

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.

