



DEPARTMENT OF PLANNING
<http://www.eriecountyplanning.org>
DEPARTMENT OF HEALTH
<http://www.ecdh.org>
RECORDER OF DEEDS
<http://www.eriecountygov.org>

**SUBDIVISION AND LAND DEVELOPMENT CHECKLIST
MUNICIPAL APPROVAL/COUNTY REVIEW REVISED AS OF June 13, 2005**

THIS CHECKLIST IS INTENDED TO PROVIDE SUBDIVIDERS WITH GENERAL GUIDELINES ON THE SUBDIVISION PROCESS IN THE FOLLOWING MUNICIPALITIES:

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

This is the recommended procedure for persons subdividing property or creating land developments in municipalities that have enacted local subdivision and land development regulations. Subdividers should contact the municipality for specific subdivision regulations and requirements.

The following steps should be carried out in the order presented. If you have any questions please call the Erie County Department of Economic Development and Planning at (814) 451-6336.

- The Subdivider submits a sketch plan of the proposed subdivision or land development to the municipality.
- All sketches must be no larger than 18" by 24".
- All maps must include the tax ID numbers of all the affected parcels.
- The Subdivider who has received tentative approval from the municipality submits the sketch plan to the Erie County Department of Health. Health department approval / review is required in all subdivisions and land developments in Erie County, even non-building sites.

NOTE: **The Subdivider should be aware that the review process by the Erie County Department of Health (ECDH) and PA Department of Environmental Protection (DEP) takes time to complete. The Erie County Department of Planning does not sign off on any subdivision plan until it receives ECDH/DEP approval as summarized below:**

1. **Some ECDH reviews may take just a few days; however, under the Pennsylvania Sewage Facilities Act 35 P.S. 750.1 et seq. , as amended, Section 750.5, the ECDH has sixty (60) days to complete its review.**
2. **When a Clean Streams Law, Water Quality Management Permit is required, the DEP Sewage Planning approval may take up to an additional 120 days.**
3. **Please plan accordingly by contacting the Environmental Services Section of the ECDH to determine the extent of review necessary for your request at (814)-451-6700.**

- The Subdivider and the Erie County Department of Economic Development and Planning receive notification of approval from the County Department of Health/PA DEP.
- The Subdivider has a survey of the subdivision completed on an 18" X 24" Mylar by a licensed professional surveyor. The survey plans must include the surveyor's certificate and seal.

- The Subdivider makes at least seven (7) copies of the Mylar and has the Mylar and copies signed by the property owner(s).
- The Subdivider must make sure the document is signed and sealed by a notary public.
- The Subdivider takes two (2) copies of the subdivision plans to the County Department of Health for its records.
- Check applicable municipal subdivision regulations to determine what constitutes a major or minor subdivision.
- The Subdivider takes the Mylar and five (5) copies to the Erie County Department of Economic Development and Planning for review to determine whether the subdivision complies with local zoning and subdivision regulations, and the adopted comprehensive plan.

NOTE: **Under the Pennsylvania Municipalities Planning Code (Act 247 of 1968, as amended, Section 502), the Erie County Department of Economic Development and Planning has thirty (30) days from the date that an administratively complete application is made before it must render its decision. The date of application is determined to be the day on which the Erie County Department of Economic Development and Planning has received all applicable information with regard to the subdivision (such as County Department of Health/PA DEP approval, Mylar and five (5) copies, notarized owner(s) signature(s), surveyor's seal, flood hazard and/or wetland delineations, etc.).**

- The Subdivider submits the Mylar and four (4) copies to the local planning commission for review at its next regularly scheduled meeting. If the subdivision complies, the local planning commission will sign the Mylar and four (4) copies.
- The Subdivider submits the Mylar and four (4) copies to the municipal governing body for a final decision at its next regularly scheduled meeting. The municipality will retain one (1) copy of the subdivision plat for its files.

NOTE: **In general, the Pennsylvania Municipalities Planning Code (Act 247 of 1968 as amended, Section 508) gives the local planning commission/ governing body a total of up to ninety (90) days to review/approve or denies the subdivision from the date of the local planning commission meeting.**

- After all required signatures are obtained, the Subdivider must record the subdivision with the Recorder of Deeds Office at the Erie County Court House within ninety (90) days of the date of the approval signatures by the municipal governing body.

NOTE: **In order to complete the transfer of properties as delineated on the subdivision plan, the Subdivider is required to record a deed for each parcel to be conveyed.**

- The Recorder of Deeds must keep three copies of the subdivision map, one of which must have all of the original signatures. The recorder of deeds will not retain the Mylar unless it is the only map with all original signatures.

NOTE: **The information contained within the drawing must be legible and capable of being microfilmed for archival purposes. The Recorder of Deeds will continue to place the recording information on the Mylar and any other copies.**

- The After all required signatures are obtained, the Subdivider must record the subdivision with the Recorder of Deeds Office at the Erie County Court House within ninety (90) days of the date of the approval signatures by the municipal governing body.