



September 7, 2021

Subdivision and Land Development Reviews by Allegheny County

Dear Municipal Partner:

The Planning Division of Allegheny County Economic Development (ACED) has prepared this letter as a reminder of the procedures necessary for subdivision and land development reviews by Allegheny County, in order to improve the efficiency of those reviews. We hope you find this information helpful in organizing your municipality's submittals to ACED in the future.

Your municipality has adopted its own subdivision and land development ordinance (SALDO). In municipalities that have done so the Pennsylvania Municipalities Planning Code (MPC), Article V, Section 502(b), requires that all applications for subdivision and land development be forwarded to the County Planning Agency for an advisory review. In Allegheny County, ACED is the designated County Planning Agency.

The MPC also states that a municipality may not approve a plan until a County review is received, or until 30 days has passed from the date it was forwarded to the County. All applications for advisory review must be forwarded to ACED by the municipality, and not by the landowner, developer, surveyor, or other party. Applications may be delivered through the mail, or by hand to our office, although the preferred means is by mail.

For an application, the following items – and only the following items – must be submitted:

Subdivisions:

- County review application form, completed by the applicant (this is a new form, and a copy is provided with this letter)
- Plat, prepared according to the standards of the municipal SALDO and the requirements of the Allegheny County Department of Real Estate provided in Appendices 1 – 4 of the Allegheny County SALDO
- Project narrative
- Evidence of the notification of public services providers, including all utilities (for major subdivisions only)

Land Developments:

- County review application form, completed by the applicant (this is a new form, and a copy is provided with this letter)
- Site plan, prepared according to the standards of the municipal SALDO
- Project narrative
- Traffic and circulation plan

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- Utilities plan
- Landscape plan
- Photometric plan
- Grading plan
- Phasing schedule, if applicable
- Evidence of the notification of public service providers, including all utilities

Do not send reduced-size plans. Plans must be submitted at their original size and drawing scale. There is no need to re-submit revised plans for review.

If you have questions regarding subdivision review, you may contact Ryan Bobich at Ryan.Bobich@AlleghenyCounty.US or 412-350-1049. If you have questions about land development review, you may contact William McLain at William.McLain@AlleghenyCounty.US or 412-350-1361.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matthew T. Trepal".

Matthew T. Trepal, AICP
Manager, Planning Division