

Warren County Subdivision Application Process

SUBDIVISION

The division or revision 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.



WARREN COUNTY

Planning & Zoning

204 Fourth Avenue
Warren, PA 16365
814-728-3512
814-728-3514
www.warrencountypa.gov

While these steps will provide 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 us with any additional questions that you may have.

DETAILS

- Surveyor cost may vary based on the complexity of the project.
- Minimum processing fee payable to the Planning & Zoning Office.
- Additional fees may include: Sewage Planning module fees, attorney fees, SEO fees, map recording fees.
- Typical processing time is four weeks
- Evaluation of current on-lot septic systems may be required.

WHERE DO I START

THE SUBDIVISION PROCESS OFTEN STARTS WITH A LICENSED LAND SURVEYOR.

The knowledgeable staff of the Planning & Zoning Office is available to assist with getting you started.



WARREN COUNTY PLANNING & ZONING

Michael Lyon – Planning Director
814-728-3513 mlyon@warrencountypa.gov

Laurie Burdick – Department Administrator
814-728-3512 lburdick@warrencountypa.gov

Aubree Gonzales – Zoning Officer
814-728-3514
agonzales@warrencountypa.gov



WARREN COUNTY ASSESSMENT OFFICE

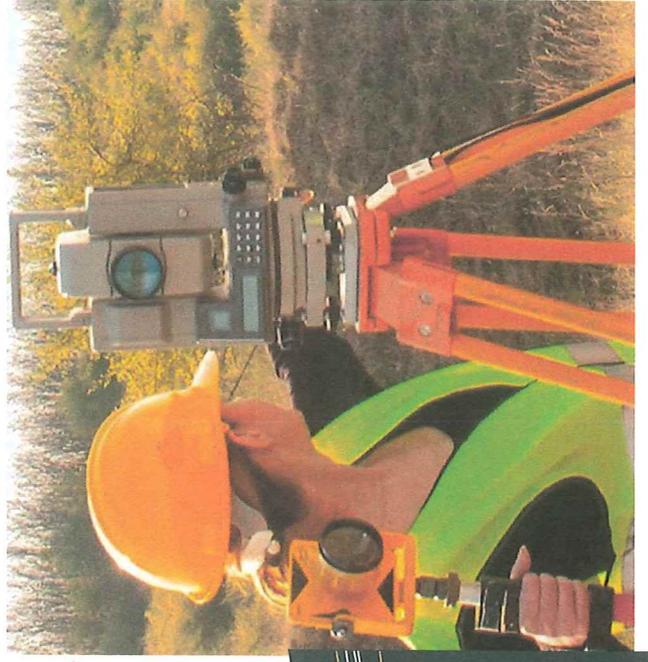
Brian Bull
814-728-3423
bbull@warrencountypa.gov



SEWAGE ENFORCEMENT OFFICER

SEO – Todd Fantaskey
814-723-3775
Toddfan3086@icloud.com

Alternate – Collin Fantaskey
814-706-8167



STEP 1

Contact the SEO to discuss your project to determine what role he will have in this process. (Sewage tests, Perc Tests, Soil Profiles, etc.)

STEP 2

Contact a licensed land surveyor who is familiar with the subdivision process. Items needed to assist your surveyor may include:

- the Tax Parcel ID # and/or address of the property
- current deeds
- any maps/records that you may have of the property
- your idea of how you wish the property to be divided

STEP 3

Ask and obtain the answers to the following questions to determine the steps required for final approval.

- Is there an existing residence on the property to be subdivided?
 - The existing on-lot system will require testing.
- Will Sewage Planning be required?
 - Required if a second residence is constructed on a single lot.
- Is my property enrolled in the *Clean & Green Program*?
 - Yes, contact the Warren County Assessment Office for more detailed information at 814-728-3420.

STEP 4

Bring all of your maps, applications, and fees to the Warren County Zoning Office for processing. After final approval, a letter will be sent to your attorney so your new deed can be prepared.

LOCAL SURVEYORS

Daniel Barry and Scott Johnson
716-763-1254

Andy Chapman 814-406-5897

Cox Surveying 814-726-7460

Eco Strategies 716-664-5603

Joseph M. Fox 814-676-4742

Todd Hendricks 814-706-8009

Jim Hunter 814-726-2099

Corry Lambert 814-964-1196

Daniel Moore 814-849-8230

Gerry Pike 814-392-7705

David See 814-723-7522

Stiffler McGraw 814-775-0309

Matt White 716-499-8410



WE'RE HERE TO HELP YOU NAVIGATE THE PROCESS.

Warren County Planning & Zoning, 204 Fourth Ave., Warren, PA 16365 814-728-3512 / 814-728-3514