



Warren County Planning & Zoning

Major Subdivision Application



FOR OFFICE USE ONLY			
RECEIPT DATE:		NEXT PLANNING COMMISSION DATE:	
FEE RECEIVED? CHECK <input type="checkbox"/> CASH <input type="checkbox"/>		REVIEW PHASE: PRELIMINARY <input type="checkbox"/> FINAL PLAN <input type="checkbox"/> REVISION <input type="checkbox"/>	
CHECK NO.		ACTION: APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> CONDITIONAL APPROVAL <input type="checkbox"/>	
APPLICATION VERIFIED COMPLETE DATE:		DATE REVIEW LETTER SENT:	

PROJECT OWNER INFORMATION:			
1	Plan Name	Municipality	
2	Tax ID #(s)		
3	Name of Property Owner	Email Address	Phone
	Address		
4	Name of Property Owner	Email Address	Phone
	Address		
5	Name of Applicant (If not the property owner)	Email Address	Phone
	Address		

6	PLAN INFORMATION			Parcel	
	Sewage	Water Supply	Streets / Roads		
	Municipal* <input type="checkbox"/>	Public <input type="checkbox"/>	Public <input type="checkbox"/>	Is the Parcel enrolled in Clean & Green? **(1)	YES <input type="checkbox"/> NO <input type="checkbox"/>
	On-Lot* <input type="checkbox"/>	Individual on-lot <input type="checkbox"/>	Private <input type="checkbox"/>	Is the Parcel located in a Floodway or Floodplain?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	DEP Planning Module* <input type="checkbox"/>		New <input type="checkbox"/>	Are there any waivers to the SALDO requested? ***(2)	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Date filed with DEP:		PennDOT Highway Occupancy Permit <input type="checkbox"/>	Has an Erosion and Sedimentation Plan been completed?	YES <input type="checkbox"/> NO <input type="checkbox"/>

* Attach copies of all authorization documentation and approvals, i.e., Municipal sewage, DEP Planning Module, On-Lot Septic Permits, etc.

** (1) Yes, the applicant should contact the Warren County Assessment Office at 814-728-3424 to discuss tax implications.

*** (2) If yes, a written request must be submitted detailing the reason and the justification of why the waiver is needed, and what section of the ordinance it is related to.



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7	ZONING DISTRICT(s)	
	Existing Zoning District (s) <i>(only if zoning exists)</i> :	
	Does the project require a zoning variance, special exception, and/or Conditional Use Approval:	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Has the require zoning variance, special exception, and/or conditional use approval been granted? <i>If yes, attach copies of the variance, special exception, and conditional use approval permit.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

8	EXISTING LAND USE (check all that apply)		
	Agricultural <input type="checkbox"/>	Commercial <input type="checkbox"/>	Industrial <input type="checkbox"/>
	Single-Family <input type="checkbox"/>	Multi-Family <input type="checkbox"/>	Vacant <input type="checkbox"/>
	Mixed Use <input type="checkbox"/>		

9	Subject Property Acreage (include all of the properties that are part of the submission)
	Gross Acreage of ALL Parcels:
	Net Acreage of ALL Parcels <i>(Total gross acreage minus roads, utilities, etc.)</i> :

10	PROPOSED LOTS					
	Type	# of Lots	Type	# of lots	Type	# of lots
	Total Number		Commercial		Industrial	
	Single-Family		Multi-Family		Other (specify)	
	Mixed Use		Agricultural			

11	Project Description
	Please outline your proposed project below. Attach additional pages if necessary.

12	Required for Submission
	Applicant shall review the general and specific requirements for the proposed project as detailed in the Warren County Subdivision and Land Development Ordinance (SALDO).



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13 Major Subdivision Base Review Fee Schedule

In addition to the base review fee, the applicant agrees to pay all fees and billable expenses incurred by professional consultants and/or Warren County in reviewing and inspecting the land development plan. Payment shall be included with the application at the time of submission.

Major Subdivision Preliminary Review	\$250 + \$15/ lot
Major Subdivision Final Review	\$250 + \$15/ lot
Revision	\$250 + \$15/ lot
The applicant shall pay any additional fees; engineering, stormwater review, etc.	TBD

Please make the processing fee check payable to "Warren County Planning & Zoning".

14 Understandings & Agreements

Acknowledgement of Requirements (Initial or sign to acknowledge each statement)

I, the undersigned applicant, hereby authorize Warren County Planning & Zoning to communicate with me and/or my designated representative via electronic mail (email) for all matters relating to this permit application, including but not limited to notifications, requests for additional information, determinations, and final decisions.

I acknowledge and agree to the following terms:

Formal Correspondence: I understand and accept that any and all communications sent via email by the Warren County Planning & Zoning Office shall constitute formal correspondence and shall have the same legal force and effect as if sent by certified mail or delivered in person.

Designated Email Address: I have provided a valid email address above, which shall serve as the official point of contact for purposes of this application. I agree to regularly monitor this address and ensure it remains active and accessible throughout the application, permit, and inspection process.

Notification and Delivery: Delivery of correspondence shall be deemed complete upon transmission of the email to the provided address, regardless of whether the email is subsequently opened or read. I assume full responsibility for any consequences resulting from failure to check the designated email account or to notify the Warren County Planning & Zoning Office of any changes to my contact information.

Security and Confidentiality: I acknowledge that email communications may not be secure and that Warren County Planning & Zoning Office is not responsible for the confidentiality or unauthorized access of any correspondence once it has been transmitted.

_____ Yes, I affirm that I have read and understood the above conditions and voluntarily consent to the use of email as an accepted method of formal communication regarding this permit application.



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The Applicant is responsible for identifying and complying with all applicable standards governing the proposed development. These may include standards established by Federal, Commonwealth, and local authorities, as well as those published by recognized professional organizations, including but not limited to Surveyors, Architects, Landscape Architects, and Civil Engineers. The Applicant must ensure adherence to all relevant standards, whether explicitly stated in this Ordinance or otherwise applicable to the proposal.

_____ Yes, I understand and agree to accept the requirement.

To be eligible for Major Subdivision approval, the subject property must be free of all obligations, encumbrances, and liens—except those held by a bona fide lending institution or bank legally registered in the United States. Additionally, no deed restrictions may exist that would prohibit the subdivision or development of the property.

Do you acknowledge this requirement, and do you understand that no approval will be granted unless these conditions are fully satisfied?

_____ Yes, I understand, agree to accept the requirement, and attest that my submission meets the requirements outlined above.

I, the undersigned, hereby certify that the information provided in this application is, to the best of my knowledge, accurate, correct, and complete. I understand that any false statement, misrepresentation, or omission may be grounds for denial, suspension, or revocation of the permit and may subject me to civil and/or criminal penalties under applicable laws.

Additionally, I have reviewed the map prepared by the surveyor regarding the proposed subdivision and agree to and approve the information shown thereon, including the configuration of property lines and the acreage contained therein. I further certify that I am the grantor of record or an authorized representative acting on behalf of the owner(s) of record for the subject parcel(s), and that I am duly authorized to submit this subdivision plan and application for review and approval by the Warren County Planning & Zoning Commission. This certification is provided for purposes of subdivision review and administrative processing under the Warren County Subdivision and Land Development Ordinance. It shall not be construed as a conveyance of title or dedication of property. This authorization extends to all necessary correspondence, filings, and actions required for review and consideration by Warren County, Pennsylvania, and its representatives.

I affirm that I have the legal authority to grant this authorization and understand that any false or misleading statement may result in the denial or revocation of approvals related to this application.

Grantor/Authorized Representative Signature _____

Printed Name: _____

Title/Capacity: _____

Date: _____

Co-Grantor Signature _____

Printed Name: _____

Title/Capacity: _____

Date: _____