



County Approvals: Minor 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.

Section 780-304 of the County SALDO provides an abbreviated procedure for review and approval of minor plans and plat adjustments. The procedures are summarized below, but applicants must be sure to consult the County SALDO for complete information.

Minor Subdivisions and Minor Land Developments

Minor land development and minor subdivision are defined in §780-202 of the County SALDO as follows:

LAND DEVELOPMENT, MINOR. Any of the following:

- A. An addition to an existing building, where such addition will occupy less than 5,000 square feet of land area.
- B. An expansion of an existing parking lot that will add 25 or fewer parking spaces.

SUBDIVISION, MINOR. A subdivision of land into not more than four lots, not requiring any new street or access easement.

In accordance with §780-304.B of the County SALDO, the preliminary and final application may be combined and submitted for final approval only. Preliminary approval is not required. The procedure for review and action on minor subdivisions and land developments is summarized below:

1. On any business day submit **four** complete copies of the application, including the signed application form and required filing fee*, to ACED Planning Division.
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 copy of the application materials to the municipality and one copy to the municipal engineer.
7. The public meeting to review the final application must be advertised and held within 30 days of the official filing date.

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

8. The decision to approve the final application with or without conditions, or to deny the application, must be made not later than 90 days following the date of the public meeting.
9. Maximum allowable time for acting on the final application following the official filing date is **120 days**.

Plat Adjustments

Plat adjustments are defined in §780-202 of the County SALDO as follows:

SUBDIVISION, PLAT ADJUSTMENT. Any of the following:

- A. Adjustment of lot lines between lots where no new lots are created.
- B. Consolidation of lot lines.
- C. Survey corrections.
- D. Final survey of property lines for townhouses and other attached dwelling units after construction when in conformance with a previously recorded plan.

A public meeting is not required. Applications for plat adjustments may be submitted as a final plan prepared for recording with all required municipal and other signatures. The signed application form and required filing fee* must accompany the application. ACED will review the plan for compliance with requirements of the County SALDO and the Allegheny County Department of Real Estate. If the plan is prepared correctly ACED will sign the certification of approval and release it for recording.

- **Applicants are encouraged to submit a copy of the plat adjustment to Planning Division for an informal review before submitting the plan to the municipality for signing.**

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.alleghenycounty.us/economic-development/forms.aspx> for copies of the application form and fee schedule ("Fee Schedule A"), and click "Subdivision Forms".

Contact Information

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