

# 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 -- Bruce Evans, Manager 570-222-4888
- If the subdivision is in a non-sewered area (other than those listed above).  
Contact Greenfield Township Sewer Authority Bruce Evans, Manager 570-222-4888.
- 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 Fred M. Bales, Fire Chief at 570-282-5815
  - 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, Bruce Evans, Manager at 570-222-4888.
- After completing all of the above items, a meeting must be scheduled with the Greenfield Township Planning Commission. Contact Joseph Slebodnik, Chairman at 570-282-2899.
- 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 you have copies (i.e., Mylar) made for your records.

THANK YOU -- George Bell, Greenfield township Secretary