

## **COUNTY ADVISORY REVIEWS OF SUBDIVISIONS AND LAND DEVELOPMENT PLANS**

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In municipalities that have adopted a subdivision and land development ordinance (SALDO), Allegheny County Economic Development (ACED), acting as the County planning agency through its Planning Division, plays an advisory role in reviewing and approving applications in these municipalities<sup>1</sup>. The municipalities themselves are responsible for approving subdivisions and land development plans.

The procedure for submitting applications for advisory review of subdivisions and land development plans is summarized below. Applicants must always be sure to consult the municipal SALDO for complete information.

### **ADVISORY REVIEW**

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1. The municipality will submit one full-sized copy of the plan without signatures along with a signed application form by mail to:  
Allegheny County Economic Development  
Attn: Planning Manager  
Koppers Building  
436 Seventh Avenue, Suite 500  
Pittsburgh, PA 15219
2. Within 30 days of the official filing date, Planning Division staff will review the plan and return comments to the municipality for use in the municipal review and approval process.

### **REVIEW STANDARDS**

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The Planning Division will review the plan for compliance with the requirements of the municipal zoning ordinance and SALDO, including the standards for recording established by the Allegheny County Department of Real Estate (ACDRE).

### **FINAL SIGNATURES AND RECORDING**

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1. All finally approved subdivisions, land development plans, and planned residential developments must be submitted to ACED for review and signing before the plans can be recorded with ACDRE.
2. Plans may be mailed to ACED or placed in the drop box at the Planning Division offices. Please include your contact information with the submittal.
3. All clauses and certifications on the plan must be signed, witnessed, dated and sealed as required, except for the two County certifications.
4. Plans on which there is scotch tape, corrective fluid, or corrective tape will be rejected.
5. See Appendices 1 – 4 of the County SALDO for complete requirements for record plans.
6. Allow at least one week for plans to be signed. Planning Division staff will contact the applicant

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<sup>1</sup> PA Municipalities Planning Code (MPC; Act of 1968, P.L.805, No.247 as reenacted and amended)

following signature.

7. For questions and other information about recording of plans and deeds, please contact the ACDRE at 412-350-4226.

## **FEES**

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At this time there is no fee for County advisory reviews.

## **Contact Information**

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Allegheny County Economic Development

Attn: Planning Manager

Koppers Building

436 Seventh Avenue, Suite 500

Pittsburgh, PA 15219

Phone: 412-350-1030