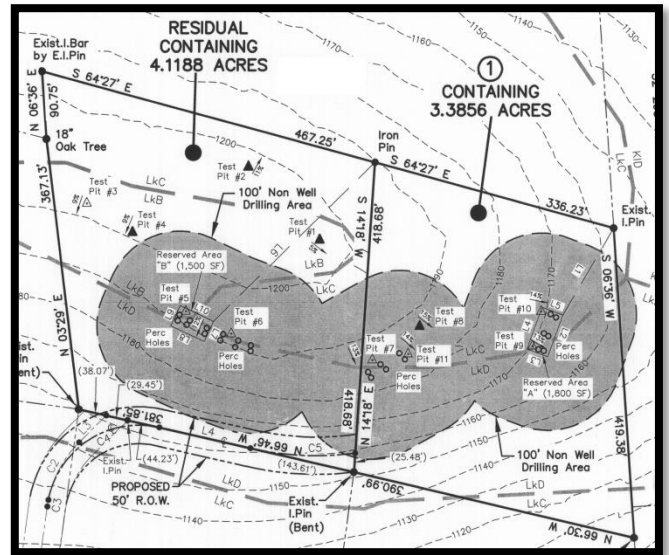


Quick Reference Guide for:

Single-Lot Subdivisions

What is a Single-Lot subdivision?

A Single-Lot subdivision is any subdivision which proposes to subdivide a parcel(s) to create one new parcel. Subdivisions which create multiple new parcels are considered Multi-Lot subdivision and are covered under the “Submission Procedures for Multi-Lot Subdivisions.” Single-lot subdivisions are considered Minor Subdivisions under the [Lycoming County Subdivision and Land Development Ordinance \(SLDO\)](#). The only difference between minor subdivisions and major subdivisions is how they are approved. Minor subdivisions may be approved by the Lycoming County Planning Commission (LCPC) Chairman outside of a regularly scheduled LCPC meeting.



What will be required?

Typically, the two most important topics which must be addressed for all single-lot subdivisions are sewage planning and access management. Sewage planning is required for all subdivisions to demonstrate that the proposed parcel will have the capacity for sewage disposal. This will require a DEP form to be filled out and public sewer coordination may be required if you are proposing to connect to public sewer. Also, all subdivisions must have safe legal access to a public road. For most subdivisions, demonstrating that the parcels will have access to a public road is sufficient; however, additional planning may be required in special circumstances. For example, a right-of-way may need to be established if the parcels do not abut a public road or a Highway Occupancy Permit from the municipality or PennDOT may be required to provide access to a municipal or state owned road. For more information on what may be required for your subdivision regarding sewage planning and access management, please refer to the “Guide to Access Management Requirements” and the “Guide to Water and Sewage Planning Requirements.” Also, all subdivisions must conform to the standards set forth in the local zoning ordinance. The Lycoming County Zoning Ordinance holds jurisdiction in many municipalities within the SLDO partnership ([see jurisdiction map](#)). In addition to zoning, access management, and sewage planning, other topics may need to be addressed depending on the circumstances of the subdivision.

Plans will be sent to the municipality for their comment as required by the SLDO. Plans may also be sent to other agencies which may have relevant input, jurisdiction, or potential impact for their review and comment including but not limited to PennDOT, DEP, water and sewer authorities, and officials of neighboring municipalities. This judgement is made by the SLDO Administrator depends on the circumstances of the subdivision.

Most Single-Lot subdivisions do not require stormwater or erosion and sedimentation control approvals, however, applicants should be aware that this will most likely be a requirement of the zoning process and should plan accordingly.

Required documentation

The following must be submitted for any single-lot subdivision.

- Completed Subdivision and Land Development Application*
- 6 copies of the subdivision plan (fewer copies may be sent with prior approval from the SLDO Administrator)*
- Application Fee*
- Sewage Planning Form or Sewage Planning Approval Letter

The following may be required to be submitted for subdivision approval.

- Access Management Documentation (ie: Right-of-Way Agreement, PennDOT HOP, etc.)
- Water and/or Sewer Authority “Will Serve” Letter
- Original Easement Agreements

*Plans will not be considered to be officially submitted until our office has received these items. Other items may be compiled through the subdivision process.

Plan requirements (for surveyors)

The following information must be put on all single-lot subdivision plans in addition to the requirements listed under SLDO Section 2.2.B and outlined in the “General Plan Requirements” document available on www.lyco.org/SLDO.

- All plans must include a note which states that the applicant is responsible for receiving a highway occupancy permit prior to constructing an access onto a state road or similar permit if required by the municipality. The following note may be used on all subdivision plans.
 - A Highway Occupancy Permit is required on all state roads (Sec. 420 PL. 1242#428). Townships/Boroughs may require a like permit on township/borough roads for all driveway entrances. It is the owner’s responsibility to obtain the applicable permit prior to constructing access to a public road.
- Some deeds may contain multiple separate parcels within the same deed. When a deed contains multiple parcels, surveyors should at least show approximate locations of internal lot lines and/or include a description of the approximate location of the lot lines. Sometimes changes to the subdivision plan may be needed to avoid issues such as creating a non-contiguous parcel or severing a lot’s access to a public road. In these instances it’s best to coordinate with the SLDO Administrator to find the easiest solution.
- Deed book and page information from previously approved subdivisions and land developments are helpful during the review process. From time to time our office will need to reference previous approvals when reviewing plans. If you know of a previously approved subdivision or land development related to the property being subdivided, add a note to the plan with deed book and page and map book and page references to assist our office.

Procedure

Below is the typical process which every single-lot subdivision must go through. Typically most simple plans can be processed within 2 months. However, circumstances of the subdivision may complicate matters and increase subdivision approval timeframes. Sometimes the process can even stretch out over a year or more although that is only on rare occasions. If more than 90 days is needed for approval, the applicant will need to complete a SLDO Extension Form and submit it to the SLDO Administrator or the plans will need to be denied due to being incomplete.

