development Application Checklist

Please meet with staff prior to any formal submission. Sketch Plans are encouraged, but are not mandatory.

The full application must consist of the following information (where applicable). An application will only be accepted when all of the items mentioned below are submitted to this office

(1) **Seven (7) Survey Plans** (Land Developments may require several layers of platting)

(2) **One (1) Copy of the complete, signed and dated Subdivision/Land Development Application**

(3) **One (1) Check** made payable to the **Bradford County Treasurer** where preliminary and final approval is sought.

***All application for final approval must have a separate check made payable to the Bradford County Register and Recorder to cover the appropriate recording fee. Staff will record final maps immediately upon final approval**

(4) **One (1) photocopy of the existing parent deed.**

(5) **Existing or proposed sewage information** with regards to the lots/parcel(s). In addition, the subdivider/developer must also submit information on the remaining lands. All necessary DEP (Department of Environmental Protection) forms and Bradford County Sanitation Committee documentation must be approved by the DEP or its assigned agency prior to formal subdivision/land development submission. (i.e.: Major Modules, Form B-Wavier). In case where municipal sewage is available, a letter of sewer availability needs to be obtained and submitted.

(6) **The following information** may be required in a given situation:

- | | | | |
|---------------------------------------|--------------------------|---|--------------------------|
| • Part and Parcel Covenant(s) | <input type="checkbox"/> | • Right-of-Way Maintenance Agreement | <input type="checkbox"/> |
| • PENNDOT Highway Occupancy Permit(s) | <input type="checkbox"/> | • Stream Crossing Permits | <input type="checkbox"/> |
| • Municipal Driveway Permit(s) | <input type="checkbox"/> | • Pre-Existing Structures Acknowledgement | <input type="checkbox"/> |
| • Modification Request Letter | <input type="checkbox"/> | • Sewage Service Availability | <input type="checkbox"/> |
| • NPDES Permit | <input type="checkbox"/> | • PHMC Compliance | <input type="checkbox"/> |
| • Municipal Zoning Compliance | <input type="checkbox"/> | • Wetland/Floodplain Delineation | <input type="checkbox"/> |
| • Construction Sequence | <input type="checkbox"/> | • Improvements Cost Estimate | <input type="checkbox"/> |
| • Easement Maintenance Agreement | <input type="checkbox"/> | | |

***** Any attempt to make formal submission without all pertinent information detailed above will result in a prompt return of the incomplete package**

