

WASHINGTON TOWNSHIP

SUBDIVISION & LAND DEVELOPMENT (SALDO) PROCESS

IMPORTANT! A preliminary meeting is **strongly recommended and encouraged** in order that each party involved is fully aware of all aspects of the entire process.

NOTE: The Washington Township Planning Commission has **90 days** following the date of the **acceptance of a complete package** of information to review the information which has been submitted to them.

NO partially complete packages will be accepted by the Planning Commission!

FEES: Minor 1 Subdivision--\$100

NO structure(s), driveway, water, SEO, etc., needed

Minor 2 Subdivision--\$1,000

Structure, driveway, water, SEO, etc., required (any or all or more)

Major Subdivision--\$2,000

Everything included in Minor 2 and any additional work

Whether it is a Minor 1, Minor 2, or a Major subdivision will be determined by the Washington Township Planning Commission based on the information stated above, the applicant's presence as required, the applicant's cooperation, the applicant submitting complete, accurate, honest, current information, and/or the research and time required by the Washington Township Planning Commission.

One's surveyor, engineer, and all other interested parties are **strongly encouraged** to attend **all** of the required meetings to clarify the process and to answer any possible questions. The entire process becomes significantly slowed if those individuals are not present at the meetings.

All applicants are STRONGLY ADVISED AND ENCOURAGED to adhere to the following steps throughout the entire process:

1. **Applicants are strongly recommended and encouraged to attend** the Washington Township Planning Commission Meeting. Their meetings are held the third (3rd) Monday of each month at 6 p.m. in the Municipal Building.
2. When applicants attend that Planning Commission Meeting, the applicant must present an accurate, good check based on the current Fee Schedule, and present the **complete package of plans** to the Planning Commission. Incomplete packages will NOT be accepted.
3. After the plans have been **approved** by the Washington Township Planning Commission, the Planning Commission will present the approved plans to the Washington Township Board of Supervisors at their next regular meeting. The Supervisors may ask questions prior to their approval. **If approved**, the Supervisors must sign the plans. Applicants **are strongly encouraged** to attend *that Supervisors' Meeting* in case there are questions. Supervisors' Meetings are held the first (1st) Monday each month at 6 p.m. in the Municipal Building.

Applicants are welcome and strongly encouraged to attend the Supervisors' Meeting when one's plans are submitted to the Supervisors by the Planning Commission to answer any questions the Supervisors may have. If the applicant is not present, the approval may be prolonged until the next monthly meeting, thereby slowing the approval process and prohibiting the applicant from moving forward with the plans.

4. If and when the Supervisors approve and sign the plans and all fees have been paid to the Township, the applicant seeking the approval of the subdivision &/or SALDO ***must*** then ***take the signed, approved plans to the Lycoming County Courthouse, along with a vivid yellow card*** which will be given to the applicant by the Township, and have the plans **registered and recorded** in the **Lycoming County Courthouse Register & Recorder's Office**.
5. The **vivid yellow card must** be completed by **authorities at the Courthouse** in the **Register and Recorder's Office** and either sent to or delivered by the **individual** to the **Washington Township Office immediately after registering the plans**. If the Township Office is closed, there is a **drop box** on the **garage door**.
6. The applicant has **ONLY 90 DAYS** to register the plans in the Courthouse.