

CITY OF WILKES-BARRE

GENERAL CHECKLIST

FOR

MINOR SUBDIVISION APPLICATIONS

THE INFORMATION CONTAINED HEREIN REPRESENTS A GENERAL OVERVIEW OF REQUIREMENTS RELATED TO A PROPOSED SUBDIVISION OF PROPERTY. IT IS DESIGNED TO ASSIST THE APPLICANT, BUT IT DOES NOT NECESSARILY REPRESENT ALL RELEVANT INFORMATION FOR EACH PARTICULAR MINOR SUBDIVISION. THEREFORE TO INSURE THAT YOUR APPLICATION AND PLANS ARE COMPLETE, PLEASE REFER TO THE WILKES-BARRE SUBDIVISION AND LAND DEVELOPMENT ORDINANCE.

1. A survey drawing of the subject property, at a scale of 1"= 10' or less with the surveyor's seal and certification of accuracy.
2. Certification of ownership.
3. Boundary and size of lot prior to subdivision.
4. A location map.
5. Zoning District in which the property is located.
6. Names of adjacent/adjoining property owners.
7. Proposed boundary and size of each lot to be created.
8. Location and dimensions of all structures, existing and proposed, including accessory structures and off-street parking areas upon the subject property.
9. The distance of all existing and proposed structures to the lot lines, front, rear and side, which will result upon subdivision approval.
10. A copy of the existing deed of the lot to be subdivided and copies of the proposed of the lots to be created.
11. A zoning application for each lot to be created premised upon subdivision approval.

