



GUIDELINES FOR ELECTRONIC SUBMISSION OF SLD PLANS and REVIEWS

The Adams County Office of Planning & Development is accepting subdivision and land development (SLD) plans electronically for advisory review. This process may be revised as the County advances technologically.

SLD APPLICATION REQUIREMENTS

All applications for subdivision and land development must be forwarded to the Adams County Office of Planning and Development (ACOPD) for review. The 30-day review period begins when a complete application is received.

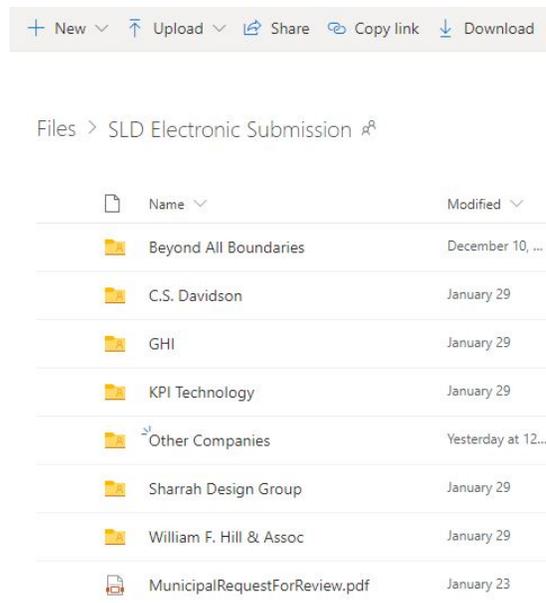
An application is considered complete when ACOPD has received the:

- “[Municipal Request for Review](#)” form;
- Subdivision and/or land development plan; and
- Review fee, according to the [ACOPD Fee Schedule](#)

SUBMITTING A PLAN – SURVEYORS/ ENGINEERS

1. Navigate to the ‘[SLD Electronic Submission](#)’ OneDrive folder or click on the link from the Planning Office’s page: [Subdivision and Land Development Reviews and Submission](#).

OneDrive Folder will look like this:



2. Find the folder representing your surveying/ engineering firm and open.
 - If your firm’s folder is not represented, please use the ‘Other Companies’ folder.
3. Upload, or drag and drop, the SLD Plan and the Request For Review (if the municipality is not submitting) to the folder.

- Please download and fill out the Request For Review electronically within the fillable form. Scan only as a last resort.
4. Please mail or deliver payment (cash or check) to the Planning Office. We are currently working on electronic payment options.

ELECTRONIC FILE REQUIREMENTS

Please submit all SLD plans in .pdf format:

- Multiple page plans should be submitted as a single .pdf file.
- **Please use the following naming convention for the file:** Municipality-Name of Plan (ie: Straban-John Doe).
 - The Municipality does not need to have borough or township indicated in the file name.
 - The word 'Subdivision Plan' or 'Land Development' does not need to be indicated in the file name.
- If the plan includes additional documentation, like traffic studies, please submit as separate .pdf files (ie: Municipality-Project Name-Traffic Study).

MUNICIPAL SUBMISSION OF REQUESTS AND REVIEWS

Municipalities should submit the Request For Review of SLD plans and other types of files (ie. Ordinances, amendments, etc.) electronically for advisory review by ACOPD.

1. Download the [Municipal Request For Review](#) (RFR) form to your computer.
2. Open the saved RFR pdf file from your computer and type directly into the form.
 - Save the file with the municipality and name of the plan or document in the title.
3. Navigate to the [Municipal Review Submission OneDrive folder](#).
4. Upload, or drag and drop, the .pdf file of the document for review and the Municipal Request For Review into your municipality's folder.
 - **Municipal Request For Review Naming convention:** RFR-Municipality-Name of Plan or Document
 - **Please use the following naming conventions for the document:** Municipality-Type of Review (ie: Gettysburg-Zoning Ordinance Amendment or Mt Pleasant-SALDO)
 - The pdf files of the documents for review should be converted from a Word document and not scanned, if possible.
5. Forms and links to the submission folders are available on the County's webpage [Subdivision and Land Development Reviews and Submission](#)

SUBMITTING OTHER REVIEWS (IE. ACT 67 and 68 County Land Use Letter)

Municipalities or Firms requesting the County Land Use Information for Act 67, 68, and 127 review may also submit the associated documentation to the individual municipal subfolder in the [Municipal Review Submission OneDrive folder](#).

NEED ASSISTANCE?

Please contact the Planning Office if you need assistance with the electronic submission process:

Phone: 717-337-9824 or email at: acopd@adamscounty.us

ACOPD July 17, 2020