

POTTER COUNTY SALDO APPLICATION FLOWCHART

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What type of application is it?	Minor subdivision	Major subdivision			Land development		
	Up to 4 building lots – Fee \$70 + \$10 per lot	5 or more lots and other divisions of land or any subdivisions with public improvements - Fee \$125 + \$15 per lot			1 or more nonresidential buildings - Fee \$150		
	Lot line revisions including lot combinations and non-building adjoiners – Fee \$70.00	5 th or more building lot(s) from parent tract in 5 years - becoming effective February 2023			1 residential building with 4 or more dwelling units - Fee \$150		
What plan(s) must be submitted?	Final plan	Preliminary Plan AND	Final Plan	OR combined Preliminary/Final Plan	Preliminary plan AND	Final Plan	OR combined preliminary/final plan
Completeness review Planning Dept must respond in 7 days if application is complete and is or is not accepted	Checklist p26	Checklist p23	Checklist p26	Checklists p23 and p26: Application must include final plan for recording plus all preliminary & final plan information & documents	Checklist p23	Checklist p26	Checklists p23 and p26: Application must include final plan for recording plus all preliminary & final plan information & documents
Compliance review	Applicable requirements in Article 6	Applicable requirements in Article 6			Applicable requirements in Articles 6, 7 & 8		
		If application includes a new street, design drawings must be submitted and reviewed at preliminary or final plan stage as appropriate. Street must be installed prior to final plan approval or applicant must provide financial security for installation prior to final plan approval.			If application includes a new street, design drawings must be submitted and reviewed at preliminary or final plan stage as appropriate. Street must be installed prior to final plan approval or applicant must provide financial security for installation prior to final plan approval.		
		If application includes a new street or public sewer or water facilities, a developer's agreement must be submitted ensuring timely installation.			If application includes a new street or public sewer or water facilities, a developer's agreement must be submitted ensuring timely installation.		
		(Note: Financial security for installation of public sewer or water facilities is the responsibility of the utility or municipal authority)			(Note: Financial security for installation of public sewer or water facilities is the responsibility of the utility or municipal authority.)		
Who must review, render decision? Must occur within 90 days as specified in Section 406.5 on p20 or application is deemed approved	Planning Department	Planning Commission	Planning Commission	Planning Commission	Planning Commission	Planning Commission	Planning Commission
	If applicant requests modification or waiver, or Planning Dept proposes conditions for approval, decision shifts to Planning Commission	(Planning Department must provide compliance report)	(Planning Department must provide compliance report)	(Planning Department must provide compliance report)	(Planning Department must provide compliance report)	(Planning Department must provide compliance report)	(Planning Department must provide compliance report)
Decision Must be in writing and provided within 15 days	Options:	Options:			Options:		
	Approve if application complies with requirements	Approve if application complies with requirements and if requested modifications or waivers are granted			Approve if application complies with requirements and if requested modifications or waivers are granted		
	Deny if not compliant	Deny if application does not comply and if requested modifications or waivers are not granted			Deny if application does not comply and if requested modifications or waivers are not granted		
		Approve with conditions if appropriate to remedy compliance deficiencies or assure compliance			Approve with conditions if appropriate to remedy compliance deficiencies or assure compliance		