

SADSBURY TOWNSHIP SUBDIVISION PROCESS

1. **Submit to Township Office:** Township Subdivision & Land Development Application, Application for County Review, seven (7) paper copies of the plan, an electronic copy of the plan, and township review fee. Since the owner's signature must be notarized, it is recommended to wait for owner signature until after the township has reviewed the plan for any errors, corrections or recommendations. Deadline for submission is two weeks prior to the scheduled meeting of the planning commission.
2. **Review by Township Planning Commission:** Meetings are held on the 3rd Monday of each month at 6:30 pm. If recommended for approval as submitted, Chairman of the Township Planning Commission will sign and date all plans and forward onto the Board of Supervisors for review and approval.
3. **Review by County Planning Office:** Plan must be submitted to Crawford County Planning Office (CCPO) by Sadsbury Township personnel (per policy of CCPO) via mail, email or in-person. The preferred method is by email; additional fees will apply if submitted by mail or in-person. The applicant is responsible to pay the County review fee. This can be paid to CCPO via mail, in-person or over the phone by credit card (additional \$2.00 fee applies). CCPO will provide a County Review Letter, which must be dated prior to date of approval by the Township Board of Supervisors. Note... at this time, CCPO is not reviewing plans from municipalities that are not part of the County SALDO; Sadsbury Twp has their own SALDO. However, applicants must still submit their plan for review and county will provide a "non-review" letter. This step cannot be skipped.
4. **Owner's Signature:** After any errors or corrections have been made, all copies of the plan, except one, can be returned to the owner to obtain notarized signature on the Owners Declaration line of all plans. Then, return all plans to the township office for the Board of Supervisor meeting.
5. **Review by Board of Supervisors:** Meetings are held on the 2nd Tuesday of each month at 1:00 pm. After review and approval by the Township Board of Supervisors, the Chairman will sign and date all plans. All copies, except one, are returned to the applicant.
6. **Signature by Crawford County Planning Office:** Plans must be taken to the Crawford County Planning Office for signature. CCPO will keep one full-size paper copy for their records. CCPO is located in the old Courthouse, 903 Diamond Park, Meadville, PA on first floor. After security, take a right and the office is at the end of the hall on the right.
7. **Recording of the Plan:** After plan is signed by all parties, it must be taken to the Register and Records Office for recording (across the hall from CCPO). This must be completed within 90 days of Supervisor approval or the plan will become null and void. After recording, return one copy of the fully executed plan with all signatures and a copy of the recording receipt to the township office. Note... no changes will be made to the tax parcels or county GIS map until new deeds are recorded.
8. **Parcel Consolidation:** If parcel consolidation is part of the subdivision plan, complete the County Parcel Consolidation Form. This must be signed by the Sadsbury Twp Tax Collector and County Treasurer. Submit completed consolidation form, recorded subdivision plan and new deeds to Crawford County Assessment Office.