

TOWNSHIP OF COVINGTON
PLANNING COMMISSION
PO BOX 253
COVINGTON, PA 16917

COVINGTON TOWNSHIP SUBDIVISION APPLICATION

This application is intended to accelerate the administrative time needed to process a subdivision review.

Straight transfers of existing lots of record exactly as recorded upon a deed are not subject to land development approval.

All land being subdivided must be surveyed by a Pennsylvania Registered Surveyor. All lots, tracts or parcels of land not already improved, must be soil tested or be classified as lot additions, agricultural supplements or open space lots.

FEES MUST BE PAID UPON SUBMISSION OF THIS APPLICATION

For Use by Commission Only:

Subdivision Number: _____

Plans Received: _____ (Date)

Additional Information Requested: _____ (Date)

Subdivision Fee Required _____ Fee Paid _____

Recording Fee Required _____ Fee Paid _____

Approval Signature: _____

(Seal)

If denied (why): _____

COVINGTON TOWNSHIP SUBDIVISION APPLICATION

Name of proposed subdivision if other than owner: _____

Grantor Information: (Seller OR Property Owner)

Name: _____

Address: _____

Phone: _____ Email: _____

Grantee Information: (Buyer)

Name: _____

Address: _____

Phone: _____ Email: _____

Parent Tract Information and Location:

Present total acreage: _____ Approx. Road Frontage: _____

Road Number and/or Creek Name: _____

Deed Reference Book: _____ Page: _____

Tax Parcel Number: _____

Existing Improvements: House _____

Barn _____

Sheds _____

Mobile Home _____

Seasonal Dwelling _____

Other (specify) _____

Sewage System: New _____

None _____

Existing _____

Type _____

Water Supply: New _____

None _____

Well _____

Spring _____

Public _____

Are you presently part of the "Clean and Green Act"? _____ Yes _____ No
(If yes, please contact the Assessment Office for compliance information on Act 319.)

Major land use: Agriculture _____
Recreation _____
Residential _____
Commercial _____
Other (specify) _____

Potential Flood Hazard Areas: _____ Yes _____ No

Previous subdividing of property: _____ Yes _____ No
(If yes number of subdivisions _____)

Are any deed restrictions in effect: _____ Yes _____ No
(If yes specify _____)

Are any rights-of-way or utility easements existing on the property: _____ Yes _____ No
(If yes specify _____)

Subdivision Information

Size of subdivision: Acreage proposed _____
Number of lots _____

Type of subdivision: Residential _____
Seasonal _____
Mobile Home Park _____
Commercial _____
Agricultural _____
Other (specify) _____

Existing Structures: House _____
Mobile Home _____
Seasonal _____
Commercial _____
Barn _____
Shed _____
Other (specify) _____

Proposed Structures:

House _____
Mobile Home _____
Seasonal _____
Commercial _____
Barn _____
Shed _____
Other (specify) _____

Are there any Zoning Requirements: _____ Yes _____ No
(If yes, please specify _____)
(If yes, will this conflict with local zoning _____)

Roads or Right-of-Way to be constructed: _____ Yes _____ No
(If yes, please specify _____)

Are there any deed restrictions proposed: _____ Yes _____ No
(If yes, please specify _____)

Are there any utility easements proposed: _____ Yes _____ No
(If yes, please specify _____)

If subdividing with an additional land development note here: _____

Surveyor Information:

Name: _____
Address: _____
Phone: _____

Mail Application approval and all correspondence to:

Name: _____

Address: _____

Phone: _____

(I) (We) hereby make the application for the land development approval on this _____ day of _____, 20_____, declaring that the property described above and platted on the preliminary plan is (my) (our) legal, uncontested ownership, without any outstanding rights, reservations or other encumbrances, which could nullify the intended use of this land development.

Signed: _____

Signed: _____

(Property Owners)

Steps for Subdivision once application is received:

- 1.** The Planning Commission will meet to go over subdivision (meetings are typically held the 3rd Thursday of the month. However, exceptions can be made if able to meet earlier.) They will then approve or deny.
- 2.** The application and maps will then be taken to the next Township meeting (meetings are held the 2nd Monday of the month.) The Township Supervisors will then go over the map and approve or deny at that time.
- 3.** The maps will be taken to the Court House the following day to be signed by the County Planning Commission, then will go to the Recorder of Deeds to be recorded.
- 4.** You will then receive a receipt, and any additional maps mailed back to you or available for pick up at the Township building.

***NOTE:** Please make sure all paperwork is turned in to the Township Secretary along with all fees due to be able to move the permitting processing along.

Survey Map Data Checklist

Please check the following list to make sure you have included the required information on the survey map. If survey maps are incomplete, the proposed plan and application will be returned for completion:

- _____ 1. Parent tract map with land development located within
- _____ 2. Location map (vicinity)
- _____ 3. Remaining acreage of parent tract
- _____ 4. All adjacent property owners
- _____ 5. Locations of existing buildings (houses, sheds, barns, etc.)
- _____ 6. Locations of existing sewage systems
- _____ 7. Present landowners' name
- _____ 8. Landowners deed and page reference number
- _____ 9. Deed book and page reference of right-of-way
- _____ 10. Surveyor's seal (PA licensed)
- _____ 11. Municipality
- _____ 12. Date of plan
- _____ 13. Scale of site plan
- _____ 14. North direction arrow
- _____ 15. Locate and label streams or bodies of water in the site area
- _____ 16. Subdivision acreage (sq. ft. if parcel is less than one acre) and dimensions
- _____ 17. Flood hazard areas
- _____ 18. Specify US, PS or Township Road numbers
- _____ 19. Locate soils test pit and percolation sites
- _____ 20. Locate wells or public water sites
- _____ 21. Building set back lines
- _____ 22. Lots numbered
- _____ 23. Center line of streets, rights-of-way and any easements
- _____ 24. 20' contour interval lines/USGS quads
(Note: The Planning Commission can request lesser intervals if deemed necessary.)
- _____ 25. Maintenance responsibilities of right-of-way
- _____ 26. Zoning district (if zoned)

NOTE: If remaining acreage of the parent tract is not improved (i.e., existing house and septic system) soil testing has to be performed, or special conditions proposed for a variance request.

Checklist

Please check the following list to make sure you have included the required information on the survey map. If survey maps are incomplete, the proposed plan and application will be returned for completion:

_____ 1. Six (6) maps to the Covington Township Secretary – will be forwarded to the Covington Township Planning Commission. (**Mylars are no longer needed.**)

_____ 2. Are the Department of Environmental Resources modules complete?

_____ 3. One (1) photocopy of the existing recorded parent tract deed.

_____ 4. One (1) photocopy of the existing and/or proposed sewage disposal information. (Filled out and signed by Sewage Enforcement Officer)

_____ 5. Fees for Tioga County Register and Recorder (fee is \$25.00 per page) and Covington Township fee (see fee schedule)

_____ 6. Any special deed and map language for lot additions, agricultural supplements or open space lots.

_____ 7. Is the subdivision application complete and signed by landowners?

