

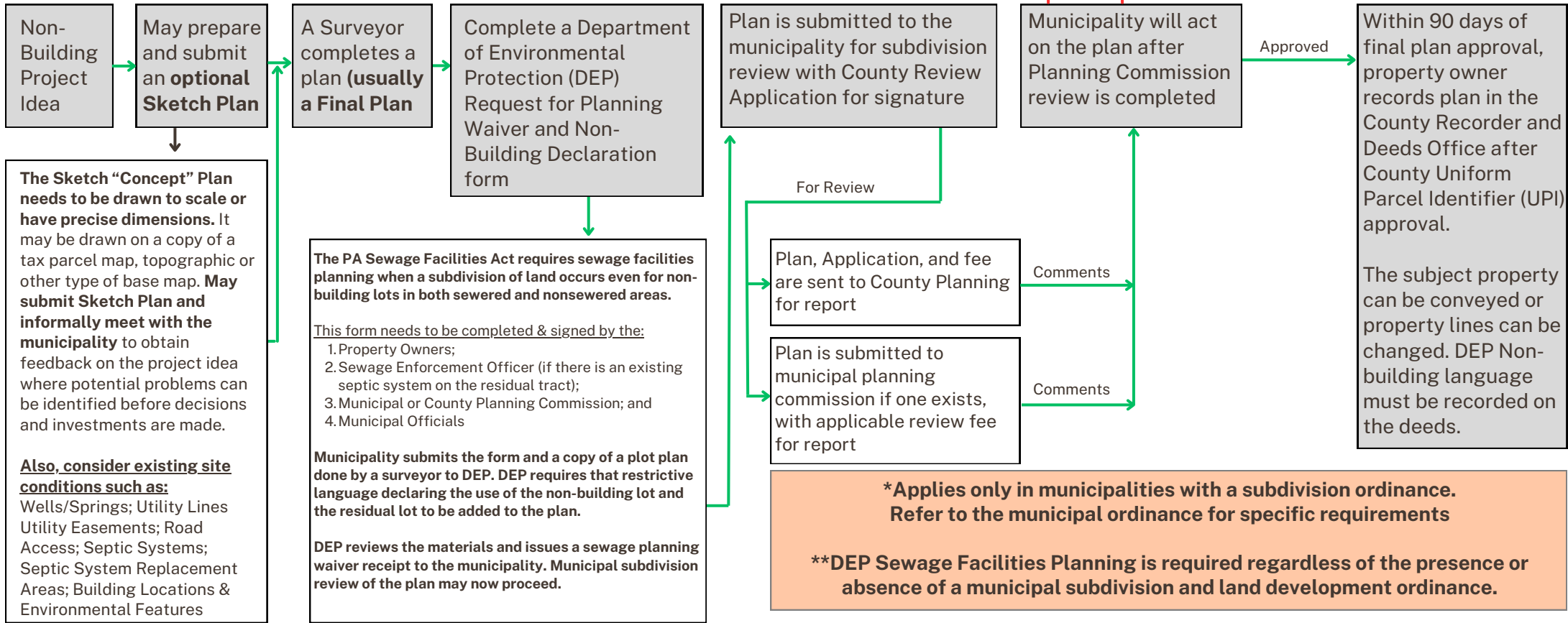
Subdivision* & Sewage Facilities Planning ** for Non-Building Divisions of Land and Property Line Changes

If disapproved, project may need to be changed and resubmitted

If disapproved or requires revisions, plan may need to be changed and resubmitted

Start

Finish



Roles and Responsibilities

Property Owner	Contracts with a Surveyor to have the plan prepared, recording of the approved plan at the County Recorder of Deeds Office, and responsible for new property deeds.
Surveyor	Prepares survey plan to the standards in the municipal Subdivision and Land Development Ordinance and to DEP standards, may prepare sewage and subdivision/land development plan paperwork, may prepare DEP Request for Planning Waiver & Non-Building Declaration form, may guide property owner through the review process, and may serve as representative to the property owner.
Sewage Enforcement Officer	Reviews plan and DEP Request for Planning Waiver & Non-Building Declaration form. If a septic system is on the residual tract, reviews soil, permitting information, and/or conducts a site inspection to insure sewage disposal needs are being met. Completes Section C of the form.
Planning Agencies	County or Municipal Planning Agency reviews and signs the DEP Request for Planning & Non-Building Waiver Declaration. County and Municipal Planning Agency reviews the subdivision plan for general conformance with the local subdivision and land development ordinance and County and local comprehensive plans. Sends review letter (report) to the municipality, property owner, and surveyor. Signs the 'Reviewed by Planning' block(s) on the final plan.
Local Municipality	May review and informally discuss the optional Sketch Plan with the property owner. Reviews and approves the DEP Request for Planning & Non-Building Waiver Declaration and submits the form and copy of the plot plan to DEP. Completes the final subdivision plan review. Either approves and signs the municipal 'Approval' block on the plan, or approves with conditions, revisions, or modifications, or disapproves the plan.
Attorney	Prepares the property deed(s).
County Recorder of Deeds	Records the approved (signed) plan and records new deed(s).
County Uniform Parcel Identifier (UPI)	Reviews Plans and Deeds prior to recording to determine accuracy and compliance with County UPI Ordinance.

