

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