

COLUMBIA COUNTY PLANNING COMMISSION

P.O. Box 380
Bloomsburg, PA 17815
Telephone: (570) 389-9146
Fax: (570) 389-9147

Rachel Swartwood, Director
Emily Vollmer, Land Use Planner
Carly Scranton, Administrative Assistant

Subdivision Application

(No Plans will be Accepted Until This Form is fully Completed and all Fees are Paid)

Type: ☐ Minor ☐ Major or ☐ Land Development

Municipality: _____ ☐ Twp. ☐ Boro.

Plan Submittal Date: _____

Classification of Request

Approval of a:

- ☐ Preliminary Plan
☐ Final Plan
☐ Prelim/Final Plan

- ☐ Add-On
☐ Incorporation
☐ Review and Comment

Applicant/Surveyor Information:

Name of Subdivision/Development: _____

Owner of Subdivision/Development: _____

Address: _____
Street

_____ City _____ State _____ Zip Code _____ Telephone #

_____ Email

Address: _____
Street

_____ City _____ State _____ Zip Code _____ Telephone #

Name of Surveyor/ Firm: _____

Address: _____
Street

_____ City _____ State _____ Zip Code _____ Telephone #

Name of person who will record plan: _____
(MUST BE COMPLETED)

Address: _____
Street

_____ City _____ State _____ Zip Code _____ Telephone #

**** If mailing address differs from the physical address of the parcel, please list both.**

GPS Coordinates of Sites: _____

Total Number of Acres/Square Feet Proposed to be Subdivided/Developed: _____

Water Supply: ☐ Public ☐ Individual On-Lot ☐ Other:_____

Have there been any out-sales prior to the submission of your plan? ☐ Yes ☐ No
If so, how many? _____

Is there a Local Zoning Ordinance? ☐ Yes ☐ No

Classification(s)?

Will this plan Require a Zoning Change or a Variance? ☐ Yes ☐ No

(Provide a detailed description of this project including but not limited to; **Current Land Use, Proposed Land Use, Road Construction** and **Potential Problems** that the Applicant may face in the completion of the plan. In the case of Land Developments provide the **Use of the Proposed Structure** and a **Detailed Description of the Improvements** to be made. Additional space can be provided if needed.)

[illegible]

Signature:

The undersigned represents that, to the best of his/her/their knowledge, all the above statements are true, correct and complete. Also, the undersigned acknowledges responsibility for all engineering fees incurred for this application.

Signature of Applicant(s) or Agent

Date of Application

Acknowledgement of Responsibility:

In order to better serve the applicant the Planning Commission would like to offer a brief description of what is expected and how responsibility is delegated during the planning process. The applicant is responsible for providing a complete application, paying all fees and acquiring an agent (surveyor and/or engineer) to prepare the subdivision or land development plan and to help guide them through the process.

We encourage the applicant to research the services provided by the agent and to make sure they understand what is being offered. At no time during the planning process is the Planning Commission Board (PCB) or Staff responsible for miscommunication between the applicant and their agent or for incomplete or missing information submitted by an agent on behalf of the applicant. Any revisions to a submission requested by the Staff are the direct result of incomplete or missing information needed to meet the minimum requirements of the Columbia County Subdivision and Land Development Ordinance (SALDO). It is the responsibility of the applicant and/or their agent to meet these requirements.

The role of the PCB and Staff is to ensure sound land development and subdivision practices while protecting the safety, health and welfare of the community. The Staff is responsible for making sure the applicant and their agent provide the minimum information that is needed to satisfy the requirements of the SALDO. If incomplete information is submitted or information is missing to satisfy the requirements of the SALDO the plan cannot be recommended to the PCB for approval. The Staff and PCB welcomes and will answer any questions concerning your subdivision or land development plan during the planning process.

It is the responsibility of the applicant and/or their agent to provide all necessary information and documentation for approval. The PCB and Staff are not responsible for any agent's misinterpretation of the SALDO. If revisions are needed we suggest that the applicant discuss the deficiencies with their agent.

The Staff suggests that the applicant and their agent set up a pre-submittal conference to discuss the plan concept and/or to submit a sketch plan of the proposed project. This will streamline the project and may help to avoid any problems associated with the proposed project.

Please contact the Planning Office at 570-389-9146 if you have any questions or would like to set up a pre-submittal meeting.

Applicant's Signature

Date

This page is to be considered a part of the application. No application will be considered complete until this page is signed and dated by the applicant.

Subdivision/Land Development Fee Calculation

	Minor Subdivision Plans <i>(5 Lots or Less)</i>	Major Subdivision Plans <i>(6 or More Subdivided Lots or any Land Development)</i>
1. Application Fee	\$150.00 <i>(\$25.00 per Lot and \$10.00 for each Add-On/Incorporation)</i>	\$250.00 <i>(\$50.00 per Lot or Structure and \$10.00 for each Add-On/Incorporation)</i>
2. Lot and Structure Fees	_____	_____
3. Add-Ons and Incorporations Fees	_____	_____
4. Undelivered Data Surcharge	<u>\$50.00</u> if electronic survey data is not delivered prior to final plan approval	
Total Owed	_____	_____

Add-On/Incorporation Fee Calculation *(If Plan Submitted is Solely for an Add-On or Incorporation)*

1. Application Fee	\$100.00 <i>(\$10.00 for each Add-On or Incorporation)</i>
2. Number of Add-Ons and Incorporations	_____
3. Add-Ons and Incorporations Fees	_____
4. Undelivered Data Surcharge	<u>\$50.00</u> if electronic survey data is not delivered prior to final plan approval
Total Owed	_____

The Applicant:

☐ Has agreed to supply electronic survey data

or has

☐ Paid the fee in lieu of.

Payment Rec By: _____ **For: \$** _____ **Date:** _____ **Check#** _____