

PROCEDURE FOR SUBDIVISION AND LAND DEVELOPMENT IN LEBANON COUNTY

INTRODUCTION

Subdivision and land development regulations exist under the authorization of the Pennsylvania Municipalities Planning Code. The purpose of the ordinance is to guide and regulate the planning, subdividing, and development of land in accordance with established standards. Subdivision is defined as the division or redivision of land for transfer or lease, including any change to existing lot lines. Land development involves improvement of a lot with a non-residential building, a group of two or more residential or non-residential buildings and, in many cases, building or paving project in excess of a specified size.

PLANS REQUIRED

Subdivision or land development requires the submission and approval of a formal subdivision or land development plan. The plan must be prepared by a Surveyor or Engineer and submitted to the County Planning Department and your local Township, Borough or City to obtain approval.

GETTING STARTED

Individuals wanting to subdivide or develop land should first start with a simple drawing of the property involved, showing the existing and proposed conditions. Discussion with County Planning Department and Township/Borough staff, especially the subdivision planners and zoning officers, will provide basic guidelines and advice for design.

If a decision is made to proceed with formal preparation of a subdivision or land development plan, a Surveyor or Engineer should be contacted. Allow plenty of lead time, as field work, plan preparation and plan processing often takes three (3) to four (4) months or more.

APPROVAL PROCESS

Depending on the subdivision or land development design options to be considered, your Surveyor or Engineer may start with a formal sketch plan. This sketch plan will be reviewed by County Planning Department and Township/Borough staff for compliance with applicable requirements.

The next step is actual site work by the Surveyor, Engineer and his associates. Site investigation may include surveying, engineering, sewage testing, contour mapping, utility layout, etc. Following completion of the fieldwork, the Surveyor or Engineer will draft a subdivision or land development plan for submission, including all associated documents and reports.

The subdivision or land development plan is submitted to the County Planning Department and Township/Borough, along with application and recording fees, to begin the plan approval process. The plan is assigned a number so that it can be reviewed in the numerical order submitted. Staff reviewing the plan will evaluate it for compliance with zoning and subdivision ordinances and good planning principles. Additionally, where applicable, reviews will also be coordinated with the County Conservation District, Penn DOT, Sewage Enforcement Officer, Zoning Officer, County Engineer, Department of Environmental Protection, etc. Review and approval signatures on the plan must be obtained from the County Planning Department, Township/Borough Governing Body, Township/Borough Planning Commission and County Engineer.

At the end of the plan approval process, prior to formal approval and recording, the subdivider or land developer must pay the required inspection fees and provide a financial guarantee (letter of credit, escrow account, or similar document) to the approving County or Township/Borough entity to insure the construction of required plan improvements such as streets, curbing, sidewalks, storm water facilities, mandatory paved areas, etc.

AFTER THE APPROVAL

Upon completion of the approval process, the subdivision or land development plan is recorded with the Recorder of Deeds and County Planning Department Offices. Approval of a final subdivision plan permits transfer of the lot (s). Subdivision and land development plan approval also authorizes the initiation of construction. Therefore, the required permits may be obtained (Sewage, Zoning, Building, etc.) and development may proceed. Where a financial guarantee has been posted for any site improvements, the developer should contact the inspecting Engineer, as listed on the subdivision or land development plan, for inspection approval of any completed work to facilitate release of the financial security.

FOR FURTHER INFORMATION

Please contact the Lebanon County Planning Department from 8:30 a.m. to 4:30 p.m., Monday through Friday at Room 206, Municipal Building, 400 South Eighth Street, Lebanon, PA 17042 OR by telephone at 274-2801 ext. 2325.