

## COUNTY APPROVALS: MAJOR APPLICATIONS

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Revised Sept. 2019

### Allegheny County Subdivision and Land Development Ordinance

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The *2012 Allegheny County Subdivision and Land Development Ordinance* (County SALDO) governs subdivision and development of land in municipalities that have not adopted a SALDO. The county planning agency, which is Allegheny County Economic Development (ACED), is responsible for reviewing and approving applications in these municipalities<sup>1</sup>. ACED's Planning Division manages county approvals.

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

### MAJOR SUBDIVISION OR LAND DEVELOPMENT

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Major subdivisions and land developments are those which do not meet the definition of a 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 Planning 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.

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

7. The public meeting to review the preliminary application must be advertised and held within 30 days of the official filing date.
8. Public meetings are held at the municipality whenever possible, or at the Department as an alternative.
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. The procedure for submitting final applications are the same as for preliminary applications, except that a filing fee is not required.
2. Other fees may be applicable, however, including consultant review fees and the cost of advertising the public meetings.

#### **Resources:**

The *2012 Allegheny County Subdivision and Land Development Ordinance* is available as a PDF at [www.alleghenyplaces.com](http://www.alleghenyplaces.com). Click the **Planning Division** tab and choose **County Approvals** from the menu. Hard copies can also be purchased from the Planning Division, for \$30.00 per copy.

On the County Approvals page you will also find copies of this summary, the application form and fee schedule (Fee Schedule A), application review checklists and other helpful information.

#### **Contact Information**

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