



# Washington County Planning Commission

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## 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.