



Washington County Planning Commission

100 West Beau Street, Suite 701
Washington, PA 15301-4470

Phone: 724-228-6811
Fax: 724-250-4110

County Commissioners:

Larry Maggi
Chairman

Diana Irey Vaughan
Vice - Chairman

Harlan G. Shober, Jr.

Executive Director:
Lisa L. Cessna

Board Members:
Kenneth J. Kulak II, AIA
David B. Miller
Lee Nickovich
Leslie P. Midla
Charles A. Crouse
Joe Manning
R. Christopher Wheat, P.E.

Subdivision and Land Development Procedures in Washington County

Washington County is comprised of 66 municipalities (*2 third class cities, 32 boroughs and 32 townships*) which most of them have adopted a Subdivision and Land Development Ordinance (SALDO). The following information will serve as a guide to help you complete your subdivision or land development plan in Washington County. **Any modification to a property is considered a subdivision. This includes consolidations and property line shifts.**

Contact Municipality:

When you have decided to subdivide your property, you want to contact the municipality in which the subdivision is going to take place. At this point the municipality will inform you of their SALDO, if any, and advise you of what should be shown on your plan, what they will review for, and their process time frame.

Select Surveyor:

After you have contacted the municipality, you want to start contacting certified surveyors to prepare your plan. One point to consider is asking the surveyor of his or her experience with subdividing in the municipality. Having an experienced firm will make the subdivision process more streamlined.

Plan Submittals:

After the surveyor has your plan complete you need to submit 3 paper copies, subdivision application, and sufficient fee to Washington County Planning Commission for review. The subdivision application will not be considered completed unless **fee is included** with the application. Washington County Planning Commission has 30 days to review a subdivision plan. The 30 days begins when we receive the completed application. **The County Planning Commission will review, sign and send written comments and recommendations to the municipality. The municipality will then review and approve the plan.** Once survey has been reviewed and approved by your municipality, you will then have **90 DAYS** to record that plan. After 90 days, the approval becomes invalid.

You may also submit a Mylar copy of the plan with the paper copies, but it is advisable to have your surveyor print the Mylar after the municipal planning commission has reviewed the plan in case any changes need to be made.

Recording:

Once the County has signed for review and the municipality has approved the plan, all signing indentures must be completed and new Tax Information must be added to the survey before taking the plan to the Washington County Recorder of Deeds for recording. You must visit the Tax Assessment Office for this new Tax Information. **Getting your plan recorded is the last step in the subdivision process.**

For any comments or questions please contact Jason Theakston with the Washington County Planning Commission at 724-228-6811.



Washington County Planning Commission

100 West Beau Street, Suite 701
Washington, PA 15301-4470

Phone: 724-228-6811
Fax: 724-250-4110

County Commissioners:

Larry Maggi
Chairman

Diana Irey Vaughan
Vice - Chairman

Harlan G. Shober, Jr.

Executive Director:
Lisa L. Cessna

Board Members:
Kenneth J. Kulak II, AIA
David B. Miller
Lee Nickovich
Leslie P. Midla
Charles A. Crouse
Joe Manning
R. Christopher Wheat, P.E.

REVIEW APPLICATION SUBDIVISION AND LAND DEVELOPMENT

Washington County Planning Commission

This application must be completed by the applicant or owner's agent and submitted with the required number of plans and the required fee for subdivision and land development reviews required by the Planning Municipalities Planning Code Act 247 as amended.

Municipality: _____

Name of Proposal: _____

Location: _____

Applicant: _____ Telephone: _____

Address: _____

Proposal:	Residential Subdivision – number of lots or units	_____
	Nonresidential Subdivision – number of lots or units	_____
	Property Line Shift	_____

The following documentation for plan submission is needed:

1. Three (3) copies of the plan.
2. Review Fee \$ _____

***PLEASE NOTE:** Non-profit entities are exempt from review fee,
No Review Fee for Land Development reviews.

Please check appropriate type of plan submission.

_____ Property Line Shift
 _____ Preliminary Plan
 _____ Final Plan

Signature of Applicant _____

Date _____

WCPC USE ONLY: Date Received: _____
 Date Reviewed: _____
 Fee Paid: \$ _____

of mylars _____

#of prints _____

FEE SCHEDULE

Residential Subdivision, Land Developments and Nonresidential Subdivisions

Property line shifts	\$25.00
1-2 lots or units	\$25.00
3-10 lots or units	\$30.00 + \$5.00 for each lot over 3
11+ lots or units	\$75.00 + \$ 5.00 for each lot over 11

Nonresidential Land Developments

* Washington County will not charge a fee for any review of Land Development Plans. Reviews by Washington County will only be conducted on request of municipality. Washington County would still request a copy of Land Development Plan for office records.

The term "lots" includes the parent tract and conveyances, tracts, or parcels of land for the purpose, whether immediate or future, of lease, transfer of ownership or building development.

In general, all charges are intended to cover the entire review process, from preliminary to final plans, except as follows:

1. Each resubmission of a plan containing ten (10) lots or less at the preliminary or final stage shall be subject to an additional \$10.00 fee. A subdivision which proposes not more than two (2) lots may be resubmitted one time without an additional charge for review.
2. Each resubmission of a preliminary or final plan involving more than ten (10) lots shall be required to pay an additional fee of \$50.00. However, a plan with major revisions that substantially increase or reduce the number of lots, streets or the amount of acreage involved will be charged a fee as described in the above tables.
3. No fees will be assessed on reviews done for any governmental unit, including school districts or for a nonprofit organization that presents verification of nonprofit status.

Checks should be made payable to Washington County.