Local Subdivision Process

This is a general overview. Requirements may vary by municipality. Contact your local municipality for details.

1 Pre-Application - Get Information

What to do:
- Contact the Municipality for guidance.
- Research your property and the project requirements.
- Contact a surveyor.

Key Questions:
- ✓ Is there zoning?
- ✓ What type of sewage planning is needed?
- ✓ Is the parcel in a floodplain?
- ✓ Is stormwater management needed?

2 Application - Submit to the Municipality

What to do:
- Complete the municipal application and pay the fee.
- Include all supporting documents (e.g., sewage planning, zoning variances, etc.).

3 County Review - Required by the Municipal Planning Code (MPC)

What happens:
- The municipality submits a County Review Application and a copy of the survey to the Planning Office (electronically or hard copy).

What to do:
- The applicant pays the $50.00 county fee (applicant, municipality, surveyor, or lawyer).
- The fee can be paid by cash, check, debit or credit card (processing fee may apply).

4 Municipal Planning Commission - Review & Recommendation

What happens:
- The Municipal Planning Commission reviews the application and survey.
- The Commission recommends approval, changes, or denial based on zoning, local ordinances, and other regulations as applicable.
- Complete any required changes.

5 Municipal Meeting - Final Approval

What happens:
- The Township Supervisors or Borough/City Council votes on the subdivision in a public meeting.
- The municipality signs the approves survey

What to do:
- Check with the municipality for meeting dates & times.
- You may attend the public meeting.

6 Signatures & Recording - Make it Official

What to do:
- After municipal approval, obtain final signature from the Planning Office.
- The Planning Office will keep a full sized hard copy of the approved survey.
- Record the approved survey at the County Register & Recorders Office within 90 days of the Supervisors' approval. Fees apply. Contact Register & Recorders for details.
- Have a new deed(s) written.
- The subdivision is not complete until a new deed is recorded.

Quick Definitions
- Subdivision- The division, redivision, or consolidation of a lot, tract, or parcel of land (including changes in existing lot lines).
- Types of Subdivisions - replat, consolidation, lot line revision, part & parcel, etc.



Need Help?
Contact your municipality for specific requirements, forms fees, and meeting dates & times.