

A Quick Guide to
Subdivision and Land Development
In
Snyder County Pennsylvania

Subdivision and Land Development

Land Development Definition per the county Subdivision and Land Development Ordinance (SALDO):

1. The improvement of on lot or two or more contiguous lots, tracts or parcels of land for any purpose involving:
 - a) A group of two or more residential or nonresidential buildings, whether proposed initially or cumulatively, or a single nonresidential building on a lot or lots regardless of the number of occupants or tenure; or
 - b) The division or allocation of land or space, whether initially or cumulatively, between or among two or more existing or prospective occupants by means or, or for the purpose of streets, common areas, leaseholds, condominiums, building groups or other features.
2. A subdivision of land.

But NOT the following:

1. The conversion of an existing single-family detached dwelling or single-family semi-detached dwelling into not more than three (3) residential units, unless such units are intended to be a condominium; and
2. The addition or expansion of accessory buildings, for agricultural purposes, if the added building or expansion does not exceed 5,000 square feet of additional building coverage since January 1, 2015.
3. An expansion of a non-residential building if the expansion does not exceed 1,000 square feet of additional building coverage since January 1, 2015.
4. The addition of a building accessory to a non-residential building if the added building does not exceed 1,000 square feet of additional building coverage since January 1, 2015.
5. The addition of a building accessory to a residential building if the added building does not exceed 2,500 square feet of additional building coverage since January 1, 2015.

Allowable Exemptions ¹ per the Pennsylvania Municipalities Planning Code (MPC) are:

1. The conversion of an existing single-family detached dwelling or single-family semi-detached dwelling into not more than three (3) residential units, unless such units are intended to be a condominium;
2. The addition of an accessory building, including farm buildings, on a lot or lots subordinate to an existing principal building; or
3. The addition or conversion of buildings or rides within the confines of an enterprise which would be considered an amusement park. For purposes of this subclause, an amusement park is defined as a tract or area used principally as a location for permanent amusement structures or rides. This exclusion shall not apply to newly acquired acreage by an amusement park until initial plans for the expanded area have been approved by proper authorities.

Regulations

The Pennsylvania Municipalities Planning Code, Act of 1968, P.L.805, No.247 as reenacted and amended, authorizes counties and municipalities (boroughs and townships) to adopt and enforce subdivision and land development and zoning regulations. In Snyder County, the county regulations are in effect unless a municipality has adopted its own ordinance. The purpose of subdivision and land development regulations is provide adequate sites for development and public use, to maintain reasonable and acceptable design standards, and to coordinate public improvements with private development interests. Another purpose is to protect local municipalities from having to inherit costs from unplanned and poorly designed developments, and ensuring the quality of life for local

¹ – Consult your local municipality to inquire if they have adopted any of the allowable exemptions.

citizens. The goal of a Subdivision and Land Development Ordinance is to keep the process fair, uniform, clear, and transparent.

Subdivision and Land Development Plans must be submitted to, and are reviewed by the appropriate authority (ies), within Snyder County as described below. Within 90 days the plans/application will be acted upon and a decision rendered. Possible decisions are Approval, Conditional Approval, or Disapproval. Approval means that the plan meets the requirements of the SALDO and can be recorded upon receipt. Conditional Approval means it meets the requirements of the SALDO with the exception of the listed deficiencies, which must be addressed prior to the plan being Final Approved. Disapproval means that the plan does not meet the requirements of the SALDO, and will not be approved. A plan that was Disapproved must be redesigned and resubmitted meeting the requirements of the SALDO to gain approval.

Snyder County Subdivision and Land Development Ordinance

Snyder County has had a Subdivision and Land Development Ordinance since May 18, 1970. The County has Twenty-One (21) municipalities, currently twelve (12) of which require that plans be reviewed and approved by the Snyder County Planning Commission and Snyder County Planning Department in accordance with the Snyder County SALDO which can be noted below:

Adams Township
Beaver Township
Center Township
Chapman Township
Franklin Township
Jackson Township

Middleburg Borough
Middlecreek Township
Perry Township
Washington Township
West Beaver Township
West Perry Township

Subdivision and land development plans must be submitted to the Snyder County Planning Commission and Snyder County Planning Department for Review.

The Snyder County Planning Commission and/or Planning Department have 90 days to approve, conditionally approve, or disapprove the plan. Following a public meeting of the Planning Commission, the applicant and municipality are notified of the decision within fifteen (15) days. Upon approval, the applicant has ninety (90) days to record the plan in the Snyder County Office of Register and Recorder.

Municipal Ordinances

Ten (10) municipalities have adopted their own Subdivision and Land Development Ordinances, which can be noted below, and require that plans be reviewed their municipal planning agency and approved by either the municipal planning agency or the Township Board of Supervisors.

*Beavertown Borough
Freeburg Borough
McClure Borough
Monroe Township
Penn Township

Selinsgrove Borough
Shamokin Dam Borough
Spring Township
*Union Township

Notes:

* Beavertown Borough and the Union Township Board of Supervisors have adopted the Snyder County SALDO but have retained the right of approval for plans.

Subdivision and land development plans must be submitted to the municipality in which the property is located as well as to the Snyder County Planning Commission. The Snyder County Planning Commission is granted thirty (30) days (see note * above) to review and comment on submitted plans, per the MPC, before a decision can be made by the municipality.

The municipality has 90 days to approve, conditionally approve, or disapprove the plan. Following a public municipal meeting, the applicant and municipality are notified of the decision within fifteen (15) days. Upon approval, the applicant has ninety (90) days to record the plan in the Snyder County Office of Register and Recorder.

Sewage Facilities Planning

The Pennsylvania Sewage Facilities Act 537 requires all municipalities to develop a sewage facilities plan to address present and future sewage disposal needs.

A Sewage Facilities Planning Module, which updates the municipal Act 537 Plan, is required for all subdivisions. When an on-lot sewage disposal system is proposed, soil testing is required, which should be coordinated with the Municipal Sewage Enforcement Officer (SEO). When public sewage disposal is proposed, service should be coordinated with the Municipal Sewer Authority.

The Process and Required Steps

Applicants and landowners should follow these steps in the subdivision and land development process:

1. Contact the municipality in which the property is located to find out what land use regulations are in place.
2. Determine whether the plan will require approval under a municipal SALDO or the Snyder County SALDO.
3. When applicable, consult the local SEO to complete a soils analysis in order to determine suitability for an on-lot sewage disposal system.
4. Contact a registered land surveyor, or professional engineer to perform a site survey and prepare a plan in accordance with the SALDO which is in effect.
5. The applicant must submit an application and the required copies of the plan to the municipality and/or the Snyder County Planning Department.
6. The plan will be reviewed by the municipality, Snyder County Planning Commission, and the Snyder County Planning Department.
7. Whoever's regulations are in affect will notify the applicant when the plan is approved, conditionally approved, or disapproved.
8. When the plan is approved the applicant must record the plan in the Snyder County Recorder of Deeds Office within 90 days.

County Submission Requirements

A preliminary plan is a tentative plan that is submitted as part of a major subdivision or land development showing proposed streets and lot layout as required in the subdivision and land development ordinance. A final plan is a complete plan that meets all ordinance requirements and, upon approval, must be recorded in the Snyder County Office of Register and Recorder.

Submission requirements can vary for initial review. The applicant should call the Planning Dept. to verify requirements:

- One copy of a complete County Review Application signed by the applicant.
- Eight (8) Copies of the plans.
- One copy of any supporting documents (highway occupancy permit, sewage planning module, ect.)
- Applicable review fee payable to "Snyder County".

Municipal Submission Requirements

Municipal plan submission requirements, review procedures, and fee schedules should be obtained from the municipality in which the property is located.

For Additional Information

For additional information or questions on Subdivision and Land Development in Snyder County, Pennsylvania, please contact the Snyder County Planning Department at 570-837-4257.