

SADSBURY TOWNSHIP SUBDIVISION PROCESS

Submit application & subdivision plans to Township Office: Submit township's Subdivision & Land Development Application, seven (7) paper copies of plan, an electronic copy of plan and review fee to township office. 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 (3rd Monday of each month).

Submit Application for County Review: Application for County Review must be submitted to Crawford County Planning Office (CCPO) by Sadsbury Township personnel (per policy of CCPO) via email, mail or in-person. The preferred method is email. Additional fees will apply if the township must submit to CCPO by mail or in-person.

Application for County Review Fee: After application is submitted to CCPO by township, 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).

County Review Letter Received: After payment of the County Review Fee, Crawford County Planning Office will provide a County Review Letter, or Waiver Letter. Letter will not be provided until fee has been paid. This letter must be dated prior to date of approval by the Township Board of Supervisors. At this time, CCPO is not reviewing plans from municipalities which have their own SALDO (includes Sadsbury), and will send a Waiver Letter.

Review by Township Planning Commission: Meetings are held on the 3rd Monday of each month at 6:30 pm. If recommended for approval, Chairman of the Township Planning Commission will sign and date all plans and forward to the Board of Supervisors for review and approval.

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. Return all plans to the township office for the Board of Supervisor meeting.

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 remaining copies are returned to the applicant for signature by CCPO.

Signature by Crawford County Planning Office: Remaining 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 office is at the end of the hall on the right.

Record 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 plan will become null and void.

Township Copy of Plan: After recording, return one copy of the fully executed plan with all signatures and a copy of the recording receipt to township office.

Create & Record New Deed(s): No changes are made to tax parcels or county GIS map until new deeds are recorded at Register & Records Office. Provide copy of new deed(s) to township office.

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, plan and new deeds to Crawford County Assessment Office.