

Clifford Township Board of Supervisors

Subdivision Checklist

- Application supplied by Clifford Township.
- Letter of intent.
- Eight (8) copies of a Surveyor's map of the proposed subdivision.

Please have Surveyor put approval box with supervisors' names in it for signing:

Dennis Knowlton

Barry Searle

Chris Marcho

- Driveway permits from Penn Dot or from township for each lot.
- Septic testing noted on surveyor's maps.

Contact the Clifford Twp. SEO, Jay Lynch @ 570-313-5486 or jaylynch.seo@gmail.com

- Two (2) copies of sewage planning module.

*Each Sewage Module should contain:

- The sewage planning module.
- A project narrative.
- Topographic map with property location on the map.
- Site investigation report from SEO.
- Copy of survey map for DEP.

- Two (2) copies of approval letter from DEP.

- Checks for the cost of the subdivision.

- \$120.00 plus \$20.00 per lot, made out to Clifford Township or \$60.00 lot line adjustments.
- \$ 17.00 made out to Recorder of Deeds.

- Contact Township secretary to be put on the Planning Commission agenda.

The subdivision process may take up to 90 days after all documents are received. The 90 day period begins after all forms and information, required and requested by the Planning Commission, has been submitted.

If the subdivision or septic permit is denied you have the right to appeal to the township for the subdivision or DEP for the septic issues within 30 days.

*a fee applies to module.