

**JEFFERSON TOWNSHIP  
MINOR LAND DEVELOPMENT APPLICATION**

1. **APPLICANT(S)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE AND EMAIL ADDRESS: \_\_\_\_\_

ATTACH ADDITIONAL SHEET FOR MULTIPLE APPLICANTS

2. **OWNER(S) OF RECORD**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE & EMAIL: \_\_\_\_\_

3. **REGISTERED SURVEYOR/ENGINEER**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE & EMAIL \_\_\_\_\_

4. **LOCATION/ADDRESS OF PROPERTY TO BE DEVELOPED:**

\_\_\_\_\_

5. **ATTACH A COPY OR COPIES OF THE CURRENT DEED OF RECORD FOR THE SUBJECT PROPERTY.**

6. **LINEAR DIMENSIONS OF LOT AND TOTAL AREA (SQUARE FEET AND ACREAGE).**

\_\_\_\_\_

7. **ZONING DISTRICT(S) IN WHICH THE PROPERTY IS LOCATED:**

\_\_\_\_\_

8. **HAS THE ZONING OFFICER REVIEWED THE PROPOSED DEVELOPMENT?**

YES       NO

**BASED UPON THE ZONING OFFICER'S REVIEW, WILL ANY VARIANCES BE REQUIRED UNDER THE JEFFERSON TOWNSHIP ZONING ORDINANCE?**

YES    NO

**IF YES, SPECIFY THE REQUIRED VARIANCES PER THE DECISION OF THE ZONING OFFICER. (ATTACH COPY OF WRITTEN DECISION OF THE ZONING OFFICER.**

10. **IF APPLICABLE, ATTACH SEPARATE NARRATIVE WHICH DESCRIBES ALL EXISTING USES, STRUCTURES, BUILDINGS, PARKING, ETC. LOCATED UPON THE SITE. PLAN MUST ILLUSTRATE THE LOCATION AND DIMENSIONS OF EACH WITH THE SETBACK DISTANCES FROM ALL PROPERTY LINES.**

**AND/OR**

11. **ATTACH SEPARATE NARRATIVE, WITH SUFFICIENT DETAIL WHICH DESCRIBES PROPOSED NEW DEVELOPMENT UPON THE SITE. THE PLAN MUST ILLUSTRATE THE AFOREMENTIONED INFORMATION INCLUDING THE LOCATION AND DIMENSIONS OF EACH WITH THE SETBACK DISTANCES FROM ALL PROPERTY LINES.**

12. **ARE ANY MODIFICATIONS FROM THE JEFFERSON TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT ORDINANCE REQUESTED?**

YES    NO

**IF YES, SPECIFY BELOW THE REQUESTED MODIFICATIONS AND SECTIONS AND/OR PROVISIONS OF THE ORDINANCE RELATED TO SUCH REQUEST.**

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**ATTACH ADDITIONAL SHEETS AS NECESSARY**

**STATE IN FULL BELOW THE GROUNDS AND/OR FACTS OF UNREASONABLENESS OR HARDSHIP TO SUPPORT THE REQUESTED MODIFICATIONS/WAIVERS.**

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13. **PROVIDE EIGHT (8) COMPLETED COPIES OF THE MINOR LAND DEVELOPMENT APPLICATION AND EIGHT (8) COMPLETED PREFOLDED COPIES THE MINOR LAND DEVELOPMENT AND SUPPORTING DATA**

**AND**

**ONE (1) ELECTRONIC COPY OF THE ABOVE MATERIAL FORMATTED AS A PDF.**

14. **SUPPORTING DATA:**

- A. CERTIFICATION OF OWNERSHIP (CURRENT DEED).**
- B. EXISTING AND PROPOSED EASEMENTS AND DEED RESTRICTIONS, IF ANY.**
- C. SPECIFICATIONS OF ANY PROPOSED IMPROVEMENTS.**
- D. COMPLETED DEP SEWAGE PLANNING MODULE.**
- E. THE COMPLETED COPY OF ANY APPLICABLE HIGHWAY OCCUPANCY PERMIT.**
- F. A COMPLETE LISTING OF ALL PUBLIC UTILITY COMPANIES INTENDED TO PROVIDE SERVICE TO THE LOTS WITHIN THE LAND DEVELOPMENT AND A LETTER FROM EACH APPLICABLE UTILITY COMPANY INDICATING THAT SAID COMPANY CAN AND SHALL ADEQUATELY SERVE THE LOTS WITHIN THE PROPOSED LAND DEVELOPMENT, INCLUDING ANY CONDITIONS REQUIRED FOR THE PROVISION OF SERVICE.**

**I HEREBY \_\_\_\_\_ CERTIFY THAT THE INFORMATION CONTAINED WITHIN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I FURTHER AGREE TO REIMBURSE JEFFERSON TOWNSHIP FOR ALL CONSULTING FEES INCURRED FOR THE REVIEW AND INSPECTION OF THIS APPLICATION AND ACCOMPANYING PLANS AS SO REQUIRED AND DIRECTED BY JEFFERSON TOWNSHIP.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT/DEVELOPER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

**OWNER OR OWNERS OF RECORD OF RECORD AS PROVIDED BY DEED.**

**THE OWNER'S SIGNATURE IS ALWAYS REQUIRED. FAILURE TO PROVIDE OWNER'S SIGNATURE WILL RESULT IN YOUR APPLICATION BEING DEEMED INCOMPLETE AND IT WILL BE RETURNED TO YOU.**

**TO BE COMPLETED BY JEFFERSON TOWNSHIP**

A. TOWNSHIP APPLICATION FEE AND DATE RECEIVED:

\_\_\_\_\_

B. DATE PLANS AND APPLICATION WERE SUBMITTED TO LACKAWANNA COUNTY PLANNING COMMISSION. \_\_\_\_\_

C. FIRST MEETING DATE AT WHICH THIS LAND DEVELOPMENT PLAN WAS CONSIDERED BY THE JEFFERSON TOWNSHIP PLANNING COMMISSION:

\_\_\_\_\_

D. ATTACH COMMENTS AND/OR RECOMMENDATIONS OF ANY CONSULTANT TO JEFFERSON TOWNSHIP AND COMMENTS OF THE LACKAWANNA COUNTY PLANNING COMMISSION.

E. ATTACH AND/OR INDICATE THE RECOMMENDATION OF THE JEFFERSON TOWNSHIP PLANNING COMMISSION.

\_\_\_\_\_

\_\_\_\_\_

F. DECISION RENDERED AND DATE OF DECISION BY JEFFERSON TOWNSHIP BOARD OF SUPERVISORS

\_\_\_\_\_

G. DATE OF MAILING OF WRITTEN NOTIFICATION OF DECISION TO APPLICANT: \_\_\_\_\_