

Subdivision and Land Development Plan Submission Process



- ✓ **HIRE A REGISTERED SURVEYOR AND/OR ENGINEER**
Don't wait! Time and cost are variable depending on the season and/or workload.
- ✓ **DECIDE WHAT SPECIFICALLY TO DO**
Things to consider: Clean & Green, Ag Security, Setbacks, Lot Sizes, Sewage, Access, etc.
- ✓ **MAKE A COMPLETE SUBMISSION**
Includes: Signed County/Municipal Application & Fees, Multiple Plan Copies, DEP Paperwork
- ✓ **FORWARD PLANS TO CORRECT LOCATION**
Includes County, buy may include Municipal Engineer, Conservation District, DEP, PennDOT
- ✓ **REVIEW PROCESS COMMENCES (Municipal 90 Day Clock Begins)**
Municipality does not approve plan until the County Completes Review or 30 days pass
- ✓ **MUNICIPAL CONSIDERATION FOR APPROVAL**
Once Municipality is in receipt of all review comments, plan can be placed on Agenda
- ✓ **MUNICIPAL CONDITIONAL AND/OR FINAL APPROVAL**
If changes are required, a conditional approval can be granted and completed within 90 days
- ✓ **FINAL SIGNATURE OF PLAT**
Signatures include landowner (notarized), surveyor (sealed), County and Municipality
- ✓ **RECORDING OF PLAN**
Once plan is signed, it can be recorded in Recorder of Deeds Office in County Courthouse after Uniform Parcel Identifier (UPI) approval.
- ✓ **DEED PREPARATION AND/OR PERMIT SUBMISSION**
Once recorded, new deeds can be prepared or Building Permit can be submitted