

**MINOR SUBDIVISION / LAND DEVELOPMENT**

**Honesdale Borough**

**Telephone: [570] 647-0091**

**Fax Number: [570] 647-0041**

**LOCATION:**

Zoning District : \_\_\_\_\_ Municipality: \_\_\_\_\_  
Site Address: \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

Owner of Record: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Subdivider: \_\_\_\_\_ Phone# \_\_\_\_\_ Fax# \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Planner: \_\_\_\_\_ Phone# \_\_\_\_\_ Fax# \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**TYPE OF SUBDIVISION** (Check One)     Minor     Major

Name of Subdivison: \_\_\_\_\_

**SITE CHARACTERISTICS**

Total Acreage of Subdivision / Land Development: \_\_\_\_\_

Number of Residential Dwelling Units: \_\_\_\_\_ Existing, \_\_\_\_\_ Proposed

Water Service: (Check)     Public     Private

Sewer Service: (Check)     Public     Private (Septic Permit # \_\_\_\_\_ )

Number of Lots: \_\_\_\_\_

Structures Proposed (If any) \_\_\_\_\_

Type of Lot: (Residential, Commercial, etc.) \_\_\_\_\_

**BUILDING DIMENSIONS**

Existing Building Area: \_\_\_\_\_ sq. ft.    Number Of Stories: \_\_\_\_\_  
Proposed Building Area: \_\_\_\_\_ sq. ft.    Height of Proposed Structure Above Grade: \_\_\_\_\_ ft.  
Total Building Area: \_\_\_\_\_ sq. ft.    Area of the Largest Floor: \_\_\_\_\_ sq. ft.

**FLOODPLAIN**

Is the site located within an identified flood hazard area? (Check One)  YES  NO

Will any portion of the flood hazard area be developed? (Check One)  YES  NO     N/A

Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3    Lowest Floor Level: \_\_\_\_\_

**HISTORIC BUILDING**

Date original building constructed: \_\_\_\_\_

Is this building over 50 years old?     YES     NO

Submitted with appropriate fees for approval by this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner or Agent

## Subdivision / Land Development Application -

Application requirements. Any person proposing to create a minor subdivision shall submit, along with plans required in Subsection B below, **TWELVE (12) COPIES** of a letter of intent for minor subdivision approval. This letter shall specify and/or include:

- (1) The name, address and telephone number of the property owner of record and those of the subdivider, if different.
- (2) The name or number of the road where the proposed subdivision is to be located.
- (3) The name, address and telephone number of the surveyor preparing the subdivision plans.
- (4) The type of water supply proposed.
- (5) The type of sewer system proposed and permit number, if granted.
- (6) Fee or receipt for the same from the Municipal Secretary.
- (7) The type and number of structures proposed, or existing, for the subdivision.
- (8) A brief narrative describing the intent and purpose of the subdivision.
- (9)

B. Plan requirements. The subdivider shall submit **TWELVE (12) COPIES** of the final plan and required supplementary data for the proposed subdivision. This plan shall be prepared by a registered professional land surveyor, licensed in the Commonwealth of Pennsylvania, and shall show all lots proposed to be created. The final plan shall meet the following requirements:

- (1) The map shall, when possible, be drawn at a size compatible with Wayne County tax maps and shall be not less than 11 inches by 17 inches, nor more than 24 inches by 36 inches in size.
- (2) The names of all abutting property owners and the size of any remaining acreage in the tract from which lots are being taken shall be shown.
- (3) The map shall show the name of the municipality, name of the owner of record and subdivider, North point, graphic scale, legend and date.
- (4) Significant topographical and physical features as well as soil types found shall be shown. The classifications contained in the Wayne County Soil Survey shall be used. (Not required if serviced by the Honesdale Borough sewer treatment system.)
- (5) Existing public roads shall be identified by traffic or legislative route numbers, street names, and private roads by their posted names and numbers. The right-of-way width of all streets should be noted on the plan.
- (6) Proposed lot or parcel lines shall be drawn to scale and dimensions given in feet and hundredths of a foot, as well as accurate bearings. Lot areas shall be shown in acres or square feet. The map shall depict the proposed subdivision as a part of the contiguous holdings of the subdivider and show adjacent lots already taken from the parcel.
- (7) A planning module for land development (or such other comparable documentation may be required by the Pennsylvania Department of Environmental Resources), along with a soils evaluation by the test pit method and/or other required supplemental data shall be reviewed by the Borough's Sewage Enforcement Officer and submitted in a form suitable for adoption by the Borough as a supplement to the Borough's Official Wastewater Disposal Plan. If central sewage is to be utilized, a letter from the Sewer Department which states the Department can adequately serve the subdivision shall be submitted with the plan at this time.
- (8) A notice that application to either the Borough or the Pennsylvania Department of Transportation is required. The notice shall read as follows: "Highway occupancy permits are required for access to roads under the jurisdiction of Pennsylvania Department of Transportation pursuant to the State Highway Law (P.L. 1242, No. 428, Section 420) or for access to roads under the jurisdiction of Honesdale Borough pursuant to Honesdale Borough Ordinance No. 410, Road Encroachment."<sup>1</sup>EN
- (9) A location map inset at a scale of one inch equals 2,000 feet shall be provided. A United States Geological Survey (USGS) map or equal is acceptable.
- (10) Tax map numbers and deed references shall be provided for any parcels shown.

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- (11) Building setback lines shall be either depicted graphically or listed.
- (12) A wetland location map inset at a scale of one inch equals 2,000 feet shall be provided. A USF&WS National Wetland inventory map or equal is acceptable.
- (13) All applicable zoning data shall be shown.
- (14) All plans shall be sealed and signed by the surveyor completing the work.
- (15) Floodplain boundaries, if applicable, and evidence of compliance with borough, state and federal floodplain management requirements.

### C. General procedures.

- (1) The subdivider shall submit the application for minor subdivision approval, along with the required copies of the plan, to the Borough Secretary at least **14 DAYS PRIOR** to the Borough Planning Commission's regularly scheduled monthly meeting.
- (2) The Planning Commission, after reviewing the plan and determining the application to be complete and lacking any detrimental findings, shall note receipt of the plan and **direct the applicant** to take one copy of the application directly to the Wayne County Planning Department. The Commission will sign and date a form provided by the Commission authorizing the applicant to submit the application to the Wayne County Department of Planning on behalf of the Borough of Honesdale. The applicant must submit the copy of the application, together with a fee sufficient to cover the costs of review, to the Wayne County Department of Planning **no later than seven calendar days** from the Honesdale Borough Planning Commission's meeting at which the application was on the agenda. (Checks shall be made payable to the Wayne County Department of Planning.) The borough will request that the Wayne County Department of Planning have a review and report period not to exceed 30 days as per the requirements of the Pennsylvania Municipalities Planning Code.<sup>11EN</sup>
- (3) The Planning Commission, where appropriate, shall also forward a copy of the application to the Borough Code Enforcement Officer(s), Borough Engineer, Borough Stormwater Management Officer and other agencies for analysis of its compatibility with this and other Honesdale Borough ordinances. Incomplete applications shall be returned to applicants by the Planning Commission, with or without the other review agencies' advice, and shall be accompanied by a written explanation of the items which are deficient.
- (4) The Borough Planning Commission, at its next regular meeting, shall review the recommendation of the review agencies and recommend to approve or disapprove the minor subdivision. The plan, together with the Planning Commission's recommendation, shall then be forwarded to the Borough Council for its review. All review agencies shall make recommendations to the Council, which recommendations shall be in letter form or noted on the plats submitted.
- (5) The Council shall act no later than 90 days following the filing date. The Council shall decide to approve or disapprove the minor subdivision and supplement to the Official Plan only after receiving the Planning Commission's recommendation on the same.
- (6) The Council shall concurrently act on the proposed supplement to the Official Wastewater Disposal Plan and shall communicate its decision in writing to the applicant within 15 days following the action (within 90 days following the filing date), setting forth any reasons for disapproval, if that should be its decision.