

**CHARLESTON TOWNSHIP  
PLANNING COMMISSION**  
251 CATLIN HOLLOW RD  
WELLSBORO, PA 16901  
(570) 724-5353 FAX (570) 724-5571

**SUBDIVISION AND LAND DEVELOPMENT APPLICATION**

This application is intended to accelerate the administrative time needed to process subdivision reviews.

Straight transfers of existing lots of record existing as recorded upon a deed are not subject to subdivision approval.

All land being subdivided must be surveyed by a Pennsylvania Registered Surveyor. All lots, tracts, or parcels of land not already improved, must meet appropriate sewer requirements and /or be classified as Lot Additions, Agricultural Supplements, or Open Space Lots.

A variance may also be requested from the Township Subdivision and Land Development Regulations.

Minor subdivision applications require, be State Law, forty (40) days for review and comment, but processing of these proposals is normally less than the minimum forty (40) day requirement.

**FEES MUST BE PAID UPON SUBMISSION OF THIS APPLICATION**

**Date:** \_\_\_\_\_ **Fee required:** \_\_\_\_\_ **Check #** \_\_\_\_\_

**1. Name of proposed subdivision, if other than owner:** \_\_\_\_\_

**2. Grantor (Seller):** \_\_\_\_\_

**3. Grantee (Buyer):** \_\_\_\_\_

**Address and Telephone:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PARENT TRACT INFORMATION AND LOCATION**

**Present total acreage:** \_\_\_\_\_ **Approximate Road Frontage:** \_\_\_\_\_

**Road Number:** \_\_\_\_\_ **And/Or Creek Name:** \_\_\_\_\_

**Deed Book:** \_\_\_\_\_ **Page:** \_\_\_\_\_

**Tax Parcel Number:** \_\_\_\_\_

**1. Existing Improvements:** House \_\_\_\_ Barn \_\_\_\_ Sheds \_\_\_\_ Mobile Home \_\_\_\_  
Seasonal Dwelling \_\_\_\_ Other (specify) \_\_\_\_\_

**2. Existing Sewage System:** None \_\_\_\_\_ Existing \_\_\_\_\_  
Type (municipal, septic, privy, etc.) \_\_\_\_\_

**3. Existing Water Supply:** None \_\_\_\_\_ Well \_\_\_\_\_ Spring \_\_\_\_\_ Public \_\_\_\_\_

**4. Are you presently part of the "Clean and Green Act"?**

Yes \_\_\_\_\_ (If yes, please contact the Assessment Office for compliance information of Act 319).

No \_\_\_\_\_

**5. Major land use:** Agricultural \_\_\_\_\_ Recreation \_\_\_\_\_ Residential \_\_\_\_\_

Commercial \_\_\_\_\_ Other (specify) \_\_\_\_\_

**6. Potential Flood Hazard areas:** Yes \_\_\_\_\_ No \_\_\_\_\_

**7. Previous subdividing of property:** Yes \_\_\_\_ (Number of divisions \_\_\_\_\_ )

No \_\_\_\_\_

**8. Are any deed restrictions in effect?** Yes \_\_\_\_\_

(Specify \_\_\_\_\_)

No \_\_\_\_\_

**9. Are any rights-of-way or utility easements existing on the property?**

Yes \_\_\_\_ (Specify \_\_\_\_\_)

No \_\_\_\_

**SUBDIVISION INFORMATION**

**1. Size of subdivision:** Acreage proposed \_\_\_\_\_

Number of Lots \_\_\_\_\_

**2. Type of subdivision:** Residential \_\_\_\_\_ Commercial \_\_\_\_\_

Seasonal \_\_\_\_\_ Agricultural \_\_\_\_\_

Mobile Home \_\_\_\_\_

Other \_\_\_\_\_ (specify) \_\_\_\_\_

**3. Structures: existing or proposed:** House \_\_\_\_\_ Mobile Home \_\_\_\_\_ Seasonal \_\_\_\_\_

Commercial \_\_\_\_\_ Barn \_\_\_\_\_ Other (specify) \_\_\_\_\_

**4. Water Supply: existing or proposed:** Well \_\_\_\_\_ Spring \_\_\_\_\_ Public \_\_\_\_\_

**5. Sewage System: existing or proposed:** Septic \_\_\_\_\_ Municipal \_\_\_\_\_ Other (Specify)

\_\_\_\_\_

**6. Any Zoning requirements:** Yes \_\_\_\_ (Specify \_\_\_\_\_)

If Yes, will the subdivision conflict with local zoning? \_\_\_\_\_

No \_\_\_\_\_

**7. Roads or right-of-way to be constructed:** Yes \_\_\_\_ (Specify \_\_\_\_\_)

\_\_\_\_\_).

No \_\_\_\_\_

8. Will the sub divider be responsible for maintenance of roads? Yes \_\_\_\_\_  
No \_\_\_\_\_  
Other \_\_\_ (specify) \_\_\_\_\_

9. Acres of parent tract adjoining subdivision: \_\_\_\_\_ acres

10. Flood hazard areas in subdivision: Yes \_\_\_\_\_ No \_\_\_\_\_

11. Are there any deed restrictions proposed? Yes\_\_ (Specify \_\_\_\_\_)  
No \_\_\_\_\_

12. What major land uses, if any, are proposed? (Specify) \_\_\_\_\_  
\_\_\_\_\_

13. Are there any utility easements proposed? Yes \_\_\_\_\_ (Specify \_\_\_\_\_).  
\_\_\_\_\_

No \_\_\_\_\_

### SURVEYOR INFORMATION

Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Mail Subdivision Application Approval and All Correspondence To:

Grantee (Buyer): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**(I)(We) hereby make application for a subdivision approval on this date \_\_\_\_\_, declaring, that the property described above and platted on the preliminary plan is (my) (our) legal, uncontested ownership, without any outstanding rights, reservations, or encumbrances, which could nullify the intended use of this subdivision.**

**Signed: \_\_\_\_\_**  
\_\_\_\_\_

Charleston Township  
251 Catlin Hollow Road  
Wellsboro, PA 16901  
(570-724-5353)

**Subdivision & Land Development Checklist**  
**STEPS FOR TIMELY SUBDIVISION APPLICATION**

1. Property for subdivision surveyed and mapped (Refer to Subdivision And Land Development Ordinance for lot and road specifications, surveyors normally handle this.)
2. Sewage Module or Non Building Waiver prepared. Contact Terry Meyers, SEO for assistance (814-258-0301). They will need **3 maps** for the Sewer Module **or 2 maps** for the Non-Building Waiver.
3. Fifteen Days (15) days prior to the Charleston Township Planning Commission meeting (2<sup>nd</sup> Thursday of the month) the following should be submitted to the Township Office:
  - a. **Sewer Module or Non-Building Waiver**
  - b. **Subdivision Application and Fees including map recording fee.**
  - c. **6 maps**
  - d. **Copy of parent deed**
  - e. **Project Narrative**
4. Township will submit to Tioga County Planner for review: one (1) copy of everything submitted. Planner will send his recommendation to the Township.
5. Township Planning Commission will act upon Subdivision and Sewer Module or Non-Building Waiver at their regular meeting.

6. Township Supervisors will act upon Subdivision and Sewer Module or Non-Building Waiver at their next regular meeting. (first & third Monday of each month)
7. Upon receipt of approval from SEO or DEP, Twp. Secretary will send all maps to County Planner for signing and subdivision number. One of these maps will be recorded and the rest returned to Township, one will be kept for filing one goes to tax assessment for plat update. The map will be recorded within ninety (90) days at sub-dividers cost. (\$25 for small maps - \$50 for large maps, check payable to Tioga County Register & Recorder)
8. Balance of maps (2) will be returned to sub-divider with official approval of subdivision by the Township.

2/6/06



CHARLESTON TOWNSHIP SUBDIVISION FEES  
EFFECTIVE October 6, 1989

Minor Subdivisions : Base Fee           \$ 20.00  
                              Per Lot Fee       \$ 15.00

TABLE INDICATING MINOR SUBDIVISION FEES

<u>No. of Lots</u>	<u>Base Fee</u>	<u>Lot Fee</u>	<u>Total</u>
1 lot	\$20.00	\$15.00	\$35.00
2 lots	\$20.00	\$30.00	\$50.00
3 lots	\$20.00	\$45.00	\$65.00
4 lots	\$20.00	\$60.00	\$80.00
5 lots	\$20.00	\$75.00	\$95.00
6 lots	\$20.00	\$90.00	\$110.00
7 lots	\$20.00	\$105.00	\$125.00
8 lots	\$20.00	\$120.00	\$140.00
9 lots	\$20.00	\$135.00	\$155.00
10 lots	\$20.00	\$150.00	\$170.00

\*\*Base fee includes any portion of the parent tract remaining after lot/lots have been subdivided therefrom.



FEE SCHEDULE

Review of Subdivisions

Category I - Minor Subdivisions:

Minor subdivision fees are twenty dollars (\$20.00) \* plus fifteen dollars (\$15.00) per lot.

Category II - Major Subdivisions:

Major subdivision preliminary review fees are seventy-five dollars (\$75.00) \* plus fifteen dollars (\$15.00) per lot.

Major subdivision final review fees are thirty dollars (\$30.00) \* plus seven and one-half dollars (\$7.50) per lot.

\*Base fee includes any portion of the parent tract remaining after lot/lots have been subdivided therefrom.

Review of Land Developments

Category I - RESIDENTIAL APPLICATIONS: These fees apply to all kinds of residential projects for sale or rental; any type of building; as a single tract land development.

<u>Number of Units</u>	<u>General Fee</u>	<u>Fee for each Unit</u>
0 - 3	\$ 30.00	\$7.50
4 - 20	\$ 45.00	\$6.00
21 - 100	\$ 75.00	\$5.00
101 +	\$200.00	\$4.00

Category II - NON-RESIDENTIAL SINGLE TRACT LAND DEVELOPMENT: These fees apply to all projects or sections of mixed projects, which are for non-residential use of any kind for sale, rental, lease, or condominium in any type of building on a single tract of land.

<u>Number of Acres</u>	<u>General Fee</u>
0 - 4.99	\$ 75.00
5 - 24.99	\$ 150.00
25 - 99.99	\$ 300.00
100 or more	\$ 600.00

## SURVEY MAP DATA CHECKLIST

Please check the following list to make sure you have included the required information on the survey map. If survey maps are incomplete, the proposed plan and application will be returned for completion.

These items are required under Article V, Sections 501 and 502 of the County Subdivision Regulations independent of whether a minor/major or a land development application is being filed.

- \_\_\_\_\_ 1. Project Narrative.
- \_\_\_\_\_ 2. Parent Deed.
- \_\_\_\_\_ 3. Parent tract map with subdivision located within.
- \_\_\_\_\_ 4. Location map (vicinity).
- \_\_\_\_\_ 5. Remaining acreage of parent tract.
- \_\_\_\_\_ 6. All adjacent property owners.
- \_\_\_\_\_ 7. Locations of existing buildings (houses, sheds, barns, etc.).
- \_\_\_\_\_ 8. Locations of existing sewage systems.
- \_\_\_\_\_ 9. Present Landowners name.
- \_\_\_\_\_ 10. Landowners deed and page reference number.
- \_\_\_\_\_ 11. Deed book and reference of right-of-way.
- \_\_\_\_\_ 12. Surveyors seal (PA Licensed).
- \_\_\_\_\_ 13. Municipality.
- \_\_\_\_\_ 14. Date of plan.
- \_\_\_\_\_ 15. Scale of site plan.
- \_\_\_\_\_ 16. North direction arrow.
- \_\_\_\_\_ 17. Locate and label streams or bodies of water in site area.
- \_\_\_\_\_ 18. Subdivisions acreage (sq. ft. if parcel is less than 1 acre) and dimensions.
- \_\_\_\_\_ 19. Flood hazard areas.
- \_\_\_\_\_ 20. Specify US PA or Township Road Numbers.
- \_\_\_\_\_ 21. Locate soils test pit and percolation sites.
- \_\_\_\_\_ 22. Locate wells or public water sites.
- \_\_\_\_\_ 23. Building or set back lines.
- \_\_\_\_\_ 24. Lots numbered.
- \_\_\_\_\_ 25. Center line of streets, right-of -ways and any easements.
- \_\_\_\_\_ 26. 20' contour interval lines/USGS quads.  
(Note: The Planning Commission can request lesser intervals if deemed necessary).
- \_\_\_\_\_ 27. Maintenance responsibilities of a right-of-way.
- \_\_\_\_\_ 28. Zoning district (if zoned).

NOTE: If remaining acreage of the parent tract is not improved (i.e.; existing house and septic system) soil testing has to be performed or special conditions proposed for a variance request.

ARTICLE XV

CERTIFICATES, AFFIDAVITS, APPROVALS

The certificates quoted below shall be inscribed on the plan as quoted, and shall be properly signed and attested when the plan is submitted to the Planning Commission, and the Board of Supervisors. All certificates shall be placed on final plan in an arrangement suitable for placement of all required seals.

OWNERS ADOPTION

Know All Men By These Presents, that (I or We) \_\_\_\_\_

\_\_\_\_\_  
(Name of Owner or Owners)  
of the (City, Borough, Township) of \_\_\_\_\_ County of

\_\_\_\_\_, State of \_\_\_\_\_, for (myself, ourselves), (my, our) heirs, executors, administrators and assigns, do hereby adopt this as (my, our) Plan of Subdivision of (my, our) property, situate in the Township of Charleston, County of Tioga, Commonwealth of Pennsylvania, and for divers advantages accruing to (me, us), do hereby dedicate forever, for public use for highway, drainage, sewage, and utility purposes, all drives, roads, lands, rights-of-way, easements, ways and other public highways shown upon the plan, with the same force and effect as if the same had been opened through legal proceedings and in consideration of the approval of said plan and any future acceptance of said public highways, rights-of-way and easements by said County of Tioga and Township of Charleston, (I or We), \_\_\_\_\_,

(Name of Owner or Owners)

hereby agree to and by these presents do release and forever discharge said County of Tioga and said Township of Charleston, their successors or assigns from any liability for damages arising and to arise from the appropriation of said ground for public highways, and other public uses and the physical grading thereof to any grades that may be established. This dedication and release shall be binding upon \_\_\_\_\_, (my, our) heirs, executors, administrators

(Name of owner or owners)

and assigns and purchasers of lots in this plan.

IN WITNESS WHEREOF, (I or We) hereunto set (my, our) hand (s) and seal (s) this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_.

ATTEST:

\_\_\_\_\_  
Owner or Owners (SEAL)

\_\_\_\_\_  
Notary Public Owner or Owners (SEAL)

My Commission expires the \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_\_\_.

OWNERS ACCEPTANCE OF RESPONSIBILITY FOR PROVIDING  
STORM WATER DRAINAGE FACILITIES AND CONTROL  
OF STORM WATER DRAINAGE

KNOW ALL MEN BY THESE PRESENTS, THAT (I or We) \_\_\_\_\_

\_\_\_\_\_ of the Township of Charleston, County of Tioga, Commonwealth of Pennsylvania, for ourselves, our heirs, executors, administrators and assigns, and for our grantees and their subsequent purchasers, do hereby accept full and complete responsibility, liability, expense and provision of facilities for the control of storm water drainage over, across and through this subdivision of land until such time as (I or We), our heirs, executors, administrators and assigns construct storm water drainage facilities in accordance with Township's specifications and requirements and the same is officially accepted by action of the Board of Supervisors and until such formal acceptance (I or we) for ourselves, our heirs, executors, administrators, and assigns do hereby release the Township of Charleston from any responsibility in connection therewith. This acceptance of responsibility shall be binding upon \_\_\_\_\_ our heirs, executors, administrators, and assigns, and all purchasers of lots in this plan of subdivision.

IN WITNESS WHEREOF, we hereunto set our hands and seals this

\_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_.

ATTEST:

\_\_\_\_\_  
(Owner or Owners) (SEAL)

\_\_\_\_\_  
(Owner or Owners) (SEAL)

Witness my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_\_\_.

\_\_\_\_\_  
(Notary Public) (SEAL)

My Commission expires the \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_\_\_.



GENERAL CHECKLIST

- \_\_\_\_\_ 1. Subdivision application and fees (listed on application)  
AND recording fee - \$25 sm. -\$50 lg. subdivision
- \_\_\_\_\_ 2. Highway Occupancy Permit (if applicable)
- \_\_\_\_\_ 3. Letter from County Planner
- \_\_\_\_\_ 4. Copy of deed
- \_\_\_\_\_ 5. Project narrative

CTPC SURVEY MAP CHECK LIST

- \_\_\_\_\_ 1. Eight (8) map copies (recommended)
- \_\_\_\_\_ 2. Parent tract map with subdivision location and remaining acreage
- \_\_\_\_\_ 3. Location (vicinity map)
- \_\_\_\_\_ 4. All adjacent property owners (include across roadways)
- \_\_\_\_\_ 5. Location of existing buildings
- \_\_\_\_\_ 6. Location of existing wells and septic systems
- \_\_\_\_\_ 7. Present landowner's name
- \_\_\_\_\_ 8. Landowner's deed and page reference number
- \_\_\_\_\_ 9. Deed book and page reference of any right of ways
- \_\_\_\_\_ 10. Surveyor' seal (PA licensed)
- \_\_\_\_\_ 11. Municipality
- \_\_\_\_\_ 12. Date of Plan
- \_\_\_\_\_ 13. Scale of site plan
- \_\_\_\_\_ 14. North directional arrow
- \_\_\_\_\_ 15. Streams, bodies of water, wetlands located and labeled
- \_\_\_\_\_ 16. Subdivision acreage and dimensions
- \_\_\_\_\_ 17. Flood hazard areas
- \_\_\_\_\_ 18. US, PA and Township road numbers
- \_\_\_\_\_ 19. Soils test pits and percolation sites
- \_\_\_\_\_ 20. Wells and/or public water sites
- \_\_\_\_\_ 21. Building set back lines
- \_\_\_\_\_ 22. Lot numbers
- \_\_\_\_\_ 23. Streets, roadways, driveways, right-of-ways, easements, etc.  
with center line where applicable
- \_\_\_\_\_ 24. 20' contour interval lines-USGS quads
- \_\_\_\_\_ 25. Maintenance responsibility of right-of-ways
- \_\_\_\_\_ 26. Zoning District (if zoned)
- \_\_\_\_\_ 27. Pipelines, transmission lines, electric lines, etc.

DEP Water/Waste Management Checklist

- \_\_\_\_\_ 1. Component #1 – On-lot Proposal Module (completed application with signature)
- \_\_\_\_\_ 2. Component #2 – Major On-lot Proposals Module (completed application with signature)
- \_\_\_\_\_ 3. Component #3 – Public Sewer Module (card form, CTMA letter, WMA letter)
- \_\_\_\_\_ 4. Component #3S – Small Flows Module (completed form with signature)
- \_\_\_\_\_ 5. Non-building Waiver (completed form with signature)
- \_\_\_\_\_ 6. Water Supply - \_\_\_\_\_ On Lot Well \_\_\_\_\_ Public (letter required)

Notes: The last page of every planning module is a completeness checklist to be used to determine if the planning proposal is complete.

No subdivision should be recommended for approval to the supervisors prior to sewage approval by DEP/SEO.

Some surveyors are using signature blocks on maps which read "approved by Planning Commission." This should be corrected – we may review and recommend only. The Supervisors make the approval.