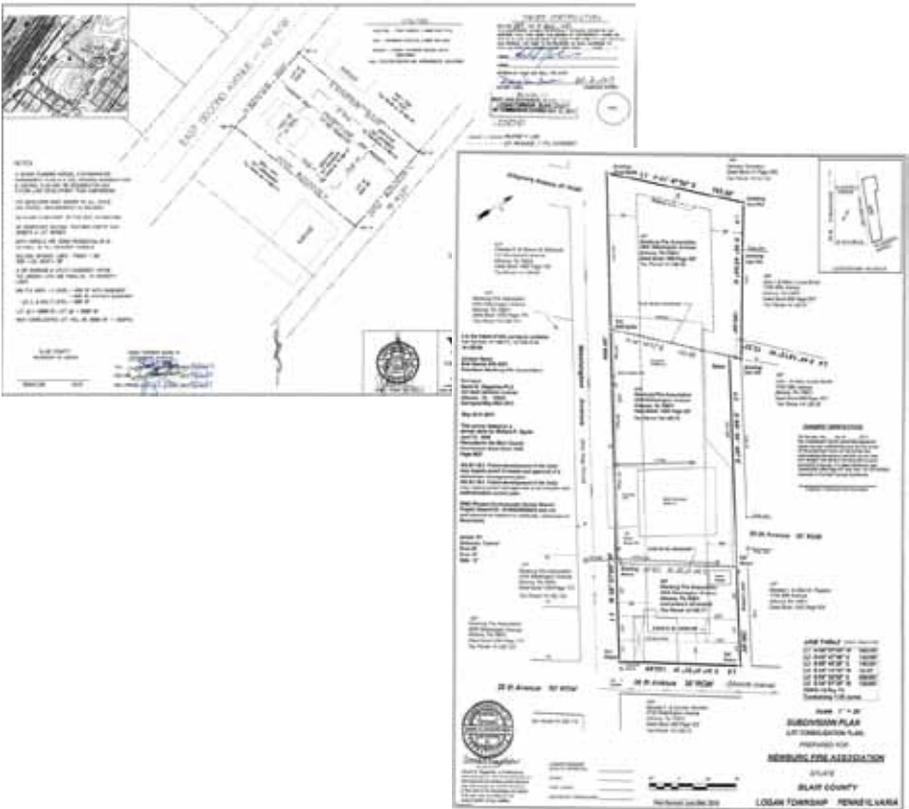


Submitting a Lot Consolidation Plan In Logan Township



A How To Guide

Steps to Submitting a Lot Consolidation Plan

A lot consolidation plan is prepared when the property owner wants to consolidate two or more lots into one lot. This is typically done to alleviate setback concerns or when the property owner wants to build a shed / garage / pavilion / pool on a separate lot from the lot that the house is on.

1. Hire a surveyor. A listing of surveyors can be found in the phone book. The surveyor will be responsible for preparing a plan which shows the lots and how they will be combined together. The Township's Subdivision and Land Development Ordinance (Chapter 22 of the Code) provides information on the components required on the plan.
2. In some cases the plan will include quit claiming an adjacent alley for the purpose of including the alley in the consolidation. In this case the quit claim must be prepared by the property owner's attorney and recorded prior to approval of the lot consolidation plan. This recording information must be shown on the plan.
3. Once the plan is complete, pick up a Subdivision Plan Application from the second floor of the Township Municipal Building or print one from the Township's website: www.logantownship-pa.gov under applications and forms.
4. Call the Township at 814-944-5349 to determine the fees. Two checks will be required – one made out to the Township and one to the Blair County Planning Commission.
5. Submit five copies of your plan, along with the application and fees to the Township. To meet the schedule, the plan must be submitted four weeks before the Planning Commission meeting. The Planning Commission typically meets the first Tuesday of each month at 5pm.
6. Once your plan is submitted, it will be sent to the Blair County Planning Commission and the Township Engineer for review. The plan will also be reviewed by Township staff.

7. Approximately two weeks before the Planning Commission meeting, your surveyor will receive comments on the plan. Your surveyor will then have one week to address the comments and return the revised plan to the Township.
8. Once the plan is re-submitted to the Township, the plan will be checked by staff for outstanding deficiencies. If there are minimal deficiencies, the Plan will be placed on the Planning Commission Agenda for the next week.
9. The property owner or surveyor is responsible for attending the Planning Commission meeting to answer any questions the Commission may have.
10. Once the plan is recommended for approval by the Planning Commission, the plan will be placed on the Board of Supervisors agenda. The Board typically meets the second and fourth Thursday of the month at 6pm.
11. Unless it is determined that the Board may have questions or concerns on the plan, attendance at the Board meeting is not required.
12. Once the Board conditionally approves the plan, a letter will be sent to the property owner indicating that the plan has been conditionally approved. This letter includes a separate sheet that the property owner is to sign indicating that the conditions of approval are accepted.
13. When all of the conditions are met, the plan can be signed by the property owner(s) and returned to the Township for signature by the Board.
14. Once the Board has signed the plan and all outstanding fees have been paid by the property owner, the plan may be picked up for recording.
15. Once the plan has been recorded at the Blair County Courthouse, the property line changes shown on the plan become official. Note: Typically the property owner's attorney prepares a new deed which is recorded with the plan.

Questions??????

Call us at 814-944-5349

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