

PROCESS GUIDE FOR SUBDIVISION AND LAND DEVELOPMENT PLANS REQUIRING COUNTY APPROVAL

The Erie County Subdivision and Land Development Ordinance applies for plans located in the following municipalities.

**Amity Township
Concord Township
Conneaut Township
Cranesville Borough
Elgin Borough
Elk Creek Township**

**Mill Village Borough
LeBeouf Township
Platea Borough
Union Township
Wattsburg Borough
Wayne Township**

This guide is not intended to supersede or replace the Erie County Subdivision and Land Development Ordinance. Plans must comply with all applicable requirements of the ordinance. If you have any questions, or need additional information, please call the Erie County Department of Planning at (814) 451-6336.

The following steps should be carried out in the order presented.

1. A pre-application consultation and/or sketch plan submission to the Erie County Department of Planning (ECDP) is recommended, but is not required.
2. A preliminary plan, if required, must be approved prior to submission of a final plan. Preliminary plans are **not** required for minor subdivisions and replots (lot line changes).
3. No final plan shall be signed by the Erie County Department of Planning until a determination is made whether sewage facility planning and approval is necessary.
 - a) For proposals in areas with on-lot sewage disposal options, submit two copies of the survey plan to the Erie County Department of Health, Environmental Services. A determination will be made whether a local waiver to sewage planning is appropriate or if DEP approval is necessary.
 - b) For proposals in areas with public sewers, the municipality will determine whether any proposed sewage flows can be accommodated by a local tap-in or whether DEP approval, waiver or exception is necessary.
4. Plans must be prepared by a licensed surveyor. A licensed surveyor should be able to guide in processing and completion of necessary forms from the ECDH and/or ECDP.
 - a) The sheet size for final plans must be 18" x 24".
 - b) Plans must be signed & sealed by surveyor.
 - c) Plans must be signed & notarized by owner(s).
 - d) One mylar and seven paper copies will be required.
5. Submit the mylar and 5 copies to the municipal governing body for its review and signatures.

6. Submit the mylar and 4 copies to the Erie County Department of Planning for its approval and signatures.
7. Submit 3 copies of the approved survey (at least one copy must have original signatures) to the Erie County Recorder of Deeds. This must be done within 90 days of county approval.

Contacts

Erie County Department of Planning

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