



## Procedure for Lot Combination

### Must be submitted to the township:

1. \$75.00 check made payable to Greene Township
2. \$30.00 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](http://www.greentownship.org/subdivision-land-development))
4. \*A proposed deed, prepared by the applicant's attorney – **4 COPIES REQUIRED**
5. \*\*A map of the properties that are to be combined – **4 COPIES REQUIRED**
6. Self-addressed and stamped envelope for the original deed to be returned to the attorney. The attorney is responsible for recording the deed and map with Pike County

### \*Deed requirements:

1. Must include addresses of the parties involved in the transaction
2. All pages of the deed must be numbered, such as 1 of 4, 2 of 4, 3 of 4 etc.
3. Must include a page for township Board of Supervisors to sign their approval

a) Example:

The Supervisors of Greene Township on this \_\_\_\_\_ day of \_\_\_\_\_, 2020 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

- b) A complete description of the lots and their locations must be included

- c) This page must include a notary statement and area for notary signature, stamp, and seal
4. 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).

**\*\*Map requirements:**

- 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. Map must be stamped with **PROOF OF RECORDING**
- 4. Lots to be combined must be highlighted
- 5. If the properties are in a development, the map must show the development name

**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.**