

ADD-ON SUBDIVISION/ADDITION TO LANDS (Also known as a lot improvement subdivision or lot line adjustment) - The transfer of land to an existing contiguous parcel in order to increase the size of said contiguous parcel provided the grantor's remaining parcel complies with the provisions of the County SALDO. **The subdivided lot shall not be considered a new lot for purpose of fee payment.**

The undersigned, having reviewed the subdivision regulations, hereby applies for review of the attached subdivision plan and submits the required information in connection herewith:

1. Name of Subdivision: _____
2. Municipality: _____
3. Location of Subdivision: _____
(Referenced by Public Road and Nearest Landmark)
4. Owner(s) _____ Phone No. _____
Address _____ Zip Code _____
Email: _____
5. Applicant (if other than owner) _____ Phone No. _____
Address _____ Zip Code _____
Email: _____
6. Registered Engineer and/or Surveyor _____ Phone No. _____
Address _____ Zip Code _____
Email: _____

Is any of this property in Clean and Green (ACT 319)? Yes _____ No _____

If YES: Please be aware you are required to notify Susquehanna County Assessment Office 30 days prior to proposing a change in land use, a split-off portion of the land, or a conveyance of the land.

As a reminder, this is your obligation under Act 319:

IN THE EVENT OF A CHANGE IN OWNERSHIP OF A PORTION OF THE LAND, OR OF ANY TYPE DIVISION OR CONVEYANCE OF THE LAND, THE APPLICANT HEREBY ACKNOWLEDGES THAT, IF HIS/HER APPLICATION IS APPROVED FOR PREFERENTIAL ASSESSMENT, ROLL-BACK TAXES UNDER SECTION 5.1 OF THE ACT MAY BE DUE FOR A CHANGE IN USE OF THE LAND, A CHANGE IN OWNERSHIP OF ANY PORTION OF THE LAND, OR ANY TYPE OF DIVISION OR CONVEYANCE OF THE LAND.

Number of Parcels: _____ Include remaining parent tract as Lot 1

7. Parent Tract Information
 - A. Present total acreage _____ Public Road frontage _____
 - B. Deed Reference Book _____ Page _____ OR Instrument No. _____
 - C. Tax Parcel No. _____ Tax Map No. _____
 - D. Existing improvements _____ House _____ Mobile Home _____ Barn _____ Other _____
 - E. **Sewage:** _____ On-site _____ Municipal **Water:** _____ On-site _____ Municipal
 - F. **Utility Easement:** _____ Yes _____ No **Right of Way:** _____ Yes _____ No
 - G. Proposed Easement/Right of Way: _____ Yes _____ No
8. Lot Being Added

- A. Present total acreage _____ Public Road frontage _____
- B. Deed Reference Book _____ Page _____ OR Instrument No. _____
- C. Tax Parcel No. _____ Tax Map No. _____
- D. Existing improvements ___ House ___ Mobile Home ___ Barn ___ Other _____
- E. Sewage: ___ On-site ___ Municipal Water: ___ On-Site ___ Municipal
- F. Utility Easement: ___ Yes ___ No Right of Way: ___ Yes ___ No
- G. Proposed Easement/Right of Way: ___ Yes ___ No

9. Remaining Lot/Land

- A. Present total acreage _____ Public Road frontage _____
- B. Deed Reference Book _____ Page _____ OR Instrument No. _____
- C. Tax Parcel No. _____ Tax Map No. _____
- D. Existing improvements ___ House ___ Mobile Home ___ Barn ___ Other _____
- E. Sewage: ___ On-site ___ Municipal Water: ___ On-Site ___ Municipal
- F. Utility Easement: ___ Yes ___ No Right of Way: ___ Yes ___ No
- G. Proposed Easement/Right of Way: ___ Yes ___ No

10. Type of Subdivision: Addition to Lands/ Lot line Adjustment

11. Existing Zoning Yes No

12. Attorney _____ Phone No. _____
 Address _____ Zip Code _____
 EMAIL: _____

Application Fees: (\$80) made payable to Susquehanna County. Recording cost of map (\$17.00) made payable to Recorder of Deeds

Once plan processing has started, the application fee becomes non-refundable. If at that time a map has not been recorded, the \$17.00 check to the register/recorder will be returned to the applicant.

Statement required in "Addition to Adjoining Lands" proposed (draft) deed.

"By the recording of this deed the Grantees agree and acknowledge that the lands herein conveyed, and the lands presently owned by the Grantees herein as set forth in Susquehanna County Deed Book _____ Page _____ (or) Instrument No. _____ shall be considered one parcel for subdivision purposes. That is to say, the parcel herein conveyed shall not be conveyed as a separate parcel from other lands of the Grantees herein without approval by the Susquehanna County Planning Commission."

Date _____ Signature of Applicant _____

AFFIDAVIT OF OWNERSHIP

Name of Subdivision _____

Township/Borough _____

Tax Map No. _____

Deed Book _____ Page No. _____ OR Instrument No. _____

COUNTY OF SUSQUEHANNA
COMMONWEALTH OF PENNSYLVANIA

The undersigned, being duly sworn according to law, depose and say (I am), (We are) the sole owner(s) of this property, in peaceful possession of it and that there are no suits pending affecting it.

Owner(s)

Witnessed before me this _____ day of _____, 202_____.

For Susquehanna County Planning Commission
OR Notary