



ALLEGHENY COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT

County Approvals: Major Applications

The 2012 *Allegheny County Subdivision and Land Development Ordinance* (County SALDO) governs subdivision and development of land in municipalities that have not adopted a subdivision and land development ordinance. The county planning agency, which is this Department, is required to review and act on applications in these municipalities¹. The procedures for submitting applications for major subdivisions and land developments are summarized below. It is the applicant's responsibility to consult the County SALDO for complete information.

MAJOR SUBDIVISION OR LAND DEVELOPMENT

Major subdivisions and land developments are those which do not meet the definition of minor subdivision, minor land development or plat adjustment as defined in §780-202 of the County SALDO. For major subdivisions and land developments, preliminary approval must precede final approval.

§780-303. B Optional Preapplication Meeting

Applicants may request a preapplication meeting to discuss the proposed subdivision or land development with the Division 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 for suggested contents of sketch plans.

§780-303.C Submittal of the Preliminary Application

1. On any business day submit to ACED Planning Division, **four** complete copies of the preliminary application including the signed application form, applicable filing fee*, and all required plans, reports, and other information.
2. Planning Division will determine within 7 days of the date of submittal whether the application is complete or incomplete.
3. Incomplete applications will be rejected and the applicant notified in writing of the deficiencies.
4. If the application is complete the applicant will be notified in writing that the application has been accepted.
5. The date of submittal of a complete application is the official filing date of the application.
6. Planning Division will forward one complete set of the application materials to the municipality and one copy to the municipality's engineer.
7. The public meeting to review the preliminary application must be advertised and held within 30 days of the official filing date.
8. The public meeting will be held at the municipality if possible, and at the Department if not.
9. The decision to approve the preliminary application with or without conditions, or to deny approval of the application, must be made not later than 90 days following the date of the public meeting.
10. Maximum allowable time for acting on the preliminary application following the official filing date is **120 days**.

§780-303.D Submittal of the Final Application

1. On any business day submit to ACED Planning Division **four** complete copies of the final application, including the signed application form and all required plans, reports, and other information.

¹ See the PA Municipalities Planning Code (MPC; Act of 1968, P.L.805, No.247 as reenacted and amended)

2. A second filing fee is not required for final applications but all other fees, including the cost of advertising public meetings, must be paid.
3. Planning Division will determine within 7 days of the date of submittal whether the application is complete or incomplete.
4. If the application is incomplete it will be denied and the applicant notified in writing of the deficiencies.
5. If the application is complete the applicant will be notified in writing that the application has been accepted.
6. The date of submittal of a complete application is the official filing date of the application.
7. Planning Division will forward one complete set of the application materials to the municipality and one copy to the municipal engineer.
8. The public meeting to review the final application must be held within 30 days of the official filing date.
9. The public meeting will be held at the municipality if possible, and at the Department if not.
10. The decision to approve the final application with or without conditions, or to deny approval of the final applicant, must be made not later than 90 days following the date of the public meeting.
11. Maximum allowable time for acting on the final application following the official filing date is **120 days**.

Combined Preliminary and Final Applications. Applicants who choose to submit a combined preliminary and final application **must provide all information required for both preliminary approval and final approval.**

- *Complete application required.* The Department will not accept combined preliminary/applications for review unless and until all of the required information is provided.
- *Final approval must be preceded by preliminary approval.* Combined preliminary and final application that does not meet the applicable requirements for preliminary approval cannot be granted final or conditional final approval.
- *Additional meetings.* Additional meetings may be required.

2012 Allegheny County Subdivision and Land Development Ordinance

The *2012 Allegheny County Subdivision and Land Development Ordinance* is available on-line for no charge at www.alleghenyplaces.com. Hard copies are also available for \$30.00 per copy, and may be purchased from Planning Division.

*Go to http://www.alleghenyplaces.com/planning_division.aspx for copies of the application form and fee schedule (Fee Schedule A), and look under "County Approvals".

Contact Information

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