

SALEM TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT APPLICATION

Revised 081925

Instructions:

- Type or Print legibly.
- All information on the application MUST be completed with no fields left blank.
- The Application must be signed by the Owner of the parcel being subdivided or developed.
- The correct fees must be submitted at the time of Application - Fee Schedule Resolution #11-2025.

Please Note:

- No partial submissions will be accepted.
- Applications submitted on incorrect forms or are illegible with missing information or documentation will be considered an administratively incomplete application and will not be considered for a review until corrected.
- Digital plans must be submitted with the hardcopies at the time of application.
- To be placed on the Planning Commission's Agenda, an administratively complete application must be filed by NOON at least 14 days before the first Wednesday of each month.

REQUIRED INFORMATION for ALL APPLICATIONS:

Plan or Development Name: _____ Date : _____

Name of Owner or LLC/LP/Trust Managing Member of Subdivided/Developed Parcel: _____

Mailing Address: _____

Phone: _____ Email: _____

Surveyor or Engineer (**Agent***): _____

Mailing Address: _____

Phone: _____ Email _____

*If the **Agent** is someone other than the Surveyor or Engineer named above, a **signed** statement from the Owner of the subdivided parcel must be attached with Agent's Name/Contact Information. **Attached** () YES () N/A

STATEMENT OF PURPOSE (as shown on the Plan): _____ Statement of Purpose below **OR** _____ Attached

PLAN CLASSIFICATION (See attached Definitions)

_____ Lot Line Revision/Side-Lot Addition

_____ Minor Subdivision

_____ Major Subdivision

_____ Land Development

PLAN DOCUMENTATION:

Sketch: _____ Preliminary Plan _____ Final Plan: _____

Hard Copies of Plan Submitted: _____ YES NUMBER OF PLANS _____

Digital Print Submitted to **Salemtwp@comcast.net**: _____ YES

Total Lots: _____ Pre-Development _____ Post-Development

Total Acreage: _____ Pre-Development _____ Post-Development

Tax Map #: _____

Deed Reference: _____ Previous Plan Book: _____

UTILITY INFORMATION:

Sewage Provider: _____ Public⁻ _____ On-Lot¹

Water Provider: _____ Public⁻ _____ On-Lot

REQUIRED SUPPORTING DOCUMENTATION:

Abutting Owners Mailing Addresses: _____ YES Required for ALL plans

DEED or other evidence of title: _____ YES Required for ALL plans

Drafting Requirement Checklist: _____ YES Required for ALL plans to be completed by the
Applicant's surveyor or engineer

Application Fee _____ YES Required for ALL applications

Administration Holding Fee _____ YES Required for all applications and held until a copy of the
recorded plan is delivered to the Township Secretary

Required Escrows _____ YES _____ N/A Required for Major Subdivisions and Land Developments

¹Planning Module: _____ YES _____ N/A Required for buildable lots with on-lot systems

Request for Exception: Please describe the Purpose of the Subdivision or Land Development below or attach separately. Provide specific sections in Ordinance 01-2006 as amended by Ordinance 01-2025 that apply and detailed reasons for the request. _____ Attached _____ N/A

Purpose: _____

SALDO Sections: _____

Reasons: _____

VERIFICATION

I the undersigned, do hereby set for and affirm that the information contained in this application and in any attached Plan is true and correct to the best of my information, knowledge and belief. This declaration is made subject to the penalties of 18 PA CONST.STAT.ANN SECTION 4904 relating to unsworn falsification to authorities.

DATE: _____

PRINTED NAME of Owner

SIGNATURE of Owner

DATE: _____

PRINTED NAME of Surveyor/Engineer/Agent

SIGNATURE of Surveyor/Engineer/Agent

FEE SCHEDULE – SET BY RESOLUTION 11-2025 (As Amended)
--

TOWNSHIP USE ONLY

DATE RECEIVED _____

Date of COMPLETED Application: _____

Date of Planning Commission Review: _____

Date of Preliminary Plan Approval: _____

Date of Final Plan Review: _____

DATE Of PLAN RECORDING/INSTR NO. COPY OF plan Submitted _____ YES _____ NO

Total Fee Paid: _____

Date Fee Paid: _____

Received By: _____

Date: _____

Date Received _____

Administrative Holding Fee Deposit _____ Received _____ Returned

SALDO APPLICATION CHECKLIST – Internal Use ONLY

✓ or N/A

- | | |
|-------|---|
| _____ | Completed Application signed by the Owner of the Parcel and Surveyor/Engineer |
| _____ | Correct Number of Hard Copies of the Plan |
| _____ | Digital Print |
| _____ | Digital copies of supporting documents |
| _____ | Application Fee |
| _____ | Administrative Holding Fee Deposit |
| _____ | Escrow |
| _____ | Supporting Documents: |
| _____ | 1. Agent Letter signed by Owner of the Parcel (if not surveyor/engineer) |
| _____ | 2. Statement of Purpose (if submitted separately) |
| _____ | 3. Basic Drafting Requirement Checklist as prepared by the
surveyor/engineer |
| _____ | 4. List of Abutting Property Owners with their Mailing Addresses |
| _____ | 5. Deed(s), Agreements of Sale or other proof of title interest |
| _____ | 6. Planning Module (On-Lot Sewage) |
| _____ | 7. Exception Requests (if submitted separately) |