

## **PROCESS GUIDE FOR SUBDIVISION AND LAND DEVELOPMENT PLANS REQUIRING COUNTY REVIEW**

Municipal subdivision and land development ordinances apply for plans located in the following municipalities.

<b>Albion Borough</b>	<b>McKean Borough</b>
<b>City of Corry</b>	<b>McKean Township</b>
<b>Edinboro Borough</b>	<b>Millcreek Township</b>
<b>City of Erie</b>	<b>North East Borough</b>
<b>Fairview Township</b>	<b>North East Township</b>
<b>Franklin Township</b>	<b>Springfield Township</b>
<b>Girard Borough</b>	<b>Summit Township</b>
<b>Girard Township</b>	<b>Union City Borough</b>
<b>Greene Township</b>	<b>Venango Township</b>
<b>Greenfield Township</b>	<b>Washington Township</b>
<b>Harborcreek Township</b>	<b>Waterford Borough</b>
<b>Lake City Borough</b>	<b>Waterford Township</b>
<b>Lawrence Park Township</b>	<b>Wesleyville Borough</b>

This guide is not intended to supersede or replace any municipal ordinance or requirement. Contact the municipality for specific regulations, requirements and procedures to be followed.

The following steps should be carried out in the order presented unless municipal requirements specify an alternative procedure.

1. Contact the municipality for specific regulations, requirements and procedures to be followed.
2. A pre-application consultation and/or sketch plan submission to the municipality is recommended.
3. Plans must be prepared by a licensed surveyor.
  - a) The sheet size for final plans must be 18" x 24".
  - b) Plans must be signed & sealed by surveyor.
  - c) Plans must be signed & notarized by owner(s).
  - d) One mylar and at least seven paper copies will be required.
4. Submit 2 copies to the Erie County Health Department for their records.
5. Submit the mylar and at least 5 copies to the Erie County Department of Planning for its review and signatures. Note that some municipalities require a municipal review prior to submittal to the county. Check with the municipality to determine the process to be followed in your area.

6. No final plan shall be signed by the Erie County Department of Planning until sewage facility planning has been approved by the County Health Department and/or the Pennsylvania Department of Environmental Protection (PADEP). **Health department review and/or approval is required for all subdivision and land development applications in Erie County, even non-building sites.**
7. Submit the mylar and at least 4 copies to the municipality for its review, approval and signatures.
8. Submit 3 copies to the Erie County Recorder of Deeds. This must be done within 90 days of approval by the municipality.