



INSTRUCTIONS FOR COMPLETING A SUBDIVISION APPLICATION FOR CLASSES I, II & III

1. Plan Name & Municipality

Plan Name: The name on the plan-usually after “prepared for” or “for”

Municipality: The Township or Borough in which the parent parcel is located

1a. Parent Parcel Land Owner's information.

Complete the Email Address and Phone Number fields if the Land Owner wishes to be contacted regarding this proposal. This information will be used for correspondence such as Acceptance Letters, Approval Letters, Status updates and / or general questions regarding the application.

Parent Parcel Address-This is the address attached to the Parent Parcel.

1b. FOR SIDE LOT ADDITIONS ONLY. (All other proposals move on to Line 2.)

Complete the contact Email Address and Phone number for the Recipient of the subdivided piece of the Parent Parcel.

2. Authorized Agent Information

An Authorized Agent is a person that is not a Parent Parcel Owner or Recipient Parcel Owner who is Authorized to sign on behalf of the Applicant

Complete this section if:

- a) The person submitting the application is an *Authorized Agent* with contact information that is DIFFERENT from the PARENT Parcel Land Owner's information.

OR

- b) You are the Parent Parcel Land Owner and would like to use an alternate address or phone number for communication.

PLEASE NOTE THAT CONTACT INFORMATION COMPLETED IN SECTION 2 WILL BE USED FOR ALL CORRESPONDENCE RELATED TO THIS PROPOSAL.

3. Surveyor

List your surveyor's name and company. Your surveyor may be contacted to answer technical questions or make changes to the plan being submitted.

4. Written Intentions

Describe your proposal and the property or properties involved.

5. Class Filter (check all that apply)

Your proposal may fall under more than 1 Class. For example, a Minor Subdivision (Class III) and a conveyance, or side lot addition (Class I) qualifies as 2 classes.

6. Parcel ID #(s)

List all parcel numbers involved in your proposal.

7. Plan Information

Indicate Sewage type, Water Supply type and Streets/Roads type. For the Parcel section, answer yes or no.

8. Required for submission

These components are required for the Planning Commission to render a determination of your proposal. Check all components being submitted with your application. In addition, you will be asked to submit any paperwork received from the Sewage Enforcement Agency.

9. Subdivision Base Review Fee Schedule

There is a \$75 fee for each class your proposal falls under.

For example, if you are proposing a side lot addition, your proposal falls under two classes. Class III is required for the subdivision of the parent parcel. Class I is required to consolidate subdivided piece to the recipient parcel. Two classes = \$75 x 2 for a total of \$150 for your Base Review Fee.

- YOUR PLAN MUST BE RECORDED WITHIN **90 DAYS** OF ITS APPROVAL.
- PLANS NOT RECORDED WITHIN THIS PERIOD WILL NEED TO BE REAPPROVED BY THE PLANNING COMMISSION.
- A **\$50 FEE** IS REQUIRED FOR ALL REAPPROVALS, REGARDLESS OF THE NUMBER OF CLASSES IN THE PROPOSAL.

10. Understandings and Agreements

Initial next to each line to acknowledge, agree and accept the requirement.

11. Authorizations

If you are an Authorized Agent (the person designated as the primary contact who is NOT the Land Owner to the Parent Parcel), please complete the Authorized Agent's Name, Phone Number and Email Address. Your information should also appear in Section 2.

11a. For lot addition subdivisions only.

All Land Owners involved in this proposal must sign the application. Use Section 12 for more than 3 Land Owners affected by this proposal.

11b. This line should be signed by the Authorized Agent who is submitting this application, if they are not the landowner.

12. Additional Land Owners

This page is provided to include all Land Owners involved in your proposal. Signatures are required for each Land Owner. For each Land Owner, use the columns on the left to indicate whether they are the owner of a parent tract or the recipient of the piece being subdivided.

Indiana County Subdivision & Land Development Application Class I, II, III & IV Proposals

FOR OFFICE USE ONLY	
REFERENCE NO.	
REVIEW FEE	
FEE RECEIVED?	
CHECK NO.	

1	Plan Name		Municipality
1a	Parent Parcel Land Owner(s) Name	Email Address	Phone
	Parent Parcel Address		
1b	Recipient Parcel Land Owner(s) Name (FOR SIDE LOT ADDITIONS)	Email Address	Phone
	Recipient Land Owner(s) Address		
2	Authorized Agent's Name (if different from the information above)	Email Address	Phone
	Authorized Agent's Address		
3	Surveyor		Phone

4 **Written Intentions - Please outline your proposed Subdivision / Land Development below. Attach additional pages if necessary.**

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5	Class Filter (check all that apply)	Review Type	Plan Type
	Class I – Survey Correction, Plat Adjustment and Lot Consolidation	Preliminary	New Proposal
	Class II – Court-Ordered Transfers, Settlements, Easements, Takings and Enforcements	Final	Revision to Prior
	Class III – Minor Subdivision (3 lots or less, no public improvements)	Revision	Phase of Revision
	Class IV – Major Subdivision (4 or more lots with public improvements)		

6	Parcel ID #(s)				
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7	Plan Information		
	Sewage	Water Supply	Streets / Roads
	Public	Public	Public
	Community on-site	Community on-site	Private
	Individual on-lot	Individual on-lot	New
	Non-Building Waiver	New Water Supply	Highway Occupancy Permit
	New Sewage System Permit		

Parcel	Yes	No
Is the Parcel enrolled in Clean & Green?		
Is the Parcel in an Agricultural Security Area?		
Is the Parcel located in a Floodway or Floodplain?		

8 Required for Submission

- ☐ COMPLETED APPLICATION ☐ PAID APPLICATION FEE
- ☐ 5 COPIES (SIGNED BY YOUR MUNICIPALITY) OF THE PROPOSED PLAN AND APPLICATION MATERIALS
- ☐ DIGITAL DRAWING AND APPLICATION MATERIALS (ONLY UPON REQUEST): ___ Flash Drive ___ Email
- ☐ ZONING FROM MUNICIPALITY (IF APPLICABLE)
- ☐ COMPLETED PRELIMINARY / FINAL CHECKLIST (IF APPLICABLE)

9 Subdivision Base Review Fee Schedule Classes I, II, III & IV - Effective August 10, 2023

Applicant pays minimum fees and all billable expenses from professional consultants involved in reviewing and inspecting the subdivision / land development plan and stormwater program (e.g., mileage, copies, surveying).

Classes I-III – Minor Subdivisions (3 lots or less-no public improvements), Consolidations, Corrections, Adjustments, Court Ordered Transfers, Settlements, Easements and Takings	\$75.00 / Class
Class IV – Major Subdivisions (4 or more separate deeded parcels or lots-with public improvements)	\$150.00 PLUS
Each New Lot (after 4 lots)	\$10.00 each lot

Applicants have ninety (90) days to record an approved plan. Plans that have not been recorded after 90 days will require reapproval from the Planning Commission.

REAPPROVAL FEE	\$50.00
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BASE REVIEW FEE	
NO. OF NEW LOTS (Class IV)	
X \$10.00 =	
TOTAL REVIEW FEE	

For your convenience, we accept fee payment by cash, check, or credit card.
Please make checks payable to 'Indiana County'

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10 Understandings and Agreements

Please initial to acknowledge each requirement

It is the responsibility of the Applicant to assure the County that all standards relevant to a proposal for Land Development are cited and met. Standards are established by Federal and Commonwealth agencies, by municipalities and by professional groups. Surveyors, Architects, Landscape Architects, Civil Engineers, and other registered professionals publish compiled design standards that are available to the public. **The Applicant shall propose to meet and meet all standards that are relevant and those specifically included in this Ordinance that are relevant.**

_____ Yes, I understand and agree to accept the requirement.

A property that is to be Approved for Land Development shall be free of obligations, encumbrances and liens except for those held by a bona fide lending institution or bank registered in the United States of America. There shall be no deed restrictions related to the property that would prohibit subdivision of the property. **Do you understand this requirement and do you accept that no approval of any proposal for Land Development will be given unless this requirement is met?**

_____ Yes, I understand and agree to accept the requirement

11 Authorizations

- I / We authorize this Subdivision.
- I / We authorize the following individual to be the agent for executing this submission and to be contacted with any questions or concerns regarding this submission during the review process.

Authorized Agent's Name: _____ Phone: _____

Email: _____

- I/We authorize the Indiana County Office of Planning & Development and any authorized agent of the Office to visit / enter this property between 8am and 4pm at their own risk while this plan is being reviewed.

➤ Land Owner's Signature **x**

11a FOR LOT ADDITION SUBDIVISIONS, the **owner(s) of the Parent Parcel (PP)** and the **owner(s) of the Recipient Parcel (RP)** must sign the application in the space below. If there are more than 2 Landowners, please use section 12.

PP Landowner 1 Signature: **x** _____ PP Landowner 2 Signature: **x** _____

RP Landowner 1 Signature: **x** _____ RP Landowner 2 Signature: **x** _____

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11b

If the Applicant is not a landowner, or is acting as an Authorized Agent, they must sign below.

Applicant Signature: **X** _____

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Please use this section if there are more than 2 owners for any parcels involved in this proposal. An additional sheet may be attached if necessary

Parent Parcel	Recipient Parcel			
		Land Owner(s) Name	Email Address	Phone
		Land Owner(s) Address	Land Owner(s) Signature X	
		Land Owner(s) Name	Email Address	Phone
		Land Owner(s) Address	Land Owner(s) Signature X	
		Land Owner(s) Name	Email Address	Phone
		Land Owner(s) Address	Land Owner(s) Signature X	
		Land Owner(s) Name	Email Address	Phone
		Land Owner(s) Address	Land Owner(s) Signature X	
		Land Owner(s) Name	Email Address	Phone
		Land Owner(s) Address	Land Owner(s) Signature X	
		Land Owner(s) Name	Email Address	Phone
		Land Owner(s) Address	Land Owner(s) Signature X	
		Land Owner(s) Name	Email Address	Phone
		Land Owner(s) Address	Land Owner(s) Signature X	