

**HUNTINGDON COUNTY
PLANNING COMMISSION
SUBDIVISION REVIEW POLICY**

Revised June 19, 2014

Purpose

In order to promote orderly growth and development, to assure compliance with local and State regulations, to assure the coordination of subdivision plans within the County with each other, and to assure consistency of subdivision plans with the Huntingdon County Comprehensive Plan, the Planning Commission provides a review and comment on each subdivision plan submitted to both the local municipality and to other interested agencies.

Jurisdiction

The Huntingdon County Planning Commission is required to review and comment on any subdivision submitted to a Huntingdon County municipality for review and approval under the authority of their municipal subdivision ordinance. This requirement is contained in most municipal subdivision ordinances and in Section 502 (B) of the Municipalities Planning Code. Planning Commission comments are advisory only. Only the municipality may approve or reject a subdivision.

In addition, the PA Department of Environmental Protection (DEP) requires comments from the County Planning Commission for any revision to the municipality's "Official (Sewage) Plan." This requirement is imposed on any major subdivision (11 or more residential lots or any commercial subdivision using on-lot sewage treatment), or any subdivision using community sewage treatment. This is a requirement whether or not the municipality has a municipal Subdivision and Land Development Ordinance.

Time Limit

The Municipalities Planning Code (Section 502(B)) specifies that the local municipality must give the County Planning Commission 30 days to review and comment on any subdivision.

Fee

The Municipalities Planning Code (Section 502(B)) specifies that the applicant shall pay a fee sufficient to cover the costs of review to the County Planning Commission. A complete fee schedule is attached as Appendix A. Fees will be charged for the review of all subdivisions, land developments, and sewage planning modules. The fees will be received prior to review and comment by the Planning Commission (in the case of major subdivisions) or from the staff (in the case of minor subdivisions).

Application Form

The Huntingdon County Planning Commission requires the completion of the attached Subdivision and Land Development Application form by each applicant. This form provides for notification that the municipality has received the subdivision or land development and is requesting review and comment from the County Planning Commission. It also authorizes the planning staff to make site visits to the subdivision during the review process.

Signature

As required by Section 513 (a) of the Municipalities Planning Code, the Chairman or Secretary of the Planning Commission shall sign each plat indicating that the subdivision proposal has "been reviewed by the Huntingdon County Planning Commission". The Planning Commission has designated the Planning Director as their designated representative authorized to sign plats on their behalf. Plats will only be signed after they have been reviewed by Huntingdon County.

Application Completeness

The subdivision application shall contain all information required by local ordinance or State law. Incomplete applications may be rejected by staff along with a letter to the municipality and subdivider noting the missing materials. Data required shall include: County application form (signed by a municipal representative) indicating the municipality's acceptance of the Subdivision Application, a sewage planning module, a copy of the preliminary or final plan drawing, and other required information. The review process cannot be initiated until a complete application has been processed.

Major Subdivisions

Major Subdivisions shall be submitted to the Planning Commission for review at least seven (7) business days prior to the advertised meeting of the Commission. A major subdivision is defined by this policy as six or more lots whether or not new streets or utilities are involved (see the Appendix for a more complete definition). This definition is different from the DEP definition of major subdivision, which is eleven or more residential lots or nonresidential development used for the purpose of submission of a "sewage planning module" to DEP.

A staff review will be made of all major subdivision plans received for review and recommendations submitted to the Planning Commission at their advertised meeting. Following the Commission's review and comment, a letter containing the Planning Commission's comments will be sent to the municipal secretary or subdivision administrator. The comment letter may be signed by the Planning Director, or other staff member designated by the Planning Commission. The officers of the Commission retain the right to sign a subdivision plan, but have authorized the Planning Director to sign a subdivision plan on their behalf indicating that the subdivision proposal has been "reviewed by" the Huntingdon County Planning Commission. If the Planning Commission is unable to review a major subdivision within the time frame allotted by the Planning Code, the staff may forward staff comments to the municipality and applicant pending a review of staff comments at the next regularly scheduled meeting of the Planning Commission.

Minor Subdivisions

Due to the large number of minor subdivisions received for review, the Planning Commission authorizes the staff to prepare and submit comments to the local municipality and applicant without action by the Planning Commission. The staff may, however, request review by the Planning Commission before completing its review. A minor subdivision is defined by this policy as five or fewer lots with existing street frontage (see the Appendix for a more complete definition). This definition is different from the DEP definition of minor subdivision, which is ten or fewer residential lots using on-low sewage disposal, used for the purpose of submission of a "sewage planning module" to DEP.

The staff will attempt to review and comment on minor subdivisions within 15 days of receipt. Following the staff's review and comment, a letter containing the staff comments will be sent to the municipal secretary or subdivision administrator. The Planning Director, or other staff member designated by the Planning Commission, is authorized to sign a minor subdivision plan indicating that the subdivision proposal has been "reviewed by" the Huntingdon County Planning Commission.

A report containing a summary of the Minor Subdivision Review Activity for the month shall be presented to the Planning Commission each month. The Commission retains the right to provide additional comments if so desired. If additional comments are not made the staff comments shall be deemed as official Commission action.

Land Development

Applications for land development shall be submitted to the Planning Commission for review at least seven (7) business days prior to the advertised meeting of the Commission. A land development is defined by the Municipalities Planning Code as the development of two or more residential or nonresidential buildings or of a single nonresidential building on a lot or lots (see the Appendix for a complete definition).

Minor land development review will follow the same staff review procedure as a minor subdivision. A staff review will be made of all major land development plans received for review and recommendations submitted to the Planning Commission at their advertised meeting. Following the Commission's review and comment, a letter containing the Planning Commission's comments will be sent to the municipal secretary or subdivision administrator. The Planning Director, or other staff member designated by the Planning Commission, is authorized to sign a minor land development plan indicating that the subdivision proposal has been "reviewed by" the Huntingdon County Planning Commission.

Revised Plan

The Planning Commission and Planning Staff will review a revised plat at the request of a municipality's governing body. A lesser Revised Plan review fee will be levied. If any plan shall be revised after the HCPC Review Certificate is signed, the Planning Commission will need notification from the governing body.

Final Approved Plan

The Planning Commission requests a copy of the final version of the plan and notification of the municipal action taken on the plan.

Subdivision and Land Development Review Elements

The staff review prepared for the Planning Commission shall consider professional planning principles, including the following review elements:

1. Consistency with County and Local Comprehensive Plan:
Land Use; Density; Goals and Objectives
2. Physical Limitations of Site:
Slope, Wetlands, Soils and Geology, Floodplain

3. Consistency with County Street Naming and Addressing Policy
4. Municipal Subdivision Ordinance - Compliance:
 - a. Administrative:
Submission Completeness and Accuracy; Signature Block/Review Certificate;
Owner's Statement of Intent, Notarized; Recorder of Deeds Certificate;
Engineer/Surveyor Seal
 - b. Design and Construction Standards:
Density; Lots; Streets; Utilities
 - c. Access:
Width (right-of-way and cartway); Grades; Horizontal Curves; Drainage and
Grading; Ownership and Maintenance; Coordination with Adjacent Development;
Cul-de-sac Length; Sight Distance and Clear Sight Triangle; Municipal Driveway
Permit
 - d. Basic Plan Information:
Boundary Description with Distances and Bearings; Abutters; Deed Book and Page
Number; Tax Parcel Identification Number (PIN); Use; Size; Shape; Accessible to
Roads; Subject to Resubdivision
 - e. Site Improvements/Facilities:
Official Plan Update (Sewage Module); Water Availability and Capacity;
Community Sewage System; Private Utility Easements; Sidewalks; Curbs; Other
Improvements; Performance and Maintenance Bond
 - f. Grading:
Drainage Easements; Culverts and Drainage Ways; Cut and Fill Slope; Special
Anti-Erosion Measures; Erosive Soils
 - g. Features:
Man-Made; Natural
 - h. Land Development:
Lighting; Landscaping; Parking/Circulation/Loading; Fire Hydrant/Suppression;
Signs
5. Consistency with Local Zoning:
Use; Setbacks; Parking; Lot Size, etc.
6. State Permits:
Highway Occupancy Permit/Traffic Impact Study; Sewage Planning Module; Community
Water System; Erosion and Sedimentation Control Plan/NPDES Permit; Water
Obstruction Permit
7. Agriculture/Silviculture:
Clean and Green; Agricultural Conservation Easement; Agricultural Security Area

Subdivision Review Certificate

The Planning Commission has adopted a Subdivision Review Certificate for placement on all plans submitted for review. This Review Certificate must be on all plans submitted for review beginning June 1, 2013. If the Review Certificate is not on a plan submitted for review, Planning Department Staff will stamp the Review Certificate on the plan. The text of the Review Certificate is as follows:

THE HUNTINGDON COUNTY PLANNING COMMISSION REVIEWED THIS PLAN ON _____ 20__, AS REQUIRED BY THE PENNSYLVANIA MUNICIPALITIES PLANNING CODE, ACT 247 OF 1968, AS AMENDED. A COPY OF THE REVIEW IS ON FILE AT THE OFFICE OF THE HUNTINGDON COUNTY PLANNING COMMISSION. THE COMMISSION DOES NOT REPRESENT OR GUARANTEE THAT THIS PLAN COMPLIES WITH THE VARIOUS ORDINANCES, RULES, REGULATIONS OR LAWS OF THE LOCAL MUNICIPALITY, THE COMMONWEALTH, OR THE FEDERAL GOVERNMENT.

PLAN TRACKING NUMBER

CHAIRMAN OR DESIGNATED REPRESENTATIVE

Form of HCPC Comments

The Planning Commission and staff, in making comments on both major and minor subdivisions and land developments, shall offer comments as per the above review criteria, but shall not recommend either approval or disapproval of the subdivision proposal.

The following statements shall be included in all review letters:

Major Subdivisions and Land Developments:

The Huntingdon County Planning Commission reviewed the above referenced proposal at their (date of meeting).

The Planning Commission offers the following comments for your consideration. They are based on a “desk-top” review of the proposal, county and municipal plans and ordinances and applicable state laws. No field-view was made of the site. *The comments are not intended to replace your own review or to offer either legal or engineering advice.*

The Huntingdon County Planning Commission wants to remind the municipality that the above comments are offered, in conformance with Section 502 (b) of the Pennsylvania Municipalities Planning Code, and are designed to assist in implementing the comprehensive plan, sewage facilities plan and your municipal subdivision and land development ordinance. Sole authority for approval or disapproval of this project lies with your governing body.

Minor Subdivisions and Land Developments:

The staff of the Huntingdon County Planning and Development Department reviewed the above referenced proposal.

The Planning Commission authorizes Department staff to offer the following comments for your consideration. They are based on a “desk-top” review of the proposal, county and municipal plans and ordinances and applicable state laws. No field-view was made of the site. *The comments are not intended to replace your own review or to offer either legal or engineering advice.*

The Huntingdon County Planning Commission wants to remind the municipality that the above comments are offered, in conformance with Section 502 (b) of the Pennsylvania Municipalities Planning Code, and are designed to assist in implementing the comprehensive plan, sewage facilities plan and your municipal subdivision and land development ordinance. Sole authority for approval or disapproval of this project lies with your governing body.

This subdivision review policy is hereby revised by the Huntingdon County Planning Commission on June 19, 2014.

Virginia Gill, Secretary _____

SUBDIVISION PLAN PROCEDURE

SKETCH PLAN (optional)

Subdivider submits sketch design to
Municipal or County Planning Commission

Planning Commission provides informal
comments to subdivider

Subdivider submits preliminary plan
to Municipality

PRELIMINARY PLAN (required for all but minor subdivisions)

Review by Huntingdon Co. Planning Commission		Review by SEO	Review by Township Engineer	Review by PA DOT (highway frontage)	Review by applicable public utilities	Review by Huntingdon Co. Cons. District
---	--	------------------	-----------------------------------	--	---	--

Planning Commission reviews preliminary plan
and provides review letter

Township Supervisors review preliminary plan
and PC review comments, and take formal action

Submit Sewage Module
to DEP

Subdivider submits final plan to Municipality

FINAL PLAN (required for all subdivisions & land developments)

**Minor Subdivision
Process Starts Here**

Review by Township Engineer	Review by Township Solicitor	Review by applicable public utilities
--------------------------------	---------------------------------	--

Recommendations Only

Planning Commission reviews final plan and
provides review letter

Township Supervisors review PC review
comments and final plan

Subdivider installs improvements or posts
bond (if required)

Township Supervisors take formal action on
final plan

Township approval of final plan; recorded
by Developer

Subdivider records plan and proceeds with
construction and sales

APPENDIX A

SCHEDULE OF FEES FOR REVIEW OF APPLICATIONS FOR SUBDIVISION AND LAND DEVELOPMENTS AND PLANNING MODULES FOR LAND DEVELOPMENTS

Minor Subdivisions	Fees
No new stand-alone lots (can include a lot line adjustment or a lot addition)	\$35
1 – 5 Lots (can include a lot line adjustment or a lot addition)	\$100
Major Subdivisions (Preliminary)*	
6 + Lots	\$150 + \$5 per lot
All Final Subdivision Plan Reviews <i>* Includes Planned Residential Developments</i>	\$150 + \$5 per lot
Land Developments (Preliminary and Preliminary/Final)	
Minor Residential Land Development (less than or equal to 5 dwelling units)	\$100
Major Residential Land Development (6 or more dwelling units)	\$125
Non-Residential Land Development	\$200
Other	
Sewage Module Review Only	\$75
Minor Review of a Plan Resubmitted within 6 Months of the Original Plan	\$35

Adopted by the Huntingdon County Planning Commission on October 17, 2013; effective January 1, 2014.

APPENDIX B

WHAT IS A SUBDIVISION?

"Subdivision," the division or redivision of a lot, tract or parcel of land by any means into two or more lots, tracts, parcels or other divisions of land including changes in existing lot lines for the purpose, whether immediate or future, of lease, partition by the court for the distribution to heirs or devisees, transfer of ownership or building or lot development; provided, however, that the subdivision by lease of land for agricultural purposes into parcels of more than ten acres, not involving any new street or easement of access or any residential dwelling, shall be exempted.

(MPC Section 107)

WHAT IS A LAND DEVELOPMENT?

"Land development," any of the following activities:

(1) The improvement of one lot or two or more contiguous lot, tracts or parcels of land for any purpose involving:

(i) a group of two or more residential or nonresidential buildings, whether proposed initially or cumulatively, or a single nonresidential building on a lot or lots regardless of the number of occupants or tenure; or

(ii) the division or allocation of land or space, whether initially or cumulatively, between or among two or more existing or prospective occupants by means of, or for the purpose of streets, common areas, leaseholds, condominiums, building groups or other features.

(2) A subdivision of land.

(3) Development in accordance with MPC Section 107.1.1.

WHAT IS A PLAT?

"Plat," the map or plan of a subdivision or land development, whether preliminary or final.

(MPC Section 107)

WHAT IS A PRELIMINARY PLAN OR PLAT?

"Preliminary Plan" – A tentative plan indicating the proposed layout of a subdivision prepared by the subdivider for submission to the municipality for its consideration. *

WHAT IS A FINAL PLAN OR PLAT?

"Final Plan" – A complete and exact plan of subdivision which is presented to the municipality for approval and which, if approved, will be submitted by the subdivider to the Recorder of Deeds of the County for recording in accordance with the law. *

WHAT IS THE DIFFERENCE BETWEEN A MINOR AND MAJOR SUBDIVISION?

“Minor Subdivision” – Any subdivision in a period of two years not involving more than five lots, parcels of land, or other divisions of land provided that the lot or lots abut a street of sufficient width and does not require new streets, the installation of sanitary sewers, storm sewers, water mains, or other public facilities. *

“Major Subdivision” – Any subdivision involving six or more lots, parcels of land, or other divisions of land whether or not it involves new streets, additional utilities, or public improvements. *

WHAT IS THE MUNICIPALITIES PLANNING CODE (MPC)?

Act of 1968, P.L.805, No.247, as reenacted and amended, is called the Pennsylvania Municipalities Planning Code (MPC) guides growth and development in Pennsylvania. All county and municipal planning and land development regulations are defined and governed by the MPC.

*These definitions are different from municipal ordinances and are used for County review only.

APPENDIX C

SAMPLE REVIEW LETTER

July 18, 2013

Smith Township Secretary
P.O. Box 1111
Smithville, PA 16666

Re: Smith Minor Subdivision

Dear Mrs. Secretary:

The staff of the Huntingdon County Planning and Development Department has reviewed the above referenced proposal to subdivide a property containing approximately 50.00 acres into two lots. Lot 1 (the residue) contains 48.00 acres and Lot 2 contains 2.00 acres. The property is located approximately ½ mile off U.S. 22 on Highland Drive.

The Planning Commission authorizes Department staff to offer the following comments for your consideration. They are based on a “desk-top” review of the proposal, professional planning principles, county and municipal plans and ordinances and applicable state laws. No field-view was made of the site. The comments are not intended to replace your own review or to offer either legal or engineering advice.

1. The proposal is inconsistent with the Huntingdon County Comprehensive Plan. The land use proposed by the Plan for this area is Agricultural.
2. There are no physical limitations (steep slopes, soils, wetlands, floodplains) evident at the location of this proposal.
3. The purpose of this subdivision is to separate a two-acre building lot from the larger parcel.
4. The sewage planning module has been completed, showing suitability for on-lot sewage treatment.
5. This site is in Clean and Green and must comply with Act 319 Rules and Regulations. Payment of rollback taxes may be required. Section 137.41(a) of Act 319 requires written notification to the County Chief Assessor thirty (30) days prior to transfer, separation, or split-off of land.
6. There is no apparent road access to the proposed lot. Previous access was cut by the Water Street Bypass, and it is not clear how the parcel will be accessed in the future.

The Huntingdon County Planning Commission wants to remind the municipality that the above comments are offered, in conformance with Section 502 (b) of the Pennsylvania Municipalities Planning Code, and are designed to assist in implementing the comprehensive plan, sewage facilities plan and your municipal subdivision and land development ordinance. Sole authority for approval or disapproval of this project lies with your governing body.

Please contact this office with any questions concerning these comments and provide us with a copy of your approval or disapproval letter.

Sincerely,

Planning Director

pc: owner
surveyor
municipal planning commission
County Conservation District
County Register and Recorder
County Tax Assessor

**HUNTINGDON COUNTY PLANNING
COMMISSION SUBDIVISION AND LAND
DEVELOPMENT APPLICATION**

Annex I, Suite 3
205 Penn Street
Huntingdon, PA 16652
Phone: (814) 643-5091 Fax: (814) 643-6370
Email: planning@huntingdoncounty.net

Planning and Development Department Use Only

Submission Date _____

Plan File Number _____

*To be completed by the municipality in which the land is located**

Municipality _____

Transmittal Date _____

The municipal office received this plan on _____ (date) and is submitting it to the Huntingdon County Planning Commission for review. Please return any review comments to the municipal office within 30 days of the above listed Submission Date.

Municipal Official's Signature _____

**Prior to the review of the subdivision/land development plan by the Huntingdon County Planning Commission, this section must be completed by the respective municipal official acknowledging receipt of the plan.*

Plan Name: _____

Landowner's Name: _____ Phone: _____

Landowner's Address: _____

Applicant's Name**: _____ Phone: _____

Applicant's Address**: _____

Surveyor/Engineer's Name: _____ Phone: _____

Surveyor/Engineer's Address: _____

***If the Applicant is the same as the Landowner, indicate "SAME" on the line provided.*

PLAN TYPE		TYPE OF REVIEW	Tax Map Parcel(s)
<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Major Subdivision	<input type="checkbox"/> Unofficial Sketch Plan	#: _____
<input type="checkbox"/> Lot Line Adjustment	<input type="checkbox"/> Side Lot Addition	<input type="checkbox"/> Preliminary Plan	#: _____
<input type="checkbox"/> Minor Residential Land Development	<input type="checkbox"/> Major Residential Land Development	<input type="checkbox"/> Preliminary/Final Plan	#: _____
<input type="checkbox"/> Non-Residential Land Development		<input type="checkbox"/> Final Plan	Deed Book: _____ Page Number: _____
		<input type="checkbox"/> Revised Plan	Zoning District: _____ (if applicable)

Date(s) of previous plan(s) for subject lot: _____

PLAN INFORMATION	PROPOSED IMPROVEMENTS	OTHER INFORMATION
Total Area (gross acres): _____	Water Sewer	Yes No
Acreage of Residual: _____	Public/Community <input type="checkbox"/> <input type="checkbox"/>	Is the property enrolled in Clean & Green? <input type="checkbox"/> <input type="checkbox"/>
Number of Lots: _____	On-site <input type="checkbox"/> <input type="checkbox"/>	Is the property in an Agriculture Security Area? <input type="checkbox"/> <input type="checkbox"/>
New Acreage Subdivided: _____	New Sewage Disposal Proposed Yes <input type="checkbox"/> No <input type="checkbox"/>	Water Encroachment Permit? <input type="checkbox"/> <input type="checkbox"/>
Square Footage of Earth Disturbance: _____	New Water Supply Proposed Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the property have easements? <i>If so, please provide.</i> <input type="checkbox"/> <input type="checkbox"/>
Square Footage of Building: _____	Streets: Public access <input type="checkbox"/> Private <input type="checkbox"/>	Does the property have deed restrictions? <i>If so, please provide.</i> <input type="checkbox"/> <input type="checkbox"/>
Erosion/Sedimentation Control Plan (E&S): Submitted <input type="checkbox"/> N/A <input type="checkbox"/>	New street proposed for dedication? Yes <input type="checkbox"/> No <input type="checkbox"/>	Agricultural Conservation Easement? <input type="checkbox"/> <input type="checkbox"/>
Post Construction Stormwater Management Plan (PCSM): Submitted <input type="checkbox"/> N/A <input type="checkbox"/>	Highway Occupancy Permit? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are hydric soils present on the property? <input type="checkbox"/> <input type="checkbox"/>
		Located in Floodway or Floodplain? <input type="checkbox"/> <input type="checkbox"/>

REQUIRED SIGNATURE(S)

I/We authorize this subdivision or land development submission.

I/We certify that all information given with this submission is correct to the best of my/our knowledge. I/We further agree to pay all municipal engineering cost that may occur during the review process.

I/We authorize the following individual to be the agent for executing this submission and to be contacted with any questions or concerns regarding this submission during the review process:

Authorized Agent's Name: _____ **Phone** _____

I/We authorize the Huntingdon County Planning Commission, Planning and Development Department and any authorized agent of the Commission or Department to visit/enter this property between 8 a.m. and 8 p.m. at their own risk while this plan is being reviewed for ordinance compliance.

Landowner Signature _____ **Date** _____

If the Applicant is different than the Landowner, the Applicant must sign below:

Applicant Signature _____ **Date** _____

County Subdivision and Land Development Review Fees

Adopted: October 17, 2013

Effective: January 1, 2014

<u>Minor Subdivisions</u>	<u>Fees</u>
No new stand-alone lots (can include a lot line adjustment or a lot addition)	\$35
1 – 5 Lots (can include a lot line adjustment or a lot addition)	\$100
<u>Major Subdivisions (Preliminary)*</u>	<u>Fees</u>
6 + Lots	\$150 + \$5 per lot
All Final Subdivision Plan Reviews <i>* Includes Planned Residential Developments</i>	\$150 + \$5 per lot
<u>Land Developments (Preliminary and Preliminary/Final)</u>	
Minor Residential Land Development (less than or equal to 5 dwelling units)	\$100
Major Residential Land Development (6 or more dwelling units)	\$125
Non-Residential Land Development	\$200
Sewage Module Review Only	\$75
Minor Review of a Plan Resubmitted within 6 Months of the Original Plan	\$35