

Step 1

ADVISORY

Get Started on the Right Track!

Can I subdivide my property to create a buildable lot?
Can I split off a portion of my property to sell to my neighbor?

When you are considering subdividing or splitting of a portion of your property, contact the Zoning Administrator to review your proposed plan.

You will gain insight on lot requirements for your zoning district, such as the lot size and width, and width to depth ratio.

Contact Zoning Administrator, Connie Cruz at 899-3171 or email at ccruz@harborcreek.org. Office hours are Monday - Friday 8am - 4:30pm

Step 2

APPLICATION SUBMITTAL

Submit your Subdivision Application with Confidence!

Submit the following to the Zoning Office to have your proposed plan reviewed by Planning Commission and Board of Supervisors.

- Subdivision Application
- Sketch Plan or Survey (survey is not required at time of submittal of application)
- Soil Test (if applicable - no public sewer)
- Fee

You must submit application and required documents **10 business days** prior to a Planning Commission Meeting. The Planning Commission meets the 1st Thursday of each month.

HELPFUL NOTES:

→ If your proposed plan does not have public sewer, you must submit a soil test. This step will begin the required Sewage Planning Module Application through County Health Department. Contact Josh Skopow at (814) 451-6763

→ For the sketch plan, you can receive a map of your property from the zoning office.

Step 3

PLANNING COMMISSION REVIEW

Your Presence is Required!

You or a representative is required to attend the Planning Commission meeting to present their proposed plan.

A week prior to the meeting, you will receive a notification letter informing you of the meeting date and time.

Planning Commission meets the 1st Thursday of the month unless otherwise noted. Meeting begins at 6pm and is held at the Harborcreek Municipal Building, located at 5601 Buffalo Road, Harborcreek, PA 16421

HELPFUL NOTE:

→ if you are requesting a modification to your proposed plan, present your justification (s) to Planning Commission. Members and be prepared to answer questions.

Planning Commission will make a recommendation to Harborcreek Township Board of Supervisors.

Step 4

SUPERVISORS REVIEW AND VOTE

Your Presence is Valuable!

Board of Supervisors will review and vote on your proposed plan at their next Supervisors meeting.

In most cases, supervisors will decide on your proposed plan at the meeting.

Supervisor's meetings are held the 1st Wednesday at 9am and 3rd Wednesday at 6pm each month. Since the Planning Commission must review the plan prior to the Board, typically your proposed plan will be added to the supervisor's agenda for the 3rd Wednesday of the month.

You will be informed at the Planning Commission Meeting when Board of Supervisors will review your proposed plan.

Step 5

PROPERTY SURVEY

Approval is Satisfaction!

Once you have received approval from the Board of Supervisors, you will contact a surveyor to conduct a survey of your property.

If you are consolidating parcels, you do not need a survey.

Your survey must meet the requirements of Harborcreek Township's Subdivision and Land Development Ordinance, Section 402 Final Plan and Section 403 Minor Subdivision Procedure.

The required 18' by 24" copies of the survey are as follows:

- 2 Mylars (plastic film)
- 5 Paper

Landowner's signature must be notarized on the survey, as well as the required signature blocks.

HELPFUL NOTES:

→ Receive a few quotes to get the best price for your survey.

→ Harborcreek Township offers free notary service for

Step 6

COUNTRY PLANNING REVIEW

Everyone Works Together!

The survey must be submitted to Erie County Planning Department.

The County Planner will review and sign your proposed plan. Per PA Municipalities Planning Code County Planner has 30 days to complete their review)

In most cases, the turn-around time is less than a week.

Erie County Department of Planning is located at Blasco Library, 150 E. Front Street Erie, PA 16507 (814) 451-6336 (Planning office is located on west side of library)

HELPFUL NOTES:

→ Erie County Department of Planning charges a fee for their review.

→ At this stage the Sewage Planning Module (if applicable) must be complete. (refer to Step 2) in order for County Planner to sign off on your survey.

Step 7

TOWNSHIP SIGNATURES

You Have Our Support!

After the County Planner has signed the surveys, return the surveys to Harborcreek Township Zoning Office,

Zoning Administrator will ensure the accuracy of the plan and will have Supervisors and Planning Commission sign surveys.

Once all signatures are complete, the Zoning Administrator will notify you of their completion.

HELPFUL NOTE:

→ This process usually takes less than a couple days.

Step 8

RECORDING

Signed, Sealed, and Recorded!

You will have the surveys recorded at Erie County Recorder of Deeds Office, located at 140 West Sixth Street, Room 121, Erie, PA 16507.

There is a fee to have the surveys recorded. You can contact their office at (814) 451-6246.

HELPFUL NOTES:

→ You must record surveys within 90 days of approval.

→ If you need additional time due to delays, you can request an extension by submitting the request in writing.

→ The deed must also be recorded to finalize the process.

Step 9

COMPLETE

You have Successfully Completed Your Mission!

You must return one (1) recorded Mylar to Harborcreek Township Zoning Office within 10 days of recording.

HELPFUL NOTE:

→ Harborcreek Township must have the recorded Mylar to update records and issue a

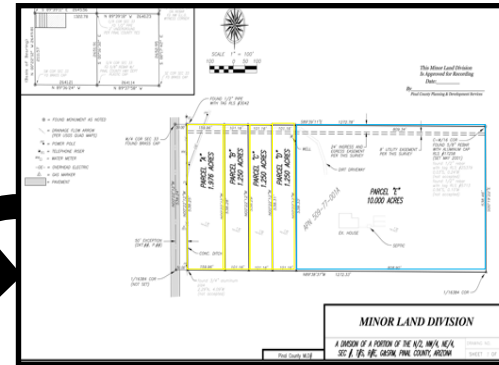
FEE SCHEDULE

Lot Line Change (combing parcels, split of a portion of property to neighbor)	\$100
Minor Subdivision Per Lot	\$200 \$ 25
Subdivision by Waiver	\$200

Helpful Tip: If your property is under the Farmland Act of 1974 (Clean & Green Program), Contact Assessment Office at 814-451-6208. You will be required to complete Act 319, Notification of Conveyance Form 30 days prior to conveying property.



5601 Buffalo Road
Harborcreek, PA 16421
814-899-3171
www.harborcreek.org



MINOR SUBDIVISION REVIEW GUIDE

This Minor Subdivision Review Guide is intended to serve as an illustrative tool that outlines the review process for an approval of a minor subdivision.

A minor subdivision is eight (8) lots or less and served by an existing public street with no extension of public sewer.

Timeline from submittal to approval typically takes 1 ½ months.

If you have any questions or need assistance, please contact the zoning administrator.

Harborcreek Township Board of Supervisors
Dean Pepicello Tim May Steve Oler