

SUBDIVISION / LAND DEVELOPMENT PLAN SUBMISSION PROCESS

Step 1: Hire a Registered Surveyor and/or Engineer

Don't Wait! Time and cost are variable depending on the season and/or workload

Step 2: Decide What Specifically To Do

Things to consider: Clean & Green, Ag Security, Setbacks, Lot Sizes, Sewage, Access, etc.

Step 3: Make a Complete Submission

Includes signed County/Municipal Application & Fees, Multiple Plan Copies, DEP Paperwork

Step 4: Forward Plans to Correct Location

Includes County, but may include Municipal Engineer, Conservation District, DEP, PennDOT

Step 5: Review Process Commences, Municipal 90 day clock begins

Municipality does not approve plan until the County Completes Review or 30 days pass

Step 6: Municipal Consideration for Approval

Once Municipality is in receipt of all review comments, plan can be placed on Agenda

Step 7: Municipal Conditional and/or Final Approval

If changes are required, a conditional approval can be granted and completed within 90 days

Step 8: Final Signature of Plat

Signatures include landowner (notarized), surveyor (sealed), County, and Municipality

Step 9: Recording of Plan

Once plan is signed, it can be recorded in Recorder of Deeds Office in County Courthouse

Step 10: Deed Preparation and/or Permit Submission

Once recorded, new deeds can be prepared or Building Permit can be submitted