



SUBDIVISION AND LAND DEVELOPMENT BASIC SUBMISSION & REVIEW PROCESS

This brief description of the subdivision and land development review process is based on the requirements and procedures set forth in Article V of the Pennsylvania Municipalities Planning Code (MPC) Act of 1968, P.L. 805, No. 247 as reenacted and amended and does not supersede the MPC requirements. For additional information regarding this process, contact the Adams County Office of Planning and Development at (717) 337-9824.

SUBMISSION

1. All applications for subdivision and land development must be forwarded to the Adams County Office of Planning and Development (ACOPD) for review.

COMPLETE APPLICATION

2. An application is considered complete when ACOPD has received the following:
 - a. the "Municipal Request for Review" form signed by a municipal official responsible for administering the subdivision/ land development plan review process,
 - b. the subdivision and/or land development plan(s), and
 - c. the review fee.
3. Upon the receipt of a complete application, ACOPD will notify the municipality, the applicant, and the plan preparer of the official date the plan was accepted.
4. The municipality may not approve a subdivision or land development plan until ACOPD has received a complete application and the County review letter is received by the municipality, or until 30 days has elapsed from the date ACOPD accepted the plan.

REVIEW

5. During the 30-day review period, ACOPD staff will evaluate each application at a weekly Current Planning Review Committee (CPRC) meeting. The plan will be assigned to one or more staff members to prepare the County review letter.
6. Upon completion of ACOPD review, the County review letter will be sent to the municipality, the applicant, the landowner, and other interested/ involved agencies.
7. Unless the applicant has agreed to an extension, the municipality must render a decision no later than 90 days following the date of the first regular meeting of the planning commission or governing body, whichever first reviews the application. If the first regular meeting does not occur within 30 days of the date of submission of the plan to the municipality, the 90 day review period begins on the 30th day from the date of submission.

FINAL PLANS/ REVISIONS

8. Where substantial revisions are made to the submitted plan, a revised plan must be re-reviewed by ACOPD. Substantive revisions include: changes to lot lines, increases or decreases in the number of proposed lots, and changes to building or parking lot design or location. Additions or revisions to details or notes on the plan that do not result in a change in the layout of the site are not considered substantial.

9. In cases where Final Plan submission follows Preliminary Plan submission (for example, a multi-phase residential development project), Final Plan review of each phase follows the same review process as the Preliminary Plan submission.

SIGNATURE/ RECORDING

10. Upon final municipal approval of the plan, the approved plan must be signed by the appropriate municipal officials and recorded at the Adams County Office of the Register and Recorder. The approved plan must be recorded within 90 days of the date of final approval by the municipality. Prior to recording the plan, the applicant must also obtain a signature from an appropriate ACOPD staff person certifying that the version of the plan to be recorded has been reviewed by the ACOPD in accordance with MPC requirements.
11. For specific requirements to record approved plans, please contact the [Adams County Recorder of Deeds](#), 717-334-9826.

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