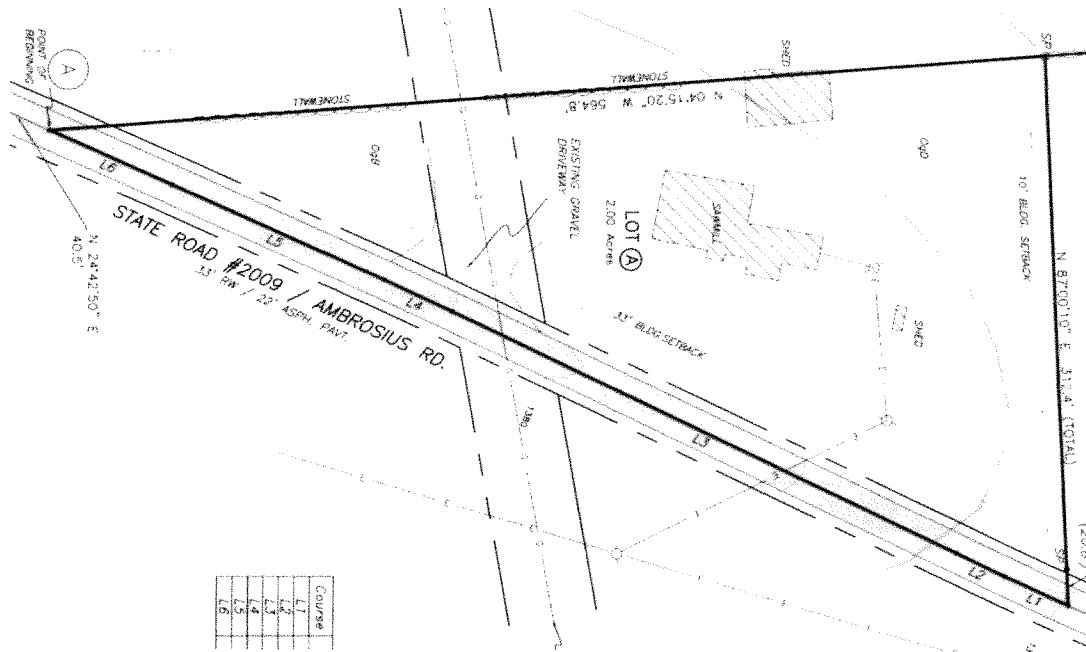
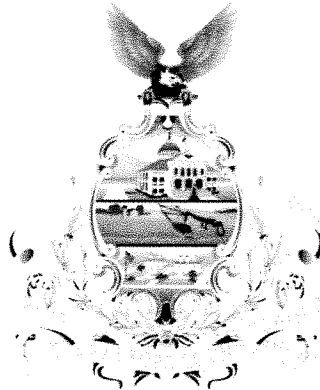


# Minor Subdivision Application



*The subdivision of a single lot, tract, or parcel of land into ten (10) or fewer lots, tracts, or parcels of land, for the purpose, whether immediate or future, of transfer of ownership or of building development, providing lots, tracts or parcels of land thereby created having frontage on an improved public street or streets and providing further that there is not created by the subdivision any new street, street easement, easements of access or need therefore.*



**Bradford County Department of Community Planning & Mapping**  
 North Towanda Annex No. 1  
 29 VanKuren Drive, Suite 1  
 Towanda, PA 18848

Phone: (570) 268-4103    Fax: (570) 268-4171    Email: [bcplanning@bradfordco.org](mailto:bcplanning@bradfordco.org)

## Minor Subdivision Application

*\*Please use the new 911 address\**

**Grantor Information:**

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ - \_\_\_\_\_

**Recipient of Correspondence for Approval and Outstanding Items:**

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

<b><u>AGREEMENT BETWEEN THE BRADFORD COUNTY PLANNING COMMISSION AND SUBDIVISION/LAND DEVELOPMENT APPLICANT</u></b>
--

*Steps to Completing a Minor Subdivision, Major Subdivision or Land Development Application*

I / We, \_\_\_\_\_, property owner(s) of record, have read and understand the aforementioned list of steps for completing a [*please circle one of the following*]: ( MINOR SUBDIVISION / MAJOR SUBDIVISION / MINOR LAND DEVELOPMENT / MAJOR LAND DEVELOPMENT / MOBILEHOME PARK / CAMPGROUND ) and acknowledge that excavation, earth moving, placement of structures or construction relative to this proposal, shall not commence until all necessary permitting and approval from the Bradford County Planning Commission has been granted upon a complete and satisfactory application. Failure to do so will subject me / us, the applicant, to a fine of \$ 500.00 per day as per **Section 118 – Enforcement Remedies** of the Bradford County Subdivision and Land Development Ordinance.

**SIGNED:**

**DATED:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THIS SIGNED AGREEMENT MUST ACCOMPANY ALL APPLICATIONS SUBMITTED TO THE OFFICE OF COMMUNITY PLANNING AND MAPPING. FAILURE TO DO SO WILL RESULT IN AN UNACCEPTABLE APPLICATION AND ITS PROMPT RETURN TO THE APPLICANT**

## Parent Tract Information

- (1) Tax Parcel No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Acres: \_\_\_\_\_
- (2) Municipality: \_\_\_\_\_ Township/Borough
- (3) Deed Book \_\_\_\_\_ Page Number \_\_\_\_\_ Instrument No. \_\_\_\_\_ Date Acquired:    /    /
- (4) Current Land Use: Residential / Agriculture / Commercial / Industrial / Open
- (5) Sewage System: On-Lot / Municipal
- (6) Water System: On-Lot / Municipal
- (7) Is your parcel enrolled in *Clean and Green*? Yes \_\_\_ No \_\_\_  
    \* If yes, contact the assessment office before subdivision.
- (8) Has the property been subdivided since 1981? Yes \_\_\_ No \_\_\_ File Number: \_\_\_\_\_
- (9) Any utility easements? Yes \_\_\_ No \_\_\_ Deed Reference: \_\_\_\_\_
- (10) Any Right-of-Ways? Yes \_\_\_ No \_\_\_ Deed Reference: \_\_\_\_\_

## Subdivision Information

Number of Parcels: \_\_\_\_\_ Include the Remaining Parent Tract as 1 Lot

Lot No. \_\_\_\_\_

- (1) Proposed Land Use: Residential / Agriculture / Commercial / Industrial / Open
- (2) Acres: \_\_\_\_\_
- (3) Sewage System: On-Lot / Municipal
- (4) Water Supply: On-Lot / Municipal
- (5) Any Proposed Utility Easements? Yes \_\_\_ No \_\_\_
- (6) Any Proposed Right-of-Ways\*? Yes \_\_\_ No \_\_\_
- (7) Any Proposed Easements\*? Yes \_\_\_ No \_\_\_

Lot No. \_\_\_\_\_

- (1) Proposed Land Use: Residential / Agriculture / Commercial / Industrial / Open
- (2) Acres: \_\_\_\_\_
- (3) Sewage System: On-Lot / Municipal
- (4) Water Supply: On-Lot / Municipal
- (5) Any Proposed Utility Easements? Yes \_\_\_ No \_\_\_
- (6) Any Proposed Right-of-Ways\*? Yes \_\_\_ No \_\_\_
- (7) Any Proposed Easements\*? Yes \_\_\_ No \_\_\_

Lot No. \_\_\_\_\_

- (1) Proposed Land Use: Residential / Agriculture / Commercial / Industrial / Open
- (2) Acres: \_\_\_\_\_
- (3) Sewage System: On-Lot / Municipal
- (4) Water Supply: On-Lot / Municipal
- (5) Any Proposed Utility Easements? Yes \_\_\_ No \_\_\_
- (6) Any Proposed Right-of-Ways\*? Yes \_\_\_ No \_\_\_
- (7) Any Proposed Easements\*? Yes \_\_\_ No \_\_\_

***\*Maintenance Agreement shall accompany the application at submittal***

## 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:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Part and Parcel Covenant(s) <input type="checkbox"/></li> <li>• PENNDOT Highway Occupancy Permit(s) <input type="checkbox"/></li> <li>• Municipal Driveway Permit(s) <input type="checkbox"/></li> <li>• Modification Request Letter <input type="checkbox"/></li> <li>• NPDES Permit <input type="checkbox"/></li> <li>• Municipal Zoning Compliance <input type="checkbox"/></li> <li>• Construction Sequence <input type="checkbox"/></li> <li>• Easement Maintenance Agreement <input type="checkbox"/></li> </ul> | <ul style="list-style-type: none"> <li>• Right-of-Way Maintenance Agreement <input type="checkbox"/></li> <li>• Stream Crossing Permits <input type="checkbox"/></li> <li>• Pre-Existing Structures Acknowledgement <input type="checkbox"/></li> <li>• Sewage Service Availability <input type="checkbox"/></li> <li>• PHMC Compliance <input type="checkbox"/></li> <li>• Wetland/Floodplain Delineation <input type="checkbox"/></li> <li>• Improvements Cost Estimate <input type="checkbox"/></li> </ul> |
|---|---|

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



## Surveyor Checklist

PLEASE CHECK THE FOLLOWING LIST TO MAKE SURE YOU HAVE INCLUDED THE REQUIRED INFORMATION ON THE SURVEY PLAT. THESE ITEMS ARE REQUIRED UNDER ARTICLES 305 AND 307 OF THE BRADFORD COUNTY SUBDIVISION AND LAND DEVELOPMENT ORDINANCE (2002). MINOR SUBDIVISIONS ARE INCLUDED UNDER THESE CRITERIA.

- 1) Existing contours at intervals of two (2) feet or less shown on the site map of the plat.
- 2) The layout, names, and widths of right-of-way, cart way, and paving of existing streets and alleys.
- 3) The location, purpose and width of easement for the entire lot, tract, or parcel.
- 4) The layout of lots showing approximate dimensions, lot numbers, and approximate area of each lot.
- 5) Building setback lines showing numerical dimensions. Use zoning building setbacks when applicable.
- 6) Locations and descriptions of permanent monuments.
- 7) Parent Tract Map with subdivision located within boundaries.
- 8) Location map (either USGS 7.5' Quarter Quad or Bradford County Assessment Office tax parcel map).
- 9) Remaining acreage of the Parent Tract.
- 10) All adjacent property owners.
- 11) Locations and footprints of all existing buildings.
- 12) Date of the plat.
- 13) North Arrow.
- 14) Flood plains and wetlands delineated.
- 15) Zoning District (if applicable).
- 16) Surveyor's seal.
- 17) Date of the Plat.
- 18) Scale of the site plan.
- 19) Locations of existing sewer systems.
- 20) Locations of existing wells/springs.
- 21) PENNDOT Highway Occupancy Permit or Municipal Driveway Permit Number.
- 22) Agricultural Use Affidavit Language.
- 23) Part and Parcel Notes.
- 24) Pre-Existing Structures Acknowledgement Language.
- 25) Provisional Secondary Use Affidavit Language.
- 26) Right-Of-Way Maintenance Agreement Language.

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## Fee Schedule

(1) **Minor Subdivision**

(a) Planning Commission

- i. \$50.00 General Filing Fee & \$5.00 Per Lot
- ii. \$100.00 Modification Request Fee

(b) Register and Recorders Office

- i. \$21.50 + \$2.00 for each additional page of the plat

(2) **Major Subdivision**

(a) Planning Commission

- i. \$100.00 General Filing Fee \$ 20.00 Per Lot
- ii. \$100.00 Modification Request Fee
- iii. The applicant shall reimburse Bradford County for all associated County Consulting Engineer review and inspection costs.

(b) Register and Recorder Office

- i. \$21.50 + \$2.00 for each additional page of the plat

(3) **Minor Land Development**

(a) Planning Commission

- i. \$150.00 General Filing Fee and \$10.00 Per 1,000 square feet of Impervious Surface
- ii. \$100.00 Modification Request Fee
- iii. The applicant shall reimburse Bradford County for all associated County Consulting Engineer review and inspection costs.

(b) Register and Recorder Office

- i. \$21.50 + \$2.00 for each additional page of the plat

(4) **Major Land Development**

(a) Planning Commission

- i. \$200.00 General Filing Fee and \$10.00 Per 1,000 square feet of Impervious Surface
- ii. \$100.00 Modification Request Fee
- iii. The applicant shall reimburse Bradford County for all associated County Consulting Engineer review and inspection costs.

(b) Register and Recorder Office

- i. \$21.50 + \$2.00 for each additional page of the plat

(5) **Two Homes on One Lot**

(a) Planning Commission

- i. \$50.00 General Filing Fee

(b) Register and Recorders Office

- i. \$21.50 + \$2.00 for each additional page of the plat

(6) **Municipal Review Fee (Municipalities Planning Code Section 502.b)**

(a) Planning Commission

- i. \$25.00 Per Municipal Review File

(7) **Provisional Secondary Use Plats**

(a) Register and Recorder Office

- i. \$21.50 Recording Fee



# Modification Request Form

## Bradford County Subdivision and Land Development Ordinance

NUMBER OF MODIFICATION REQUESTED: \_\_\_\_\_

TOTAL FEES FOR REQUEST(S) \$ \_\_\_\_\_

Under Article VIII of the 2003 *Bradford County Subdivision and Land Development Ordinance*, modification requests can **only** be made, by the property owner, in cases where there is a true geographic hardship not created by the land owner/ developer. This request also cannot create a danger or nuisance to the rest of the community or public. All modification requests shall be in writing and shall be part of the subdivision/land development application.

Please list the section of the Ordinance that you would like to receive relief from the *Bradford County Subdivision and Land Development Ordinance*:

SECTION NUMBER:

DESCRIPTION OF THE SECTION:

_____	_____
_____	_____
_____	_____
_____	_____

Please list the justification of each request by stating the hardship the *Bradford County Subdivision and Land Development Ordinance* has placed on the developer/owner:

SECTION NUMBER:

JUSTIFICATION:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The undersigned landowner(s) hereby represents that, to the best of their knowledge and belief, all information listed above is true, correct, and complete.

\_\_\_\_\_  
\_\_\_\_\_

**Signature(s)**

\_\_\_\_\_, 20\_\_\_\_

**Date**



## Acknowledgement of Part and Parcel Deed Covenant

ON THIS, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned officer(s), appeared \_\_\_\_\_, being duly sworn accordingly to law, deposes and says (he is/ she is/ they is)[circle one of the aforementioned] the grantee(s) of said lot/parcel as legally described and shown upon Survey Map No. \_\_\_\_\_ as drawn by \_\_\_\_\_, dated \_\_\_\_\_. The said grantee(s) acknowledge the following to be their act and plan, and hereby desire the following statement to be entered as a covenant within the deed to be recorded as such according to law.

*"The above legally described lot/parcel is to become part and parcel to the adjacent lot/parcel of \_\_\_\_\_, described as tax parcel number \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ in Bradford County Deed Book \_\_\_\_\_ at page \_\_\_\_\_, and recorded in the Bradford County Register and Recorder's Office to form a single lot of \_\_\_\_\_ acres."*

\_\_\_\_\_  
\_\_\_\_\_

**Signature(s) of Individual(s)**

Commonwealth of Pennsylvania  
County of Bradford

On this, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ , before me, a Notary Public, the undersigned officer, personally appeared known to me (or satisfactorily prove) to be the person whose name is subscribe to the with instrument, and acknowledge that he/she/they executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

SEAL



**Easement Maintenance Agreement**

THIS INDENTURE made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_ and \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_. WHEREAS, the parties hereto are owners of parcels of land located in \_\_\_\_\_ Township/Borough, Bradford County, Pennsylvania, described by survey Map No. \_\_\_\_\_, by \_\_\_\_\_, dated \_\_\_\_\_; WHEREAS, the parties desire to enter into an agreement regarding the repair, construction, and maintenance of the **easement** shown on Map # \_\_\_\_\_, survey made by \_\_\_\_\_, licensed surveyor / engineer.

NOW THEREFORE, the parties hereto agree as follows:

- (1) The \_\_\_\_\_ foot wide **easement** is described as follows (legal description):  
*(Please attach description)*
- (2) It is agreed that the construction, repair and maintenance of the **easement** will be the responsibility of \_\_\_\_\_ and \_\_\_\_\_, their heirs and/or assigns. Each party shall be responsible for their respective shares for the above described, of construction and maintenance. The parties agree that the **easement** shall be maintained in its present condition as of the date of this agreement.
- (3) The parties agree that no party will commit any of the other parties to an expense for maintenance of repairs without the consent of all of the parties concerned, however, if a repair or maintenance of the **easement** is necessary, and on party will not agree, the other parties shall be entitled to take whatever appropriate legal action is necessary to collect the other party's share for the expense of the maintenance.
- (4) This Agreement shall only terminate upon the acceptance of this **easement** by a municipality for the purposes of maintaining the **easement**.
- (5) This Agreement shall be binding upon the heirs, successors and assigns of the parties hereto.

**IN WITNESS WHEREOF, the said parties have to hereunto set their hands and seals the day and year first above written.**

**Signatures**

\_\_\_\_\_  
\_\_\_\_\_

Commonwealth of Pennsylvania  
County of Bradford

On this, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ , before me, a Notary Public, the undersigned officer, personally appeared known to me (or satisfactorily prove) to be the person whose name is subscribe to the with instrument, and acknowledge that he/she/they executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

SEAL



**Right-of-Way Maintenance Agreement**

THIS INDENTURE made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_ and \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_. WHEREAS, the parties hereto are owners of parcels of land located in \_\_\_\_\_ Township/Borough, Bradford County, Pennsylvania, described by survey Map No. \_\_\_\_\_, by \_\_\_\_\_, dated \_\_\_\_\_; WHEREAS, the parties desire to enter into an agreement regarding the repair, construction, and maintenance of the **right-of-way** shown on Map # \_\_\_\_\_, survey made by \_\_\_\_\_, licensed surveyor / engineer.

NOW THEREFORE, the parties hereto agree as follows:

- (1) The \_\_\_\_ foot wide **right-of-way** is described as follows (legal description):  
*(Please attach description)*
- (2) It is agreed that the construction, repair and maintenance of the **right-of-way** will be the responsibility of \_\_\_\_\_ and \_\_\_\_\_, their heirs and/or assigns. Each party shall be responsible for their respective shares for the above described, of construction and maintenance. The parties agree that the **right-of-way** shall be maintained in its present condition as of the date of this agreement.
- (3) The parties agree that no party will commit any of the other parties to an expense for maintenance of repairs without the consent of all of the parties concerned, however, if a repair or maintenance of the **right-of-way** is necessary, and on party will not agree, the other parties shall be entitled to take whatever appropriate legal action is necessary to collect the other party's share for the expense of the maintenance.
- (4) This Agreement shall only terminate upon the acceptance of this **right-of-way** by a municipality for the purposes of maintaining the **right-of-way**.
- (5) This Agreement shall be binding upon the heirs, successors and assigns of the parties hereto.

**IN WITNESS WHEREOF, the said parties have to hereunto set their hands and seals the day and year first above written.**

**Signatures**

\_\_\_\_\_  
\_\_\_\_\_

Commonwealth of Pennsylvania  
County of Bradford

On this, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, the undersigned officer, personally appeared known to me (or satisfactorily prove) to be the person whose name is subscribe to the with instrument, and acknowledge that he/she/they executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

SEAL

\_\_\_\_\_  
Notary Public

