



Procedure for Lot Combination

SALDO - Article III Section 306

Must be submitted to the township:

1. \$75.00 check made payable to Greene Township
2. \$60.00 check made payable to Pike County Planning Review Commission
3. Completed Pike County Planning Review application (can be found at www.greentownship.org/subdivision-land-development)
4. *A map of the properties that are to be combined – **4 COPIES REQUIRED**
5. **A proposed deed, prepared by the applicant's attorney – **4 COPIES REQUIRED**
6. Self-addressed and stamped envelope for the original deed to be returned to the attorney. The attorney or applicant is responsible for recording the deed and map with Pike County

Once a complete Lot Combination is submitted, 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. It is also sent to Pike County Planning Review Commission and the township solicitor for their review. Once approved by both planning commissions and the solicitor it is put on the Board of Supervisors meeting agenda for their approval.

***Map requirements:** A new map for lot combinations is not required; however, a copy of a recorded map (with proof of recording) or a new survey plan showing the combination shall be provided to the township. If there is no legible recorded map available, then a new survey map would be applicable.

1. Large enough to read street names and property identifiers (map can be sent in sections)
2. Must show adjoining lands with property identifiers and land owners' names
3. Lots to be combined must be highlighted
4. If the properties are in a development, the map must show the development name

****Deed requirements:**

1. All pages of the deed must be numbered, such as 1 of 4, 2 of 4, 3 of 4 etc.
2. Must include addresses of the parties involved in the transaction
3. Following paragraph must be included in deed:
 - a) Lot ____ shall be joined to and become an inseparable part of Lot ____, and cannot be subdivided, conveyed, or sold separately or apart there from without prior township approval. Henceforth, the combined Lot shall be known as Lot ____.
 - i. NOTE: The name or number for the new lot must be different from the name or number of either of the lots being combined. Example: Lots A and B being combined shall be known as Lot AR or BR or ABR (R standing for revised)
 - ii. ADDITIONAL NOTE: If combining lots where one lot is developed, it is recommended to combine empty lots to the developed lot (example: Lot A has no structures, Lot B has a house, combine Lot A to Lot B to create Lot BR)
4. Tax map numbers must be included in each lot's description
5. Must include a page for township Board of Supervisors to sign their approval
 - a) A complete description of the lots and their locations must be included (see example below)
 - b) This page must include a notary statement and area for notary signature, stamp, and seal

Example:

The Supervisors of Greene Township on this _____ day of _____, 20XX do hereby approve this lot combination of **Lot 72B and Lot 73B** on Deer Drive which shall be henceforth known as **Lot 73BR** located in Lake in the Clouds Section F.

Supervisor

Supervisor

Supervisor

Notary Statement