

PLANNING & ZONING

DEPT. HEAD: DAN GLOTZ

Hours of Operation: 8:30AM – 4:30PM

Location: 204 4th Avenue

Warren, PA 16365

Phone: (814)-728-3512

E-mail: dglotz@warren-county.net

SUBDIVISION & ASSOCIATED FEES

- **Minor Subdivision Review Fee**
 - Contact Warren County Planning & Zoning Office for current fees.
- **Map Recording Fee**
 - Contact Warren County Register & Recorder Office for current fees.
- **Additional Fees**
 - Survey Fee
 - Sewage Facilities Planning Module Fees
 - SEO Fees
 - Attorney Fees

SEWAGE ENFORCEMENT OFFICERS

SEO - Todd Fantaskey

Warren, PA 814-723-3775

Alternate - Nick Melnick

Oil City, PA 814-673-5805

Farmington Township

Travis Winans 814-688-2970

Warren County Assessment Office

Chief Assessor - Brian A. Bull

204 Fourth Ave

Warren, PA 16365

(814)-728-3420

WARREN COUNTY LOCAL LAND SURVEYORS

- Jeffrey S. Arnold 814-755-3243 jarnold4st@gmail.com
- Daniel Barry / Scott Johnson 716-763-1254 scott@danbarrysurveyor.com
- Cox Surveying 814-726-7460 jcox3057@verizon.net
- Eco Strategies 716-664-5603 ajohnson@ecostrategiespllc.com
- Joseph M. Fox 814-676-4742 foxsurveying2@yahoo.com
- Philip Hampson 814-730-1822 hampson@westpa.net
- Todd Hendricks 814-706-8009 todd@pthsurveyors.com
- Jim Hunter 814-726-2099 huntersurvey@verizon.net
- Lake Engineering 814-734-1414 (Edinboro, PA)
- Corry Lambert 814-964-1196 cjlambert4@gmail.com
- Gerry Pike 814-392-7705 pikesurvey@gmail.com
- Robert Rabell 814-756-4384 rrabell@rabellsurvey.com
- David See 814-723-7522 david@geometronics.com
- Stiffler McGraw NW 814-775-0309 info@stiffler-mcgraw.com
- White Land Surveying 716-499-8410 matt@mwhitepls.com

Please note: *The Warren County Planning and Zoning office does not recommend or endorse any surveyor over another. This list was generated as a courtesy to those persons who may be interested in the services provided by a local surveyor.*

If you are a surveyor and would like to be added or removed from this list please contact Warren County Zoning Officer – Michael S. Lyon : mlyon@warren-county.net

**Warren County
Planning & Zoning Department**

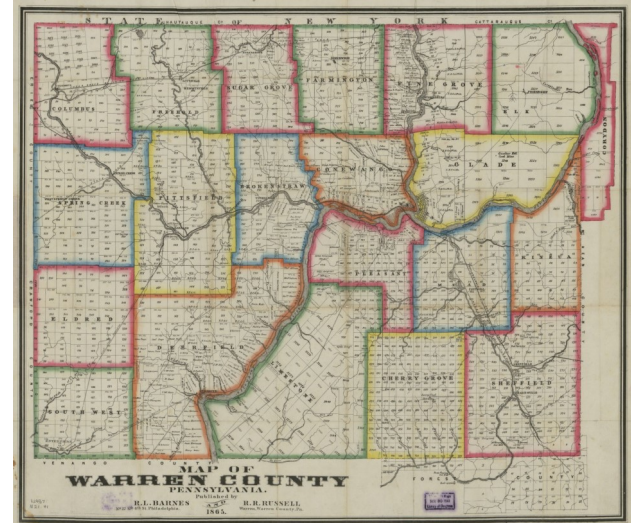
204 Fourth Ave

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Revised March 10, 2020

WARREN COUNTY SUBDIVISION & LAND DEVELOPMENT GUIDELINES



I would like to convey a portion of my property or purchase a portion of someone else's property. What steps do I need to take to complete this process?

This is known as a **SUBDIVISION**.

The division or redivision of a lot, tract or other parcel of land into two or more lots, tracts, parcels or other divisions of land, including changes in existing lot lines. The enumerating of lots shall include as a lot that portion of the original tract or tracts remaining after other lots have been subdivided therefrom.

This brochure is meant to help aid you in the subdivision process by outlining the necessary steps you need to take to get your project approved.

**Warren County
Planning & Zoning Department
204 Fourth Ave
Warren, PA 16365**

STEP #1

Contact a Land Surveyor who is familiar with the subdivision process. Have the following items ready (if possible) during your conversation or meeting.

- Tax Parcel # or address of property to be subdivided so the Land Surveyor can look up the property details.
- Current Deeds for the property.
- Any maps / records you may have of the property.
- An idea of which portion of the property you wish to convey or subdivide.

STEP #2

Ask and obtain the answers to the following questions to determine the steps you must take to obtain final subdivision approval from the Warren County Planning Commission.

- ***Is my property enrolled in the Clean & Green program?***
 - YES - New lots must be 2 acres or less or 10 acres or more. **Contact Warren County Assessment Office for more detailed information.**
 - NO - New lots must conform to Zoning Ordinance and / or Subdivision & Land Development ordinance requirements.

- ***Is public sewer available to the new lots?***
 - YES - Hire a Land Surveyor to perform the Subdivision Survey. The Land Surveyor will prepare a certified survey map, write the necessary legal descriptions, complete a subdivision application, and deliver the package to the Warren County Planning & Zoning offices.
 - NO - Continue to the next question.
- ***Is there an existing residence on the property to be subdivided?***
 - YES - The existing residence must have a proper working sewage system approved by the Township Sewage Enforcement Officer (SEO) prior to obtaining subdivision approval.
 - NO - Continue to the next question.
- ***Will Sewage Planning need to be completed for this subdivision? Sewage Planning is required any time a subdivision occurs or when a second residence is constructed on a single lot. See PA Code Title 25 Chapter 71.51 (a)(1).***
 - YES - A Land Surveyor must prepare and submit a Sewage Facilities Planning Module to PA DEP for your project. This DEP approval must be obtained prior to subdivision approval.

- NO - Hire a Land Surveyor to perform the Subdivision Survey. The Surveyor will prepare a certified survey map, write the necessary legal descriptions, complete a subdivision application, and deliver the package to the Warren County Planning & Zoning offices.

STEP #3

Contact the SEO to discuss your project to determine what role he will have in this process. (Sewage Tests, Perc Tests, Soil Profiles, etc...) The SEO fees are in addition to the Survey, Planning Module, and Attorney fees.

STEP #4

When you are clear on the proper steps to take for your project, obtain a written quote from your Land Surveyor and hire him/her to perform the required work.

While these steps will provide you with a great start for your subdivision, every project is different and unique. There may be other issues that arise and need further attention. Please do not hesitate to contact the Warren County Planning & Zoning Office if you have additional questions.