



Digital Submittal of Subdivision Plans to ACED Planning Division
August 2016

ACED's Planning Division (the Division) is responsible for reviewing subdivisions and land development plans as required by the PA Municipalities Planning Code (MPC). The Division reviews plans both before they are acted on by the municipality, and after they have been approved by the municipality prior to recording. The Division is often asked about digital submittals of plans. This document outlines the policies and requirements for digital submittals of plans as of August 2016.

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:

Not Acceptable:

- a. Municipal Submittals: subdivision and land development plans that municipalities are required to submit to the Division for advisory review under §502(b) of the PA Municipalities Planning Code (MPC). All such plans 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 scales smaller than 1" = 100' and/or that cover several sheets.
- c. Illegible/unreadable submittals. The Division reserves the right to reject any plan submitted digitally that is illegible or otherwise unreadable.

Acceptable:

- a. Resubmittal of applications: Surveyors and others may *resubmit* plat adjustments and minor subdivisions digitally if the Division reviewed the plan previously and requested that changes be made. The Division will check the revised plan to the extent possible, and let the submitter know if the comments have been 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. The Division reserves the right to determine whether or not to accept the submittal for discussion.

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.

Digital Submittal Policy

August 2016

Fees:

- a. Printing: The Division reserves the right to print 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. Contact: Before submitting a plan digitally please call your contact at the Division to be sure you are submitting the plan to the appropriate person.
- b. Record Plans: When a finally approved plan is submitted to the Division for review and signature, *a hard copy of the plan must be provided for the Division's records*. A digital copy of the plan will not be accepted in lieu of the required hard copy.
- c. E-mailing: The Division is not responsible for lost, misdirected or incorrectly addressed e-mails.
- d. 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.