



Procedure for Minor Subdivision

(5 lots or less)

SALDO - Article III Section 305

Must be submitted to the township:

1. Any applicable fees. Please see “Fees for Minor Subdivisions” sheet (can be found at <https://www.greentownship.org/subdivision-land-development/>)
2. Completed Pike County Planning Review application (can be found at <https://www.greentownship.org/subdivision-land-development/>)
3. Blue-line or paper prints of Minor Subdivision Plan – **11 COPIES REQUIRED (12 copies are required if a state road abuts or transverses the subdivision)**
 1. Contact a licensed Pennsylvania surveyor
4. Planning Module(s) for Sewage Plan Amendment or revisions along with site investigation reports – **6 COPIES REQUIRED**
 1. Contact the township’s Sewage Enforcement Officer to see if step 4 is applicable
5. All other supporting data and documentation as required in Article IV of the Ordinance #94 – SALDO (<https://www.greentownship.org/wp-content/uploads/2020/10/Ord-94-SALDO-Article-IV.pdf>) – **4 COPIES REQUIRED**
6. Proof of notification to all owners of properties adjoining the tract proposed to be subdivided (said notification shall be in writing not less than 30 days from the “Official Date of the Minor Subdivision Plan Submission”)
 1. Example: copy of certified mail receipts
7. Compact disk with all required documents in PDF format

Once a complete Minor Subdivision is submitted to the township secretary, it is reviewed by the township’s planning commission. It must be submitted 7 business days before their meeting, which is the fourth Wednesday of each month, or it will go on the following months agenda.