



SUBDIVISION & LAND DEVELOPMENT PROCESS



PREPARE YOUR PLANS

To start the process, contact an engineering/surveying company who will work with you to draw up your plans. The plans must meet all of the requirements of the Summit Township Subdivision and Land Development Ordinance.



PLAN & FEE SUBMITTAL

Plans must be submitted by the last Monday of the month preceding the next month's Planning Commission meeting. The Planning Commission meets the second Monday of each month as needed. For subdivisions, a fee for submission will be required at time of submittal and a fee to record the plan will be required either at time of submittal or after the Supervisors meeting. For Land Development, an escrow will be established based on estimated development costs.



STAFF REVIEW

The plans will be reviewed by the Land Development and Zoning Office staff to ensure they meet the standards of the Summit Township Ordinances. If the plans do not meet the criteria, amended plans must be submitted before the Planning Commission meeting.



PLANNING COMMISSION MEETING

The plans will be presented by your engineer to the Planning Commission during their monthly meeting. That night, the Planning Commission will make their recommendation and sign the plans.



ERIE COUNTY DEPARTMENT OF PLANNING

The owner, engineer, or representative must submit the plans to the Erie County Department of Planning for their review. How long this process takes depends on how busy their office is. Once the plans are signed, they must be brought back to the Summit Township Zoning Office.



SUPERVISORS MEETING

The Summit Township Board of Supervisors meetings are held the first Monday of the month at 6:00 PM and the third Monday of the month at 4:30 PM. The deadline to be added to the agenda for the Supervisors Meeting is the Thursday prior to the meeting. If the plan is approved, the Supervisors will sign the plans and they will be returned to the zoning office.



ERIE COUNTY RECORDER OF DEEDS

Once the approved plans are signed by the Supervisors, they are taken to the Erie County Recorder of Deeds office to be recorded by the zoning office staff. If the recording fee was not submitted with the plans, that fee must be paid before the plans can be recorded. A recorded plan will be returned to you or your representative.

FOR MORE INFORMATION, VISIT OUR WEBSITE
WWW.SUMMITTOWNSHIP.COM