

Digital Submittal of Plans to ACED Planning Division

ACED's Planning Division (the Division) is responsible for reviewing subdivisions and land development plans as required by the PA Municipalities Planning Code (MPC). This document outlines the policies and requirements for digital submittals of plans as of September, 2019.

The Division will accept digital submittals of plat adjustments and minor subdivisions* as defined by the *Allegheny County Subdivision and Land Development Ordinance* (county SALDO), in accordance with the following:

Acceptable:

- a. Resubmittal of applications: Plat adjustments and minor subdivisions may be resubmitted digitally if the Division reviewed the plan previously and changes were required. The Division will check the revised plan and let the submitter know if the comments were addressed satisfactorily.
- b. Unique/unusual conditions: Plats may be submitted digitally if there is a unique or unusual condition that the applicant would like to discuss with the Division before making a formal submittal.

Not Acceptable:

- a. Municipal Submittals: All subdivision and land development plans submitted for advisory review under §502(b) of the MPC must be submitted by the municipality in hard copy only, at the original drawing scale.
- b. Very large properties: Plat adjustments and simple subdivisions of very large properties drawn at 1" = 100' or smaller, and/or that cover several sheets.
- c. Illegible/unreadable submittals. Plans submitted digitally that are illegible or otherwise unreadable will be rejected.

Format:

- a. File Format: All plans must be submitted as a file; not as a photo or static image of the plan. Acceptable file formats are .PDF (preferred), .PNG, .GIF, and .TIF. .JPG files are not acceptable. Please note that at this time we also cannot accept CAD (.DWG) files.

Fees:

- a. Printing: The Division reserves the right to make a print of any plan submitted digitally if the reviewer determines a hard copy is needed.
- b. Costs: The cost is \$4.00 per page (2' x 3'; black and white only).
- c. Responsibility: All such costs are the responsibility of the submitter, and must be paid in full before the Department will sign and release the plan for recording.

Timeline:

- a. Review times: Division staff will review digitally submitted plans as time and workloads permit.

Other:

- a. Record Plans: When the finally approved plan is submitted to the Division for review and signature prior to recording, *a hard copy of the plan must be provided*. A digital copy of the plan will not be accepted in lieu of the required hard copy.
- b. E-mailing: The Division is not responsible for lost, misdirected or incorrectly addressed e-mails.
- c. Policy: This policy is subject to change at the discretion of the Division.

***Definitions:** The following definitions are from Art. II of the county SALDO¹:

Subdivision, Minor: A subdivision of land into not more than four lots, not requiring any new street or access easement.

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 dwellings after construction when in conformance with previously recorded plan.

¹ Available at http://www.alleghenyplaces.com/planning_division.aspx.