

## COUNTY APPROVALS OF SUBDIVISIONS AND LAND DEVELOPMENT PLANS

### Allegheny County Subdivision and Land Development Ordinance

---

The 2012 *Allegheny County Subdivision and Land Development Ordinance* (County SALDO) governs the subdivision and development of land in municipalities that have not adopted their own SALDO. Allegheny County Economic Development (ACED), acting as the County planning agency through its Planning Division, is responsible for reviewing and approving applications in these municipalities<sup>1</sup>.

There are two types of subdivision and land development plan applications, depending on the nature and scale of the application. Minor subdivisions involve the creation of no more than three new lots **and** no new street or access easement is required. Minor land development plans involve the addition to an existing building that occupies no more than 5,000 square feet of land area **or** an expansion of an existing parking lot that will add no more than 25 new spaces. Any subdivision or land development that does not meet these definitions of “minor” is considered a major subdivision or land development plan.

The procedures for submitting applications for subdivisions and land development plans are summarized below. Applicants must always be sure to consult the County SALDO for complete information.

### **MAJOR SUBDIVISION OR LAND DEVELOPMENT**

---

For major subdivisions and land developments, **preliminary approval must precede final approval.**

#### **Preapplication Meeting**

The Planning Division strongly recommends that an applicant schedule a preapplication meeting to discuss the proposed subdivision or land development with staff before making a formal submittal. There are no specific requirements for preapplication meetings, but applicants are encouraged to provide a sketch plan of the proposed subdivision or land development. See §708-303 of the County SALDO for suggested contents of sketch plans.

#### **Application for Preliminary Approval**

1. **Four** complete copies of the preliminary application including the signed application form, applicable filing fee, and all required plans, reports, and other information must be submitted by mail to:  
Allegheny County Economic Development  
Attn: Planning Manager  
Koppers Building  
436 Seventh Avenue, Suite 500  
Pittsburgh, PA 15219
2. Within seven days of the date of submittal, the Planning Division will determine whether the application is complete or incomplete.

---

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

3. Applicants will be notified in writing that their application is complete and has been accepted. Incomplete applications will be rejected, and the applicant notified in writing of the deficiencies.
4. The date of submittal of a complete application is the official filing date of the application.
5. The Planning Division will forward one complete set of the application materials to the municipality, one copy to the municipality's engineer, and one copy to the County engineering consultant.
6. Within 30 days of the official filing date, Planning Division staff will hold a public meeting on the application. This meeting will be publicly advertised and posted, and will involve the County and its engineer, the applicant and their design professionals, the municipality and their engineer, and any interested members of the general public. Whenever possible, public meetings will be held at the municipality. Alternative meeting options include meetings at the Planning Division offices or virtually.
7. Within 90 days of the public meeting, the County will issue a written decision to approve the preliminary application with or without conditions, or to deny approval of the application. The applicant may submit a written request to extend the 90-day deadline for a written decision.

### **Application for Final Approval**

The procedure for an application for final approval is the same as for preliminary approval, except that a filing fee is not required.

### **MINOR SUBDIVISION OR LAND DEVELOPMENT**

---

For minor subdivisions and land development plans, the preliminary and final applications can be combined and submitted for final approval only, as outlined above. Preliminary review and approval is not required. Applicants must always be sure to consult the County SALDO for complete information.

### **PLAT ADJUSTMENTS**

---

Plat adjustments are a type of minor subdivision that include any of the following:

1. Adjustment of lot lines between lots where no new lots are created.
2. Consolidation of existing lots.
3. Final survey of property lines for townhouses and other attached dwelling units after construction, when in conformance with a previously recorded plan.

Plat adjustments are approved administratively; a public meeting is not required. Applications for plat adjustments may be submitted as a final plan prepared for recording with all required signatures, including municipal approvals. **Applicants are strongly encouraged to submit a copy of the plan to the Planning Division for an informal review before submitting the plan to the municipality for signing.**

### **REVIEW STANDARDS**

---

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

## **FINAL SIGNATURES AND RECORDING**

---

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

## **FEES**

---

The applicant is responsible for paying all application fees and review costs before final approval will be granted for any subdivision or land development plan. Fees and costs may include:

1. The application fee, as determined by the type of application and calculated through the adopted fee schedule. This fee must be paid at the time of application.
2. The cost of advertising the public meeting. The County will prepare and submit the advertisement and bill the applicant following publication.
3. The cost of review by the County's engineering consultant. The engineer will bill the applicant directly.
4. Any fees and costs applicable to municipal review. These fees and costs should be paid to the municipality.

## **Contact Information**

---

Allegheny County Economic Development  
Attn: Planning Manager  
Koppers Building  
436 Seventh Avenue, Suite 500  
Pittsburgh, PA 15219  
Phone: 412-350-1030