

**PAUPACK TOWNSHIP, WAYNE COUNTY  
PENNSYLVANIA**

**LOT COMBINATION APPLICATION  
(Multiple lots combined to form less # of lots)**

Tax Map # of initial parcel(s): \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Development Name: \_\_\_\_\_ # initial lots \_\_\_\_\_ into # final lots: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Surveyor/Engineer \_\_\_\_\_

TOWNSHIP FEES: Subdivision \$75.00 (additional fee of \$50.00 for each final lot within proposed combinations)

COUNTY FEES: Subdivision \$75.00

**Subdivisions and Land Developments together with supporting deeds must be recorded in the Wayne County Recorder of Deeds office within 45 days from the date of approval. Copies of the recorded paperwork must be provided to the Township.**

APPLICATION FILING

A complete application is required to be submitted to the Township Secretary ten (10) business days prior to the Paupack Township Planning Commission meeting date (1<sup>st</sup> Thursday of the month)  
Seven (7) individual packets including the following:

- > Plat (Checklist on Page 2)
- > Supporting Materials (Checklist on Page 3)

Date of filing: \_\_\_\_\_ Township Secretary, Signature: \_\_\_\_\_

Date filing rejected: \_\_\_\_\_ Township Secretary, Signature: \_\_\_\_\_

(If filing is rejected, provide the reasons for the rejection): \_\_\_\_\_

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Township Application Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_

County Application Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_

**PLAT SPECIFICATIONS**

**Lot Combinations**

\_\_\_\_\_ Number of final lots after combination

YES NO N/A

\_\_\_\_ Location map

- \_\_\_\_ Tract, subdivision or land development name, if any
- \_\_\_\_ Name of landowner
- \_\_\_\_ Mailing address of landowner
- \_\_\_\_ Name of applicant if different from the landowner
- \_\_\_\_ Name of the township and county
- \_\_\_\_ Tax map and parcel number
- \_\_\_\_ Deed book and page number
- \_\_\_\_ Boundaries of the tract and approximate location of abutting properties
- \_\_\_\_ Name of abutting property owner(s) & tax map numbers
- \_\_\_\_ Graphic scales
- \_\_\_\_ Reference meridian
- \_\_\_\_ Date map was drawn and all revisions
- \_\_\_\_ Existing and proposed lot lines
- \_\_\_\_ Accurate bearings and distances
- \_\_\_\_ Lot number/letter
- \_\_\_\_ Area of each proposed lot
- \_\_\_\_ Total remaining acreage
- \_\_\_\_ Location of new and existing streets and right-of-way(s), type of street surface and street names of new and existing
- \_\_\_\_ Building setback lines.
- \_\_\_\_ Location, dimension and purpose of all easements including any limitations on their use.
- \_\_\_\_ Contour lines, stating whether derived from a field survey or based on U.S.G.S.
- \_\_\_\_ Name, mailing address, signature and title of person who prepared the map (if other than land surveyor)
- \_\_\_\_ 3 V" X 5" block for Paupack Township use to stamp any approval
- \_\_\_\_ Flood plain location, if any
- \_\_\_\_ Site data table including; total acreage, number of lots, zoning districts) proposed water/sewage service facilities
- \_\_\_\_ Location and type of all corner markers
- \_\_\_\_ Name and address of the land surveyor
- \_\_\_\_ Certification (by stamp or seal) and Signature of land surveyor
- \_\_\_\_ Location of all existing improvements including wells (pg. 2)

**SUPPORTING MATERIALS**  
*(Applicant completes this checklist prior to submission)*

**YES NO N/A**

- Letter of intent signed by applicant/agent indicating which lots are to be included for consideration
- Deed Description - covenants/ restrictions/easement rights
- Planning module
- Completed Planning Module for Land Development by SEO
- Letter from central sewer provider
- Sewage system agreement, if required
- Letter from central water provider
- Water system agreement, if required
- Erosion and Sedimentation Control Plan Review by Wayne County Conservation District
- Floodplain plan, if required
- Newly created lots
- Addition

**LOCATION OF THE FOLLOWING: (IF ANY)**  
*(Applicant completes this checklist prior to submission)*

- |  |                   |             |
|--|-------------------|-------------|
| Water bodies                                       | Water wells       | Oil wells   |
| Watercourses with direction with flood level       | Gas wells         |             |
| Buildings  | Gas lines         | Power lines |
| Drain pipes  | Telephone lines   | Structures  |
| Culverts   | Public Facilities |             |
| Sewer lines  |                   |             |
| Sewage Systems                                     |                   |             |
| Waterlines   |                   |             |
| Any other significant man-made or natural features |                   |             |

**ADDITIONAL ITEMS TO REVIEW**  
*(FOR PLANNING COMMISSION REVIEW PURPOSES)*

- Wetlands
- Meets lot dimensions and lot area criteria
- Highway occupancy permit Penn Dot/Township
- Site investigation reports
- Test pit and percolation holes on plan/plat
- Soil type and boundaries
- Township lines as applicable

The Planning Commission Secretary will accept Applications for the Paupack Township Planning Commission **ten (10) BUSINESS DAYS (not calendar days)** before the next scheduled Planning Commission meeting. Applications are available at the Township Office Monday – Friday 7:30 AM – 3:30 PM. All Applications must include the required documentation and fees applicable to the Application. If an Application is incomplete, it will not be considered to be accepted until the requirements are complete. **If there are Federal, State, County or Township Holidays within the ten (10) business day deadline, the deadline will be backed up by one (1) BUSINESS day for each Federal, State, County or Township Holiday and the deadline will be that many BUSINESS days earlier. THERE WILL BE NO EXCEPTIONS TO THIS RULE** because the Township Secretary is required to forward the Application, proper fee and supporting documentation to the Wayne County Department of Planning for review and comment. Notwithstanding the aforesaid, if the Wayne County Department of Planning does not return their review and comment to the Township by the date of the Planning Commission meeting, the Applicant will then be moved forward to the next subsequent regularly scheduled Planning Commission Meeting. Wayne County Department of Planning's review and comment letter is one of the requirements to be heard at any given Planning Commission Meeting. The Township does not guarantee that Wayne County Department of Planning will return its review and comment letter to the Township within the ten (10) business day time period.