

Lycoming County Subdivision and Land Development Process

The following is a general outline of the Subdivision and Land Development process. Along with the general process, it also identifies *optional* steps for developers which are not required but are recommended. It should also be noted that some items *may be required* for some projects but are not required for all projects.

1. **Pre-Application Discussion (optional)** – Our office recommends that subdividers and/or developers contact the Lycoming County Planning Commission (LCPC) staff prior to submitting for subdivision or land development approval (and even before final plans have been drafted). This meeting allows the LCPC staff to identify potential issues so that they may be resolved prior to subdivision in order to facilitate a timely turnaround. If you wish to do a pre-application meeting, then please contact the LCPC to schedule a meeting with the land use staff. We recommend that subdividers and/or developers bring a sketch plan with them which shows a general project proposal. Applicants may also send a copy of the sketch plan to the LCPC staff via email to review prior to submission. Sketch plans submitted via email may be sent to mhaas@lvco.org
2. **Submission** – In order to formally begin the subdivision or land development process the applicant must submit six copies of the subdivision or land development plan, two copies of any required documentation, a completed Subdivision and Land Development Application Form, and the applicable fee. Our Application Form and Fee Schedule are available for download at the top of this page. Please make sure that the Application Form has been signed by all deeded land owners. If the land owners wish to appoint an agent to manage the subdivision or land development process then that person should be identified on this form **in addition to the current land owners**. Please provide our office with contact information for the subdivider(s) including a phone number which you may be reasonably reachable at and an email address if you wish to have important documentation sent to your email. **Your contact information will only be used for the purposes of your subdivision or land development application.**
3. **Completeness Review** – Upon receipt of a subdivision or land development application our office has 14 days to review the plans and determine if the application is complete. If an application is determined to be incomplete, our office will send an Incomplete Submission Notice to notify the subdivider/developer that their application is incomplete and to identify the items that are still needed and how these requirements can be met.
4. **Plan Review** – This process is usually done simultaneously with the Completeness Review. During this stage of the process the Subdivision and Land Development Administrator will be responsible for performing a site visit, reviewing the plans, and coordinating with the subdivider/developer and their chosen surveyor/engineer to identify the requirements that must be met. While this does not need to be met within 14 days of submission, our office tries to have plan review comments sent to the surveyor/engineer at the same time as the comments are sent to the surveyor/engineer.
5. **Other Agency Coordination** – This process is usually done simultaneously with the Completeness Review and the Plan Review. During this stage of the process the Subdivision and Land Development Administrator will forward a copy of the plans to the municipality for their review and comment (required for all applications). Additional copies of the plans may be forwarded to DEP, PennDOT, the Lycoming County Conservation District, the county engineer, the County Zoning Administrator, and/or other agencies which may be impacted by the proposed subdivision or land development. Comments received by these agencies may need to be incorporated into the plan prior to approval.
6. **LCPC Decision** – Once a submission is considered complete and the plans have been revised to meet the ordinance requirements, the plans may be presented to the Lycoming County Planning Commission (LCPC) for their review. Some plans may need to be sent to an actual planning commission meeting while others may be signed by the chairman of the planning commission. (For more information on this please read the “Minor vs Major” topic below.) After a plan has been presented the LCPC will render a decision of either approval, denial, or approval with conditions.
7. **Notification of LCPC Decision** – After a decision has been rendered by the LCPC, the Subdivision and Land Development Administrator will send the applicant a letter to notify them of the LCPC’s decision. If the plan was approved with conditions, two copies of the approval letter will be sent to the applicant. These letters will include signature blocks for all deeded land owners to sign to indicate that they agree with the conditions of approval.
8. **Meet Conditions of Approval (may be required)** – If a plan was granted conditional approval, the conditions of approval must be met prior to the plans being signed by the chairman of the LCPC.
9. **Record Plans** – Once a plan has been signed by the LCPC chairman, our office will release a copy of the plans and approval letter to the applicant to record. Please contact the [Register and Recordors Office](#) for recording fees and hours.
10. **New Deed/Construction** – In the case of subdivisions, the recording of a new deed is what finalizes the subdivision and transfers the land. Please coordinate with your attorney in order to record a new deed. With land developments, once the plan is recorded construction may begin.
11. **Post Construction Inspection** – If the approved plan required infrastructure improvements, the developer/land owner may need to coordinate with our office to schedule a Post Construction Inspection to ensure that all required infrastructure improvements were installed as shown on the approved plan.