

# Greenfield Township Board of Supervisors

424 Route 106, Greenfield Township, PA 18407

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## Subdivision Checklist

- If the subdivision has 11 lots or more, send a postcard to DEP, for a subdivision number and instructions. Refer to DEP 3620-cd-wq0359 rev. 9/97.
- If the subdivision has 10 lots or less, a minor subdivision is required. Please use the following applicable component:  
Component 1 – minor subdivision 3640-fm-wq0350 rev. 11/95.
- If the subdivision is within the sewered area.  
Route 106 from Fell Twp. to Route 247; north to Susquehanna County line; east along county line to Fell Twp. line.  
Contact the Greenfield Township Sewer Authority – Jay Lynch, Manager 570-313-5486
- If the subdivision is in a non-sewered area (other than those listed above).  
Contact Greenfield Township Sewer Authority Jay Lynch, Manager 570-313-5486.
- If the sewage requirements of component 1.
  - Survey land and provide eight copies of the maps.
  - Distribution of maps will be as follows: three - Greenfield Township, three - Lackawanna County Planning Commission, one - PA DEP, one - Greenfield Twp. Sewage Enforcement Officer, retain one copy for your file.
- When above items have been completed, a meeting must be scheduled with the Greenfield Twp. Fire Department. Contact the Greenfield Township Volunteer Fire Company Fire Chief at 570-282-4981.
  - Ensure that you have addressed roads/streets within the subdivision as outlined in Greenfield Township Subdivision Ordinance Article VI, 603.
  - If the subdivision is five or more lots, you are required to meet the provisions of Article VI, Section 612 “Fire Fighting – Adequate and Reliable Water Source.”
- When above items have been completed, a meeting must be scheduled with the Greenfield Twp. Sewer Authority (if not previously completed).  
Contact the Greenfield Township Sewer Authority, Jay Lynch, Manager at 570-313-5486.
- After completing all of the above items, a meeting must be scheduled with the Greenfield Township Planning Commission. Contact Susanne Totsky, Chairman at 570-498-4928.
- After all approvals have been received, the secretary will send three copies to LCRPC with a check (\$25 review plus \$5 per lot includes original lot made payable to Lackawanna county treasurer), and one copy to PA DEP. Upon their approval, the township and you will receive a letter.
- After receipt of these letters, township supervisors will accept the subdivision at their next meeting. Secretary gives you a signed map by LCRPC and supervisors which you need to record your new deed. Recorder of deeds maintains all documents; therefore, we suggest that you have copies (i.e., Mylar) made for your records.

THANK YOU -- Greenfield township Secretary