



1155 Red Fox Road | East Stroudsburg | Pennsylvania 18301  
Ph: 570-223-5082 | Fax: 570-223-5086  
www.smithfieldtownship.com

## JOINDER DEED & LOT CONSOLIDATION APPLICATION

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

### INFORMATION FOR PROPERTIES TO BE JOINED

Physical Address: \_\_\_\_\_ Lot: \_\_\_\_\_

Map Number: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Lot: \_\_\_\_\_

Map Number: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

\*If more lots are to be joined, please provide above information for additional lots on a separate sheet of paper (see step 2 of checklist).\*

### PROCEDURE FOR JOINING TWO ADJACENT LOTS

**Applicants must provide the following documents to the township upon submission for the application to be considered complete.**

1. \_\_\_\_: One (1) paper copy of this completed permit application.
2. \_\_\_\_: One (1) paper copy of additional addressing information for properties to be joined (if applicable).

2. \_\_\_\_: One (1) paper copy of each deed for each property to be joined.
3. \_\_\_\_: One (1) paper copy of the proposed merger deed, and the following language must be included in the deed:

*The above parcels, also known as Monroe County Parcel Identifier Numbers \_\_\_\_\_ & \_\_\_\_\_, shall hereby become merged into one unified parcel and hereafter this parcel shall be known as Monroe County Parcel Identifier Number \_\_\_\_\_. The unified parcel shall not be subdivided without prior express approval of the municipality as provided by law.*

4. \_\_\_\_: Three (3) paper copies of a plot plan showing the parcels to be joined. A formal survey is not required.
5. \_\_\_\_: One (1) paper copy of a Tax Certification for each parcel to be merged (obtained from the Smithfield Township Tax Collector).
6. \_\_\_\_: Certification from the Smithfield Sewer Authority that all fees are paid (if applicable).
7. \_\_\_\_: \$375.00 fee made payable to Smithfield Township.
8. \_\_\_\_: After Applicant receives approved resolution, Applicant must file the joinder deed and approved resolution with the Recorder of Deeds at the Monroe County Courthouse. Upon recording, Applicant will provide a copy of the receipt to the Township.

**PLEASE BE AWARE:**

1. The approval of this plan by Smithfield Township does not have the effect of altering, redefining, or extinguishing any easements of record on or over subject property. This Joinder is under and subject to all requirement and restrictions as set forth in both the Township of Smithfield's Subdivision and Zoning Ordinances; it does not constitute any type of approval or waiver thereof.
2. Act 319 Property Owners should notify the Monroe County Assessment Office at least thirty (30) days prior to Supervisor approval for any special requirements.
3. Monroe County Farmland Preservation Owners should notify the Monroe County Farmland Preservation Office at least thirty (30) days prior to Supervisor approval for any special requirements.

Signature of Applicant/Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE—FOR TOWNSHIP USE ONLY**

Date Received: _____	Cash/Check No.: _____	Amount Paid: \$ <u>375</u>
Review from: ZO: _____	SEO: _____	Solicitor: _____ Engineer: _____
Date Application Deemed Complete: _____	Adopted by Resolution No.: _____	