

SANDY TOWNSHIP LOT CONSOLIDATION CHECKLIST

- Five Copies of a Plat Map Containing the Following Items:
 - Location Map
 - Scale, North Arrow and Title Block
 - Property Corner Types and Property Lines With Bearings and Distances
 - Address and Phone Number of Property Owner
 - Existing Roads, Streets and Rights-of-Way
 - Driveway Access
 - Building Location
 - Yard Setback Lines
 - Flood Plain Boundaries or a Note That the Lots are not in the Flood Plain
 - Certifications
 - Surveyor
 - Owner and Notary
 - Sandy Township Planning Commission
 - Clearfield County Planning Commission
 - Sandy Township Board of Supervisors
 - Clearfield County Records Office
- Suggested Deed Description
- Fee to be determined per Sandy Township Ordinance 5-2003

All five copies of the plat map must be submitted to the Sandy Township Zoning and Engineering Offices for their preliminary review at least five (5) working days before the Planning Commission meeting.

Incomplete plans will be returned: The official review begins only with a complete submission.

Sandy Township Planning Commission meetings are on the third Wednesday of every month at 7:00 PM. Requests to be placed on the agenda must be in writing and must be received at least five (5) working days before the meeting.

Questions may be placed to the Zoning Officer at 371-4220.

Planning Commission Meeting _____

Final Submission Date _____

Incomplete applications or complete applications failing to meet the deadline for submission will **not** be placed on the Agenda for the upcoming Planning Commission Meeting.

Applicant

Township Official

Action To Be Taken By The Applicant Following Approval:

Recording of Plat Map:

Within ninety (90) days after the date of approval by the Governing Body of Sandy Township of the final Plat, the owner shall record an approved duplicated copy there of in the office of the Clearfield County Recorder of Deeds, and forthwith file with the Governing Body of Sandy Township a recorder's certificate that the approved plat has been recorded with the deed book and page numbers indicated.

Note: No building permit will be issued until proof of county recording of subdivision and deed.