

## **PROCESS GUIDE FOR SUBDIVISION AND LAND DEVELOPMENT PLANS REQUIRING COUNTY REVIEW**

Municipal subdivision and land development ordinances apply for plans located in the following municipalities.

**Albion Borough  
City of Corry McKean  
Edinboro Borough  
City of Erie  
Fairview Township  
Franklin  
Girard Borough  
Girard Township  
Greene Township  
Greenfield Township  
Harborcreek Township  
Lake City Borough  
Lawrence Park Township**

**McKean Borough  
Township  
Millcreek Township  
North East Borough  
North East Township  
Township Springfield Township  
Summit Township  
Union City Borough  
Venango Township  
Washington Township  
Waterford Borough  
Waterford Township  
Wesleyville Borough**

This guide is not intended to supersede or replace any municipal ordinance or requirement. **Contact the municipality for specific regulations, requirements and procedures to be followed.**

The following steps should be carried out in the order presented unless municipal requirements specify an alternative procedure.

1. Contact the municipality for specific regulations, requirements and procedures to be followed.
2. A pre-application consultation and/or sketch plan submission to the municipality is recommended.
3. Plans must be prepared by a licensed surveyor. Licensed surveyor should be able to guide in processing and completion of necessary forms from the Erie County Department of Health (ECDH) and/or Erie County Planning Department.
  - a) The sheet size for final plans must be 18" x 24".
  - b) Plans must be signed & sealed by surveyor.
  - c) Plans must be signed & notarized by owner(s).
  - d) One mylar and at least seven paper copies will be required.
4. Submit the mylar and at least 5 copies to the Erie County Department of Planning for its review and signatures. Note that some municipalities require a municipal review prior to submittal to the county. Check with the municipality to determine the process to be followed in your area.

5. No final plan shall be signed by the Erie County Department of Planning until a determination is made whether sewage facility planning and approval is necessary.
  - a) For proposals in areas with on-lot sewage disposal options, submit two copies of the survey plan to the Erie County Department of Health, Environmental Services. A determination will be made whether a local waiver to sewage planning is appropriate or if DEP approval is necessary.
  - b) For proposals in areas with public sewers, the municipality will determine whether any proposed sewage flows can be accommodated by a local tap-in or whether DEP approval, waiver or exception is necessary.
6. Submit the mylar and at least 4 copies to the municipality for its review, approval and signatures.
7. Submit 3 copies of the approved survey (at least one copy must have original signatures) to the Erie County Recorder of Deeds. This must be done within 90 days of approval by the municipality.

## **Contacts**

### Erie County Department of Planning

Kathy Wyrosdick, AICP  
Director of Planning  
Phone: 814.451.7338  
E-Mail: [kwyrosdick@eriecountypa.gov](mailto:kwyrosdick@eriecountypa.gov)

Pete Link  
Subdivision Planner  
Phone: 814.451.7324  
E-Mail: [plink@eriecountypa.gov](mailto:plink@eriecountypa.gov)

### Erie County Department of Health

Karen Tobin  
Director of Environmental Health Services  
Phone: 814.451.6743  
E-Mail: [ktobin@eriecountypa.gov](mailto:ktobin@eriecountypa.gov)

Claudia Woodard  
Project Secretary, Environmental Services  
Phone: 814.451.6751  
E-Mail: [cwoodard@eriecountypa.gov](mailto:cwoodard@eriecountypa.gov)

Peter Homchenko  
Sewage Enforcement Officer  
Phone: 814.451.6756  
E-Mail: [phomchenko@eriecountypa.gov](mailto:phomchenko@eriecountypa.gov)

Joshua Skopow  
Sewage Enforcement Officer  
Phone: 814.451.6763  
E-Mail: [jskopow@eriecountypa.gov](mailto:jskopow@eriecountypa.gov)