

MINOR LAND SUBDIVISION PLAN APPLICATION
TO COMBINE ADJACENT LOTS
WITHIN RECORDED SUBDIVISIONS
COOLBAUGH TOWNSHIP
5550 MEMORIAL BOULEVARD
TOBYHANNA, PA 18466
570-894-8490

APPLICATION IS HEREBY MADE OF A MINOR LAND SUBDIVISION PLAN UNDER SECTION 308.13 TITLED MINOR SUBDIVISION TO COMBINE ADJACENT LOTS WITHIN RECORDED SUBDIVISIONS AND RELATED DATA AS SUBMITTED HERewith IN ACCORDANCE WITH THE COOLBAUGH TOWNSHIP LAND SUBDIVISION AND DEVELOPMENT REGULATIONS, ORDINANCE 97, Chapter 22, Section 308.M

1. Name of Property Owner _____
Phone _____
Address _____
_____ Zip _____
2. Name of Surveyor _____
Phone _____
Address _____
_____ Zip _____
3. Lots _____, Block _____, Section _____
Subdivision _____
4. Tax Map (Assessment) Numbers of Property
5. Deeds of Record -- Deed Book Vol. _____, Page _____ Date of Deed _____
6. Zoning District of the lots _____
7. Does Subdivision Abut a Township or State Road (Name & Number) _____
8. Total Number of Lots Being Combined Into One Lot _____
9. Total Acreage of Subdivision _____
10. Total Acreage of Adjoining Lands in Same Ownership _____
11. Does Subdivision contain any steep slopes (acreage) _____
12. Does Subdivision Contain Any Flood Hazard Areas (acreage) _____
13. Do the lots contain or adjoin a water course or wet land _____
14. The number of the new lot will be _____

The Applicant hereby waives any claim against the Township, and further agrees to indemnify thereby holding the Township harmless from any claim or potential claim from any other property owner or owners arising out of approval of this Plan. In addition, the Applicant hereby certifies that to the best of his/her knowledge and belief the information and statements given above are true and correct.

On this the ____ day of _____, 20__, before me, the undersigned officer, personally appeared _____ who being duly sworn, according to law, deposes and says that _____ the owners of the property described in this application and that the application was made with _____ knowledge and/or direction and does hereby agree with the said application and to the submission of the same.

Property Owner

Property Owner

My Commission Expires _____, 20 _____

Notary Public or Officer

(ALL INFORMATION BELOW THIS LINE TO BE COMPLETED BY THE TOWNSHIP)

COOLBAUGH TOWNSHIP OFFICIAL SUBMISSION INFORMATION - RECEIVED BY _____

DATE SUBMITTED _____ FEE PAID _____ DATE FEE PAID _____

REGULAR/SPECIAL MEETING DATE _____

APPROVED _____ DENIED _____ INITIALS _____

Section 901.3.E is hereby deleted in its entirety.

308.13 Minor Subdivisions to Combine Adjacent Lots within Recorded Subdivisions - Minor subdivision plans prepared to combine adjacent lots within a recorded subdivision may be submitted and processed according to the following procedure:

- A. The appropriate minor subdivision application shall be completed and submitted to the Township Secretary along with the following items:
 1. A certified copy of the original subdivision plan which is filed in the Monroe County Courthouse. Hi-light the lots that are proposed to be joined.
 2. A certified copy of the deed to each property involved.
 3. Two (2) mylars and three (3) paper copies of the plan which conforms to the requirements of Section 404.11.
 4. The Submission fee set by resolution, payable to Coolbaugh Township.
 5. A check made payable to the Monroe County Planning Commission in the amount of the appropriate review fee.
 6. Proof of notification to the appropriate Property Owners Association and or Community Association.
- B. The application and all required items shall be submitted to the Township at least five (5) working days prior to the Board of Supervisors Work Session at which it is to be reviewed.
- C. The Board of Supervisors shall review the application and required items and take action in accordance with Section 308.11; if it is determined that the submission dose not meet the criteria under Section 308.13, this shall be sufficient reason for rejection of the application.
- D. After approval of an application by the Board of Supervisors, the applicant shall record the plan in accordance with Section 308.12.

404.11 Combining Adjacent Lots within Recorded Subdivisions Minor subdivisions plans prepared to combine adjacent lots within a recorded subdivision, according to the procedure in Section 308.13, shall contain the following information.

- A. Name and address of owners of record.
- B. Name, address seal and signature of the registered Professional Land Surveyor responsible for the plan.

- C. Date of the plan and of each revision.
- D. North arrow.
- E. Graphic and written scale.
- F. Deed reference and tax assessment parcel identification number for each lot.
- G. All original lot, tract or boundary information, acceptable to the Township, sufficient to establish the location, bearing and length of every boundary, street or lot line. If this information is from the original subdivision plan, it shall be so noted and the precision shall conform to that of the original subdivision plan. If the information is established by survey, lengths shall be indicated to the hundredth of a foot and bearings shall be indicated to the nearest second.
- H. The original lot numbers indicated on the appropriate lots as well as the proposed lot number.
- I. Building setback lines.
- J. Any existing buildings located on the lots.
- K. Reference monuments and or lot markers, as appropriate.
- L. Lot lines to be eliminated, shown with a broken line and labeled, "Lot line to be eliminated".
- M. Name and/or number and right-of-way width of any street or road abutting the property.
- N. Names of owners and/or lot numbers of adjacent properties.
- O. Water courses, lakes, streams, ponds, wetland, etc.
- P. Flood Hazard Areas and Steep Slope Areas.
- Q. The area of each lot.
- R. Reference to the recorded subdivision plan where the lots were originally subdivided, including the record reference.
- S. The zoning district.

- T. The following notices should appear on the plan:
1. When easements are not delineated specifically, "The approval of this plan by the Board of Supervisors of Coolbaugh Township does not have the effect of altering, redefining or extinguishing any easements of record existing on or over subject property".
 2. "The lots being joined shall not be subdivided into smaller lots without the approval of Coolbaugh Township".
 3. "By approval of this plan, the Township has not confirmed the presence, absence and/or extent of wetlands, whether or not delineated on this plan".
 4. "The property shown on this plan is under and subject to the Coolbaugh Township Zoning Ordinance No. 51, as amended".
 5. If the property requires access to a state highway, "This plan requires access to a highway under the jurisdiction of the Pennsylvania Department of Transportation and a Highway Occupancy Permit is required pursuant to Section 420 of the Act of June 1, 1945 (P.L. 1242, No. 428), known as the "State Highway Law", before any driveway access to a state highway is permitted.
- U. A signature block for the Board of Supervisors, with the following format:
- At a public meeting held on _____, 20 __, the Board of Supervisors of Coolbaugh Township reviewed and, by a motion duly enacted, approved the joining of Lots _and ____, as originally shown on the plan titled "_____", dated ____, and recorded in the Monroe County Courthouse in _____, Volume _____, (provide five (5) signature lines and area for the Township seal).
- V. A notarized certificate of ownership and acknowledgment of plan as indicated in Appendix D.
- W. A Tax Certification from the County of Monroe Tax Claim Bureau Office -One Quaker Plaza, Room 104, Stroudsburg, PA 18360 - is required to be submitted with Coolbaugh Township's Minor Subdivision Application. Please call the Tax Claim Bureau at 570-517-3172 with any questions about obtaining this certification..

A fee of \$100 is payable with the application. In the event the submission does not meet the criteria under Section 308.13 the plan will be forwarded to the Planning Commission and the Township Engineer for review. At such time, additional fees will be required and placed in an escrow account to cover the cost of such engineering review and administration.

A check for \$35.00 payable to the Monroe County Planning Commission for their review.

The application/material shall be submitted to the Board of Supervisors for their consideration at a Regular Meeting.

Once approval has been obtained from the Board of Supervisors, the mylars are to be filed with the Recorder (Monroe County Courthouse) within ninety (90) days and a copy of the recorder's receipt being forwarded to the Township Office for their records. Should the plans not be recorded within the time frame, the plans will become null and void.