



# Warren County Planning & Zoning

## Minor Subdivision Application



FOR OFFICE USE ONLY			
REG & RECORDER FEE		NEXT TOWNSHIP OR BOROUGH MEETING DATE:	
REVIEW FEE		MAP SENT TO MUNICIPALITY FOR REVIEW:	
FEE RECEIVED?		ACTION:	
CHECK NO's		ACTION:	

<b>1</b>	Subdivision Name	Municipality	
<b>2</b>	Tax ID #(s)		Date
<b>3</b>	Grantor	Email Address	Phone
	Address		
<b>4</b>	Subdivider/Grantor/Authorized Representative (If different from above)	Email Address	Phone
	Address		
<b>5</b>	Attorney for Grantor(s)	Email Address	Phone
	Address		
<b>6</b>	Surveyor	Email Address	Phone
	Address		
<b>7</b>	Grantee	Email Address	Phone
	Address		
<b>8</b>	Attorney for Grantee(s)	Email Address	Phone
	Address		

\* If the attorney information is not provided, completed subdivision information will be returned to the applicant for distribution.



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9 Plan Information			
	Sewage	Water Supply	Streets / Roads
	Municipal	Public	Public
	On-Lot	Individual on-lot	Private
	Non-Building Waiver		New
	DEP Planning Module *(1)		Highway Occupancy Permit

Parcel	Yes	No
Is the Parcel enrolled in Clean & Green? ** (2)		
Is the Parcel located in a Floodway or Floodplain?		
Are any lots intended for annexation?		
Is the annexation deed language provided as detailed under SALDO section 307-2(c)?		
Are there any waivers to the SALDO requested? *** (3)		

\*(1) Has the applicant been notified that a DEP Planning Module is required?

\*\* (2) Yes, the applicant should contact the Warren County Assessment Office at 814-728-3424 to discuss tax implications.

\*\*\* (3) If yes, a written request must be submitted detailing the reason why a waiver is needed, and what section of the ordinance it is related to.

**10** Written Intentions - Please outline your proposed Subdivision below. Attach additional pages if necessary.

**11** Required for Submission

- COMPLETED APPLICATION       PAID APPLICATION FEE       PAID RECORDING FEE       DEED DESCRIPTIONS
- A MINIMUM OF 6 PAPER COPIES OF THE PROPOSED PLAN       GRANTOR / GRANTEE CONTACT INFORMATION PROVIDED
- NON-BUILDING WAIVER / DEP PLANNING MODULE APPROVAL       MYLAR FOR RECORDING



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### Subdivision Base Review Fee Schedule

Applicant pays minimum fees and all billable expenses from professional consultants involved in reviewing and inspecting the subdivision/land development plan and stormwater program (e.g., mileage, copies, surveying).

Minor Subdivisions (10 lots or less), Consolidations, Corrections, Adjustments, Court-Ordered Transfers, Settlements, Easements, and Takings	\$100.00
Each New Lot	\$10.00 / lot

**Applicants have ninety (90) days to record an approved plan. Plans that have not been recorded after 90 days will require reapproval from the Planning Commission.**

	<b>REAPPROVAL FEE</b>	<b>\$50.00</b>
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<b>BASE REVIEW FEE</b>	\$100.00
<b>NO. OF NEW LOTS</b>	
<b>X \$10.00 =</b>	
<b>TOTAL REVIEW FEE</b>	

Payment is due at time of application. Two payments are required (separate checks), (1) Processing fee, and (2) Recording fee. For your convenience, we accept payment by cash or check.

Please make the processing fee check payable to "Warren County Planning & Zoning", and the recording fee check payable to "Warren County Register & Recorder."

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### 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 subdivision 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.



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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.

The Applicant is responsible for identifying and complying with all applicable standards governing the proposed subdivision. 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.

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:  \_\_\_\_\_