

Single Lot Subdivisions Approval Guidelines and Requirements Indiana County Subdivision Ordinance

Purpose

The purpose of the subdivision regulations is to insure new building sites are suitable for construction through requiring compliance with accepted design standards, proper access to a public street, sewage approvals, and a property boundary survey.

Jurisdiction

These regulations control the subdivision of land in all townships and boroughs in Indiana County except White Township, East Wheatfield Township, Indiana Borough, Blairsville Borough, and Homer City Borough. Please contact local officials in those municipalities to discuss their requirements for property under their jurisdiction.

Assistance

Please do not hesitate to contact the Indiana County Office of Planning & Development at 724-465-3870 for assistance or to schedule a meeting at any time during the review and approval process. The office is located at 801 Water Street, Indiana, PA 15701.

Definitions

- **Subdivision**: The division of a parcel of land into two or more lots, with the residual acreage always being counted as one of the lots. There are no exemptions from the regulations.
- **Single-Lot Subdivision (Building)**: A subdivision consisting of the first and second building lots subdivided from an original tract of land as described in the deed of record on November 7, 1962, (effective date of the subdivision regulations) from which the proposed lot(s) are to be created by the subdivision process. All subdivisions prior to this date are not counted. Changes in the ownership of an original tract will permit the new owner(s) to subdivide twice for building purposes under this regulation. All subdivisions that exceed the first and second building lots, or do not comply with the following criteria, must be presented to the Indiana County Planning Commission.

The proposed lot(s) must have direct frontage on an existing public street or approved private drive street, have access to an existing public sewer system or have approval to use an on-lot septic system, and shall not include proposals for any public improvements, (new road construction, extensions of public water and/or sewer service, etc.).

- **Single-Lot Subdivision (Non-building)** – A non-building subdivision is a subdivision of a parcel of land proposed to be conveyed as an addition to an adjacent building lot or to be established as an independent lot upon which no sewage disposal system may be placed. These lots must be used for accessory purposes only (farming, garages, storage sheds, etc.). Lots which do not comply with minimum lot size, sewage testing, and/or public access requirements can only be approved for non-building purposes. All non-building subdivisions may be approved by the staff of the Indiana County Office of Planning and Development.

- Required Submittals for Single-lot Subdivisions – The following information will need to be submitted to the Indiana County Office of Planning and Development as part of the review and approval procedure:
 - Survey Drawing – See the attached checklist of survey drawing requirements. All drawings must be prepared, sealed, and signed by a registered professional land surveyor.
 - Note – In order to save time and expense, please contact any other regulatory agency or provider (local township or borough, sewage enforcement agency, PENNDOT, utilities, public water and sewage providers, etc.) to discuss their requirements prior to having a survey completed for the subdivision. Compliance with other applicable regulations may require adjustments to the design of the new lot(s).
 - Proof of Access to a Public Street – through either direct frontage on an existing municipal road or an approved private road providing a right-of-way to a public road.
 - Existing driveways must be shown on the survey drawing.
 - A proposed new driveway which will intersect an adjoining State road must be supported by proof of PENNDOT approval for the access location, or the survey drawing must contain a note concerning PENNDOT permit requirements (See checklist of survey requirements).
 - Private roads may serve only the original parcel and two new lots. Maintenance responsibilities for private roads must be placed on the survey drawing, in the property deed, or in a separate agreement to be recorded with the survey. A copy must be provided for plan approval.
 - Proof of Sewage Approval
 - All building lots must be connected or have approval to connect to an existing sewage treatment system, or approval to utilize an on-lot septic system (existing or new installation).
 - All non-building lots must be accompanied by an executed Form B (Request for Non-Building Waiver), and the survey drawing or deed which contains the appropriate non-building language from the Form B.
 - Form B Waiver Forms are not required for non-building side-lot additions of less than one half acre to a neighboring parcel. The survey drawing must contain the “non-building side-lot addition” language.
 - Plan Recording
 - The approved survey drawing must be recorded with the Indiana County Recorder of Deeds within 90 days of plan approval or the approval will become null and void.
 - Any changes to recorded plan drawings (plan amendments) must be approved by the Indiana County Office of Planning and Development.

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Checklist of Survey Drawing Requirements

The following is the minimum information that must be shown on the survey drawing for a single lot subdivision:

Yes	No	N/A	
			Name of the property owner
			Municipal location
			North arrow, scale and date
			Names of all adjoining property owners
			All existing public streets that serve the property including street name, number, and right-of-way width
			25' or 50' building setback lines from street right-of-way
			Location, purpose, and width of all proposed rights-of-way and easements including private drives for access
			Layout of lots with distances, bearings, areas in square feet or acreage, numbers and lot lines
			Name, seal, and signature of the registered surveyor who prepared the plan
			Location of any existing public water or sewer lines that currently or are proposed to serve the lot(s)
			Location of survey pins at every corner
			Any applicable final plan certificates for plan approval and recording
			Location of existing homes, water wells, septic systems, and driveways
			<p>The following note concerning access to a State highway:</p> <p>A HIGHWAY OCCUPANCY PERMIT IS REQUIRED PURSUANT TO THE "STATE HIGHWAY LAW" BEFORE DRIVEWAY ACCESS TO A STATE HIGHWAY IS PERMITTED.</p>
			Applicable non-building lot or side-lot addition language