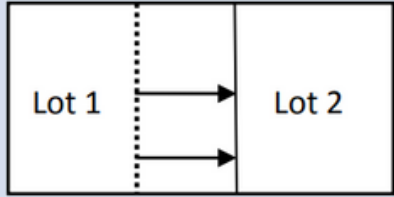


# Guide to: Subdivision, Land Development & Sewage Planning

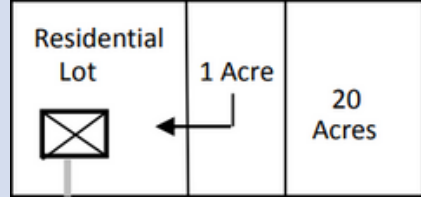
## If my project is...

A NON-BUILDING DIVISION OF LAND (SUBDIVISION) OR CHANGES TO EXISTING LOT LINES WHERE NO NEW DEVELOPMENT IS PROPOSED AND NO SEWAGE DISPOSAL FACILITIES ARE REQUIRED SUCH AS:

- (1) **Property Line Change** - A change in property lines between two adjacent lots of records that does not create a third new lots; or
- (2) **Side Lot Addition** - A lot is created to be conveyed as an addition to an existing, adjacent lot.

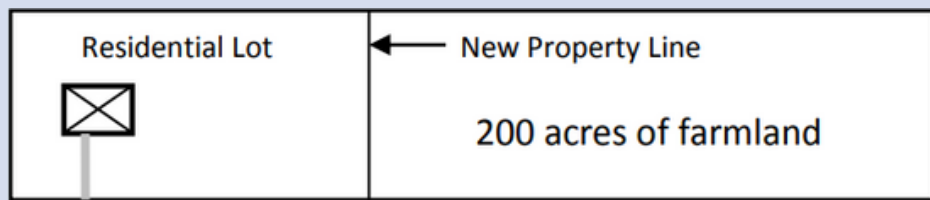


The property line between Lot 1 & Lot 2 is moved in one Direction



A one acre lot is created from the 20 acre tract as a side lot addition

- (3) **Division of Land** - A smaller tract is separated from a larger parcel or a parcel is divided to settle an estate.



Separating an existing dwelling from it's farmland for agricultural use

### GENERALLY, I NEED TO FOLLOW THESE STEPS:

1. May prepare and submit an optional Sketch Plan and informally meet with municipal officials to obtain feedback on potential problems/issues.

#### Before submitting my S&LD plan to the Municipality

1. Contact a surveyor to complete a plot plan (usually a Final Plan) to the standards in the municipal subdivision and land development (SALDO) ordinance\*.

2. Complete a Department of Environmental Protection (DEP) Request for Planning Waiver & Non-Building Declaration Form \*\*. The PA Sewage Facilities Act requires sewage facilities planning when a subdivision of land occurs even for non-building lots.

This form needs to be signed by the: (1) property owners; (2) municipal sewage enforcement officer if there is an existing septic system on the residual tract; (3) municipal or county planning agency; and (4) the municipality accepting the non-building subdivision. Municipality submits this form to DEP. A sewage waiver receipt will be received by the municipality.

#### S&LD Plan Review

1. The Plan is submitted to the municipality with the County Review Application for municipal signature.

2. The Plan, County Application, and County Fee are submitted to County Planning for review and report to the municipality. Municipality also submits plan to municipal planning agency, if one exists, for review.

3. Municipality will approve or disapprove the plan after Planning Commission review is completed. If disapproved, project and/or the plan are changed and the plan can be resubmitted to the municipality.

#### After Municipal Approval of the Final Plan

1. Within 90 days of approval, the plan must be recorded in the County Recorder of Deeds Office

2. The subject property can be conveyed or property lines can be changed

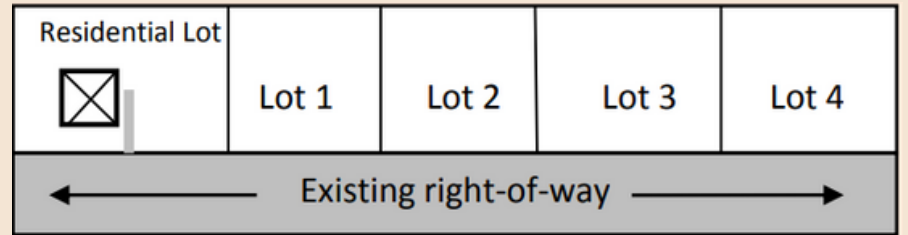
\*Applies only in municipalities with a subdivision and land development ordinance. Refer to the municipal ordinance for specific requirements

\*\*DEP sewage facilities planning is required regardless of the presence or absence of a municipal subdivision and land development ordinance.

## However, if my project is...

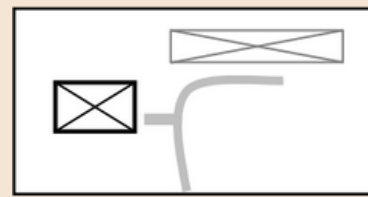
A DIVISION OF LAND (SUBDIVISION) PROPOSING ONE OR MORE BUILDINGS THAT MAY REQUIRE SEWAGE DISPOSAL FACILITIES OR AN EXISTING LOT WITH NO DIVISION OF LAND PROPOSING ONE OR MORE BUILDINGS (LAND DEVELOPMENT) THAT MAY REQUIRE SEWAGE DISPOSAL FACILITIES SUCH AS:

- (1) **Subdivision** - A division or re-division of land into two or more lots or parcels such as:

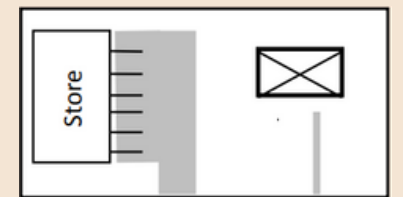


A Subdivision where 4 new single family lots are being created

- (2) **Land Development** - An improvement of one or two or more contiguous lots or parcels, such as:



A house & mobile home on one lot



A store and a house on one lot

### GENERALLY, I NEED TO FOLLOW THESE STEPS:

1. May prepare and submit an optional Sketch Plan and informally meet with municipal officials to obtain feedback on potential problems/issues.

#### Before submitting my S&LD plan to the Municipality

1. Contact the local municipal sewer authority/agency for public sewerage connection information or the municipal Sewage Enforcement Officer (SEO) for on-lot sewage disposal testing on your property.

2. Contact a surveyor to: (1) complete a plot plan (a Preliminary or Final Plan) to the standards in the municipal division and land development (SALDO) ordinance\* and standards for DEP sewage planning\*\*.

3. Complete and submit to the Department of Environmental Protection (DEP) a Sewage Facilities Planning Module Application Mailer. Obtain sewage facilities planning module forms or written DEP notice your project is sewage planning exempt. If sewage planning is required: (1) completed the module forms including SEO (for on-lot) or sewer agency (for public sewer) signatures; (2) obtain applicable municipal and county planning sewage reviews; and (3) Obtain municipal & DEP sewage facilities planning approval.

#### S&LD Plan Review

1. The Plan is submitted to the municipality with the County Review Application for municipal signature.

2. The plan, County Application, and County fee are submitted to County Planning for review and report to the municipality. Municipality also submits plan to municipal planning agency, if one exists, for review.

3. Municipality will approve or disapprove the plan after Planning Commission review is completed. If disapproved, project and/or the plan are changed and the plan can be resubmitted to the municipality.

#### After Municipal Approval of the

1. Preliminary Plan - Project development can begin. Street, utility & other improvements are completed or financial security is posted with the municipality.

2. Final Plan - Within 90 days of approval, plan must be recorded in the County Recorder of Deeds Office. May proceed with construction and sales of lots.