

## Centre County Planning Commission

Meetings are held the third Tuesday of every month at 6:00 p.m. in Room 146 of the Willowbank Building.

### Plan Submissions

Plans can be submitted to the Centre County Planning Office Monday through Friday, 8:30 a.m.- 5:00 p.m.

### Contact Person

Christopher D. Schnure,  
Subdivision & Land Development Planner;  
e-mail: cdschnure@centrecountypa.gov

Centre County Planning & Community Development Office. Phone: (814) 355-6791 or Fax: (814) 355-8661.

### PLANNING OFFICE STAFF

Robert B. Jacobs, Director  
Susan B. Hannegan, Asst. Director  
Christopher D. Schnure  
Mike Bloom  
Jennifer L. Grove  
Robert Bloom  
Elizabeth A. Lose  
Stacy J. Mann  
Linda Marshall  
Matthew Milliron  
Sarah Walter

**Mission Statement:** *It is the mission of the Centre County Planning and Community Development Office to provide the citizens of Centre County with professional planning services by promoting a coordinated and cost effective approach to the orderly growth and development of their communities.*

CENTRE COUNTY PLANNING OFFICE  
Willowbank Office Building  
420 Holmes Street  
Bellefonte, PA 16823-1488

# CENTRE COUNTY SUBDIVISION AND LAND DEVELOPMENT PROCEDURES OUTLINED



### 2017 CENTRE COUNTY PLANNING COMMISSION MEMBERS

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Angelica "Mimi" Wutz, Secretary  
Freddie Persic  
Michele Barbin  
Dennis Hameister  
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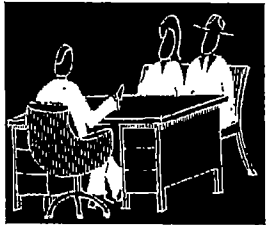
### CENTRE COUNTY COMMISSIONERS

Michael Pipe, Chair  
Mark Higgins  
Steven G. Dershem

## COUNTY SUBDIVISION AND LAND DEVELOPMENT PROCEDURES OUTLINED

The Centre County Subdivision and Land Development Ordinance has been created primarily for the benefit of three (3) parties: the prospective lot buyer, the subdivider/developer, and the local municipality within which the subdivision and/or land development activity takes place. In addition, environmental emphasis has been placed within the scope of the regulations by way of a comprehensive review of development limitations, such as: sewage analysis, soil resources, floodplains, carbonate geology, sloping lands, mine subsidence, sensitive areas (agricultural, mineral, or forested resources), as well as water resources.

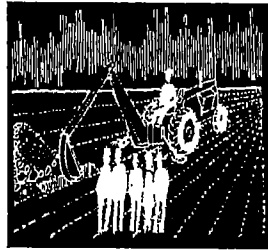
Anyone interested in transferring or developing property in Centre County should contact the Centre County Planning Office in order to determine if their proposal falls under the jurisdiction of the County's Subdivision and Land Development Ordinance. If it is determined that the property or land development activity needs to comply with the County's Ordinance, then the following procedural guideline should be followed to obtain plan approval.



**Step 1** – The applicant should consider what kind of subdivision and/or land development activity is to take place on the site, including but not limited to:

- the general area to be developed;
- the general area to be retained;
- the number of lots or units to be created;
- the size of parcels;
- the means of access to lots or units;
- any other considerations that may be relevant to the property.

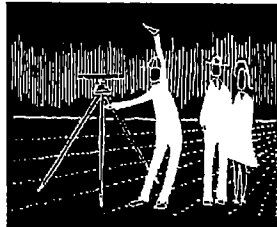
With these ideas in mind, the applicant should contact the County Planning Office and the local municipality (e.g., the local planning commission and zoning officer, where applicable) to initiate a pre-submission review of the development proposal.



**Step 2** – After meeting with the County and local planners (but prior to any transfers, conveyance, sale, or land development activity), the applicant should arrange with the local municipal Sewage Enforcement Officer (SEO) to have, where applica-

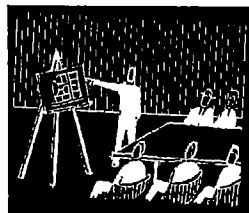
ble, a complete soils analysis performed in order to determine the property's suitability for on-site sewage disposal. Also, this analysis will be used to determine the type of system(s) to be employed, and be used to gather data needed for the completion of the required Department of Environmental Protection (DEP) Planning Module for Land Development. **Note:** This analysis is usually performed by the local SEO. Representatives of DEP or the municipality may also oversee the tests. It is the responsibility of the applicant for fees to the municipality for this service.

**Step 3** – Upon completion of the soils analysis, the applicant should authorize a registered surveyor and, where applicable, a professional engineer to perform the site survey and prepare the necessary subdivision and/or land development plot plan and supporting data—consistent with the regulations of the County Ordinance.



**Step 4** – The applicant or his agent (e.g., the surveyor, engineer, realtor, lawyer, etc.) may then submit the required number of copies of the plot plan and supporting data to the Centre County Planning Office. The County Planning Office will acknowledge receipt; forward

copies to the various parties involved, and will place the plan on the agenda for the next regularly scheduled Centre County Planning Commission meeting. **Note:** Payment of a processing fee is required upon formal submission. Also, it is the responsibility of the applicant for engineering review and site inspection fees, where applicable.



**Step 5** – After the final plan has met all County requirements and the applicant has obtained all necessary approval signatures on the plan, applicant shall proceed to record the approved plan with the Centre County Recorder of Deeds Office. **Note:** It is the responsibility of the applicant for payment of the recording fee.

**Step 6** – Upon approval and proper recordation of the subdivision or land development plan, the property owner may then convey, transfer, or agree to sell subdivided lots and/or have occupied land development units or parcels.



The aim of the above guidelines is to assist the prospective subdivider/developer and related parties to understand many of the steps necessary to comply with the County's Subdivision and Land Development Ordinance (as was adopted by the Centre County Commissioners and became effective on August 1, 1983).

The Centre County Planning Office is responsible for assisting the property owner, subdivider/developer, citizens, and agencies concerned in subdivision and land development matters. If information is needed concerning subdivision and/or land development activities, please contact the Centre County Planning Office at (814) 355-6791. Office hours are scheduled Monday through Friday, from 8:30 a.m. - 5:00 p.m.

