SULLIVAN COUNTY SUBDIVISION CHECKLIST

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

1. Complete the Subdivision 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 Subdivision, i.e. Jane Doe, Buck Camp Subdivision

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 include a tract map showing all contiguously owned property of the subdivider.
   c. The lot(s) to be subdivided must be surveyed by a registered surveyor and a seal must appear on the plans.
   d. 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 contours at 20 ft. intervals and may be transposed from USGS 7.5 minute maps.
   h. The plans may require soils mapping and may be transposed from the Soil Survey of Bradford and Sullivan Counties, Pennsylvania.
   i. 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.
   j. Where applicable, all plans shall be accompanied by a Highway Occupancy Permit.

4. Plans shall be accompanied by a copy of the applicable DEP Planning Module which shall include all soils testing data, and written documentation from DEP approving the sewage facility plans. All modules and data are to be completed by the municipal SEO where applicable. Plans will show the location of all passed and failed deep profiles and percs. The plans and sewage planning data will be numbered to correspond.

5. The proper fees must be submitted with the application. The fee is $100.00 plus $20.00 per lot for lots 1-10 and $15.00 for each lot beyond 10. Checks must be made out to the **SULLIVAN COUNTY TREASURER**.

6. 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**.