
Sullivan County Planning Commission
Sullivan County Courthouse
Laporte, Pennsylvania 18626
(570)946-5207
(570)946-4244 fax

Steps to Completing a Subdivision

- 1.) Are you relocating or making changes in existing lot line, proposing a division or re-division of a lot, tract or parcel of land by any means into two (2) or more lots, tracts, parcels or other divisions of land including changes in existing lot lines for the purpose, whether immediate or future, of lease, partition by the court for distribution to heirs or devisees, transfer of ownership, or building or lot development located in Sullivan County? If the answer is yes, please obtain a Sullivan County Subdivision Application. Fill out the application to the best of your ability. Someone in the Planning office can assist with questions or blank spaces on the application or you may want your Surveyor to assist you.
- 2.) Have a survey done by a Pennsylvania Licensed Professional Surveyor and obtain six (6) copies for future submittal to the Sullivan County Planning Office. Be sure the surveyor shows potential or existing sewage site(s) on the map. A full list of Final Plan requirements can be obtained from the Planning Office in accordance to the most recent Subdivision & Land Development Ordinance or a copy is available for viewing at <http://www.sullivancounty-pa.usa>.**
- 3.) Go to your municipalities local Sewage Enforcement Officer to fill out the appropriate forms that may pertain to your Subdivision:
 - a.) DEP "Form B"- Non Building Waiver – this form is used when an existing septic is still functioning and there is no need to replace it.**
 - b.) DEP Module – Component I – this form is used when the applicant wants to perc* the land in order to obtain an on-lot septic system. (This form is generally filled out for a septic tank or a sand mound for a single family home).**
 - c.) DEP Module – Component II - this form is used when the applicant wants to perc* the land in order to obtain an on-lot septic system. (This form is generally filled out for a septic tank or a sand mound when more than one home is proposed).
- 4.) Be sure necessary paperwork has been filed with the County Assessment Office for properties that may be eligible under the PA Farmland and Forest Land Assessment Act of 1974, better know as "Clean and Green". If conveyance is intended or already conveyed, please include copy of notification and proposed deed.
- 5.) Contact PENNDOT or your township supervisor/secretary, depending if you are going to have a new access to a state highway or township road. If a new access is proposed unto any state highway an application must be filed out and a permit issued by PENNDOT. PENNDOT has a \$25.00 application fee. Check with your municipality where the proposed sub-division is located regarding access to a municipal or private road, fees and requirements may vary with different municipalities. Be sure to include the approval letter from PENNDOT and/or completed/signed permit form and/or letter from the municipality.
- 6.) Contact an attorney to handle any legal matters, such as a new or combination deed, maintenance agreements, transfer of property, deed restrictions, etc.***
- 7.) Once you follow these steps come to the Sullivan County Planning Office to submit your application, fees, six copies of the maps, copies of your proposed deed(s) and any other pertinent documentation.

* **Perc Tests must be conducted by an official Sewage Enforcement Officer, this person reviews DEP Sewage Modules, other DEP forms, permit applications, issues permits and conducts investigations and inspections.**

** **Section #2 & #3 can be done, possibly having the SEO and the surveyor working together at the same time.**

*** **Include these documents or have the surveyor show such on the plot plan or map.**