

Minor Subdivision Timeline and Plan Checklist
§301 of the Venango County Subdivision and Land Development Ordinance

301 MINOR SUBDIVISION PROCEDURE AND TIMETABLE.

The proposed minor subdivision shall be presented to the Planning Commission Staff in the following consecutive steps.

301.1 Sketch Plan

The applicant is encouraged to meet with the Commission Staff to discuss a sketch plan. **The applicant is not required to submit a sketch plan.**

301.2 Preliminary Plan

The applicant is not required to submit a preliminary plan for a minor subdivision.

301.3 Final Plan

The applicant shall submit six (6) black & white or blue & white line prints of the final subdivision plan, containing all of the information required in this section.

1. The Commission staff shall take action and communicate its decision to the applicant not later than ninety (90) days following the date of the submission of a complete application.
2. When the plan is not approved as filed, the decision shall specify the requirements that must be met and shall cite specific provisions of the Ordinance that apply. The grounds for modification or for disapproval may include that refusal or the failure of the applicant to furnish such documents or information as the Commission may require pursuant to this Ordinance.
3. It is not the intention of this Ordinance to require any survey or Septic Approval for a remainder lot larger than ten (10) acres.
4. The subdivider shall submit six (6) black and white or blue and white prints of the Final Plan drawing and one (1) copy of all other required information for the proposed new lot. Sheet size must be eight and one-half by fourteen (8.5 x 14) inches to seventeen by twenty-four (17 x 24) inches or a size between those dimensions. The drawing scale must be between twenty (20) feet and one hundred (100) feet to the inch. A key map must be provided if more than one (1) sheet is used. The Final Plan drawing for a Minor Subdivision shall show the following information:
 - A. 1) Name of subdivision or land development _____
 - 2) Municipality _____
 - 3) Name and address of tract owner or authorized agent _____
 - 4) North point _____
 - 5) Graphic scale _____
 - 6) Date _____
 - B. 1) Minimum lot area _____
 - 2) Total number of lots _____
 - 3) Acreage of the area of development as well as entire tract _____
 - 4) Proposed land use _____

C. 1) Zoning requirements including:

- District _____
- Lot area _____
- Width & yard requirements _____
- Necessary municipal approval of any variances _____

D. 1) Lot lines w/ bearings & distances _____

2) Minimum closure error of 1 in 10,000 _____

3) Designated starting point from established starting point _____

E. 1) Curve data

- Radius _____
- Delta angle _____
- Tangent _____
- Arc _____
- Chord _____

F. 1) Flood hazard areas and Historic places _____

G. 1) Location & material of monuments and lot markers _____

H. 1) Locations of adjacent streets _____

I. 1) Building setback lines _____

J. 1) Utility and stream easements _____

K. 1) Vicinity map w/ adjoining properties, streets, boundaries within 1,000 ft _____

L. 1) Certification w/ seal by PA registered land surveyor _____

M. 1) Notarized and signed by owner _____

N. 1) 3" x 5" blank space for Commission _____

O. 1) Venango Co. assessment # for parent lot or lots of subdiv. or land dev. _____

P. 1) New lot or remainder lot less than 10 acres:

- Public water & sewage _____
- On-site _____

For every new lot, or for a remainder lot less than ten (10) acres in size, certification that public water and sewage facilities are available for the subdivision and where they are not, certification that these facilities can be provided on-site. A Sewage Planning Module shall be submitted with all subdivision plans. Documentation of acceptable sewage disposal from the Municipal Sewage Enforcement Officer or the Public Sewage Disposal provider shall be submitted for all new lots. (See the SALDO for non-building waiver information).

301.4 Recording of the Final Plan

After completion of these procedures and upon approval of the final plan by the Planning Commission Staff. . . the applicant and appropriate municipal officials shall be notified in writing of such action. At least one (1) copy of the approved plan shall be returned to the applicant.

1. One (1) copy of the approved plan should be recorded with the County Recorder of Deeds immediately, but in any case should be recorded within ninety (90) days from the date of final approval by the Planning Commission.
2. VCRPC now records plans on behalf of the applicant
3. The approved final plan shall be filed with the County Recorder of Deeds before proceeding with the sale of lots or construction of buildings.
4. The Venango County Recorder of Deeds shall not accept any plan for recording unless such plan officially notes the approval of the Venango County Regional Planning Commission staff.
5. The recording of the plan shall not constitute grounds for Assessment increases until such time as lots are sold or improvements are installed on the land.

Please refer to the SALDO for complete descriptions, definitions, fees and timelines.