SULLIVAN COUNTY LAND DEVELOPMENT CHECKLIST

Before submitting plans for Land Development review, the following must be completed:

1. Complete the Land Development application form. All property owners, as deeded, must sign the application.

2. Application shall include the owners name as well as the name of the Development.

3. The following information, at a minimum, must be shown on the plans.

   a. Six copies of the plans must be submitted. Plans shall be at a scale of not greater than 400 feet to the inch. The size of the plan shall be not less than 11"x17" nor more than 24"x36".
   b. The plans shall show all contiguously owned property of the developer.
   c. Depending on the complexity of the proposed development, the site plan may be required to be completed by a registered surveyor, engineer or architect and a seal appear on the plans.
   d. For residential development, the plans shall show all lots (sequentially numbered), indicate lot sizes and include all previously approved subdivisions.
   e. The plans must show all adjoining landowners, North arrow, scale, location map, legend and date.
   f. On major subdivisions involving construction of new roads, roadway maintenance must be addressed.
   g. The plans must show proposed ingress and egress routes and all proposed parking.
   h. The plans shall show all Rights of Way, easements (including utility easements), setbacks and any unique natural or man-made features such as bodies of water, wells, septic systems, abandoned mines, etc.
   i. Where applicable, all plans shall be accompanied by a Highway Occupancy Permit.

4. The proper fees must be submitted with the application.
   a. Residential applications – General Fee of $40.00 and $10.00 per unit.
   b. Nonresidential Land Development (based upon acreage and square footage)

Fee per Acre		Fee per every 1000 sq ft	
0- 4.99 acres	$50.00	0-49,999	$6.00/1000 sq ft
5-24.99 acres	$100.00	50,000-299,999	$4.00/1000 sq ft
25-99.99 acres	$200.00	300,000 +	$2.00/1000 sq ft
100 + acres	$400.00		

For example, a 5-acre site with a 3,000 sq ft proposed building would be:
Base Fee of $100.00 plus square footage fee of $18.00 [3, 1000 sq ft units x $6]
Total Fee = $118.00

Checks must be made out to the **SULLIVAN COUNTY TREASURER**.

5. There is a Recording fee of $35.00 for the approved plan. If the plan contains more than one sheet, the fee is $35.00 for each sheet. The Recording check must be made out to the **RECORDER OF DEEDS**.