

**HANOVER TOWNSHIP  
MINOR SUBDIVISION APPLICATION**

Planning Commission meetings are held the 1<sup>st</sup> Tuesday of each month. All applications must be submitted to the Code Enforcement Office by **12pm not less than 18 days prior** to the date of the scheduled meeting.

APPLICATION NO. \_\_\_\_\_

1. APPLICANT

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

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

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

2. OWNER OF RECORD

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

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

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

3. REGISTERED SURVEYOR/ENGINEER

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

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

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

4. LOCATION/ADDRESS OF PROPERTY TO BE SUBDIVIDED:

\_\_\_\_\_

5. LUZERNE COUNTY TAX MAP DESCRIPTION:

VOLUME \_\_\_\_\_ PAGE \_\_\_\_\_ LOT NUMBER \_\_\_\_\_

ATTACH A COPY OF THE CURRENT DEED OF RECORD FOR THE SUBJECT PROPERTY.

6. LINEAR DIMENSIONS OF LOT(S) AND TOTAL AREA (SQUARE FEET AND ACREAGE) OF LOT PRIOR TO SUBDIVISION:

\_\_\_\_\_

7. LINEAR DIMENSIONS OF EACH LOT AND TOTAL SQUARE FEET AND ACREAGE OF EACH LOT TO BE CREATED UPON SUBDIVISION APPROVAL

LOT #1 \_\_\_\_\_

LOT #2 \_\_\_\_\_

LOT #3 \_\_\_\_\_

LOT #4 \_\_\_\_\_

\* Lot #1 represents the remaining balance from the original lot of record to be subdivided to create the balance of new lots being proposed.

or

In the case of a lot line adjustment or lot unification plan, Lot # 1 shall represent the new lot size or sizes based upon lot line adjustments or lot unifications.

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

\_\_\_\_\_

9. HAS THE ZONING OFFICER REVIEWED THE PROPOSED FINAL PLAN?

YES  NO

HAS THE ZONING OFFICER DETERMINED IF ANY VARIANCES ARE REQUIRED?

YES  NO

HAVE THE REQUIRED VARIANCES BEEN SECURED?

YES  NO

\* Any waivers to regulations within the Hanover Township Zoning Ordinance require variance (s) approval from the Hanover Township Zoning Hearing Board prior to final subdivision approval.

10. **PROPOSED TYPE OF SEWAGE DISPOSAL:**

\_\_\_\_\_

**APPROPRIATE SEWAGE PLANNING MODULE IS REQUIRED IN ACCORDANCE WITH THE GOVERNING REGULATIONS OF THE PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION.**

11. **ARE ANY MODIFICATIONS FROM THE HANOVER 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 MODIFICATION(S).

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12. **ATTACH A NARRATIVE REPORT, WITH SUFFICIENT DETAIL, ON NATURE OF PROPOSED DEVELOPMENT AND INTENDED USE AND DISPOSITION OF SUBDIVIDED PROPERTY.**
  13. **SUBMISSION TO TOWNSHIP;**
    - a. Deed to the property with existing and proposed easements and deed restrictions, if any.
    - b. Five (5) prefolded copies of the plan (sketch, preliminary or final) and one electronic copy of said plans in a PDF file format.
    - c. Five (5) prefolded copies of construction plans (if applicable) and one electronic copy of said plans in a PDF file format.
    - d. A completed subdivision or land development application with original signatures and narrative and five (5) copies and one electronic copy of the same in a PDF file format.
    - e. A completed Planning Module, if applicable, as required by the Pennsylvania Department of Environmental Protection and one electronic copy of the same in a PDF file format.
    - f. If applicable, approved highway occupancy permit.
    - g. If applicable, letters of certification from subject utility companies indicating that proper water, sewage, electrical and other facilities have been installed with current available service to the subject lots and/or any conditions required for the provision of service.
  14. **SUBMIT WRITTEN DOCUMENTATION THAT REQUIRED APPLICATION, PLANS, RELATED MATERIALS AND INFORMATION HAS BEEN SUBMITTED TO THE APPLICABLE AGENCIES AND OFFICIALS AS SET FORTH IN SECTION 304.3 OF THE HANOVER TOWNSHIP SUBDIVISION**

AND LAND DEVELOPMENT ORDINANCE.

**CERTIFICATION OF INFORMATION AND PAYMENT OF CONSULTING FEES**

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 HANOVER TOWNSHIP FOR ALL CONSULTING AND LEGAL FEES INCURRED BY HANOVER TOWNSHIP FOR REVIEW, INSPECTION AND ADMINISTRATIVE SERVICES RELATED TO THIS APPLICATION AND ACCOMPANYING PLANS AS SO REQUIRED AND DIRECTED BY HANOVER TOWNSHIP. SAID PAYMENT WILL BE MADE IN FULL WITHIN 30 DAYS FROM BILLING DATE INDICATED UPON THE INVOICE.

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER  
(IF NOT SAME AS APPLICANT/DEVELOPER)

\_\_\_\_\_  
DATE

**THE INDIVIDUALS SIGNING THIS APPLICATION, OR THEIR DESIGNATED REPRESENTATIVE, MUST ATTEND THE APPROPRIATE HANOVER TOWNSHIP PLANNING COMMISSION MEETINGS TO RESPOND TO ANY QUESTIONS. FAILURE TO DO SO MAY RESULT IN DISAPPROVAL OF THE PROPOSED SUBDIVISION.**

**TO BE COMPLETED BY HANOVER TOWNSHIP**

A. HANOVER TOWNSHIP APPLICATION FEE AND DATE RECEIVED:

\_\_\_\_\_

B. COUNTY REVIEW FEE:

\_\_\_\_\_

C. THE DATE PLANS AND APPLICATION WERE SUBMITTED OR MAILED TO LUZERNE COUNTY PLANNING COMMISSION. \_\_\_\_\_

D. FIRST MEETING DATE AT WHICH THIS SUBDIVISION PLAN WAS CONSIDERED BY THE HANOVER PLANNING COMMISSION:

\_\_\_\_\_

E. ATTACH COMMENTS AND/OR RECOMMENDATIONS OF ANY CONSULTANT TO THE HANOVER TOWNSHIP PLANNING COMMISSION AND COMMENTS OF THE LUZERNE COUNTY PLANNING COMMISSION.

F. DECISION RENDERED AND DATE OF DECISION BY THE HANOVER  
TOWNSHIP PLANNING COMMISSIO L.

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