Minor Subdivision Joining of Lots (Lot Consolidation)

1. The property owner must begin by having the property surveyed by a licensed surveyor (list of area surveyors is below, we do not recommend any surveyors, these are just surveyors that have made submissions to the township before)

Justin Hennings
570.510.3978

Jonathan Shupp
570.350.4706

Trout Creek, LLC.
Dean Slonaker, PLS
484.714.6538

Brian Courtright
570.839.9986

TS Land Surveying PC
Tomasz Suwala
570.299.0342

Rinaldi land Surveying
570.832.3813

RKR Hess
570.421.1550

Reilly Associates
570.421-7320

Wentz Surveying
570.916.1095

2. Complete the application online: www.coolbaughtwp.org ⇨ *Permit Submissions*⇨ *Apply for a New Permit*⇨ Enter your property address on the line titled "Property Lookup" the select Permit Type "Land Development Permit" (*click next)*⇨ Complete the application and under plan type select "Lot Joinder"- Then finish completing the application and Submit

3. You will then need to upload the following documents to accompany your application:
    - *Deeds for each property being joined*
    - *Copy of the Draft*
    - *Copy of Original Subdivision plan if in a recorded subdivision*
    - *Copy of Survey Plan of your properties showing the lot line to be removed which includes all notes/comments as required in the Coolbaugh Township Code of Ordinances*
    - *Copy of Tax Certifications from Monroe County*
    - *Copy of Notice of Intent to Join the Properties that was issued to the Homeowner Association (if properties are in an HOA)*
    - *Signed Professional Services Agreement*
    - *Payment made online: $200.00 Application Fee and $300.00 Escrow Fee*

Original Copies of Plans (5 paper copies), signed, sealed and notarized are required to be submitted to the Township along with one hard copy of the Signed Professional Services Agreement.

Any questions, please contact Erin Masker, Township Secretary at 570.894.8490 ext. 3 or via email at emasker@coolbaughtwp.org