

Submitting a Subdivision Plan

(when no public roads are being constructed)

In Logan Township



A How To Guide

Steps to Submitting a Subdivision Plan

A subdivision plan is prepared when the property owner wants to create two or more single lots from one lot. This is typically done to sell or give a lot to another interested party such as a relative.

Note: Every subdivision is different. Modifications may be made to this process for specific situations.

1. If the new lot(s) is proposed to have onlot sewer, first contact the Blair County Sanitation Authority at 814-696-1229 to have the property perc tested to see if a new lot can be created, and where the potential septic system would be located. A sewer planning module approved by PADEP will be required.
2. 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 to be created. The Township's Subdivision and Land Development Ordinance (Chapter 22 of the Code) provides information on the components required on the plan.
 - a. If the lot is located along a State Highway, PennDOT will have to be contacted to determine access to the new lot(s). Their number is 814-696-7260. A highway occupancy permit may be required.
 - b. If public sewer is proposed, please contact the Logan Township Sewer Department at 814-943-0146 to determine availability. A sewer planning module or exemption will be required to be approved by PADEP.
 - c. If public water is proposed, please contact the Altoona Water Authority at 814-949-2214 to determine availability.
 - d. If well water is proposed and two or more lots are being created, a hydrogeologic study may be required.
 - e. The subdivision plan will need to include provisions for stormwater management and sediment and erosion control.
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 the 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 new deeds which are recorded with the plan.

Questions??????

Call us at 814-944-5349

Fax us at 814-944-5051

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Prepared for Our Residents

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