



GUIDELINES FOR ELECTRONIC SUBMISSION OF SLD PLANS and REVIEWS

The Adams County Office of Planning & Development is accepting subdivision and land development (SLD) plans and other municipal documents electronically for advisory review. This process may be revised as needed.

SLD APPLICATION REQUIREMENTS

All applications for subdivision and land development must be forwarded to the Adams County Office of Planning and Development (ACOPD) for advisory review. The 30-day review period begins when a complete application is received.

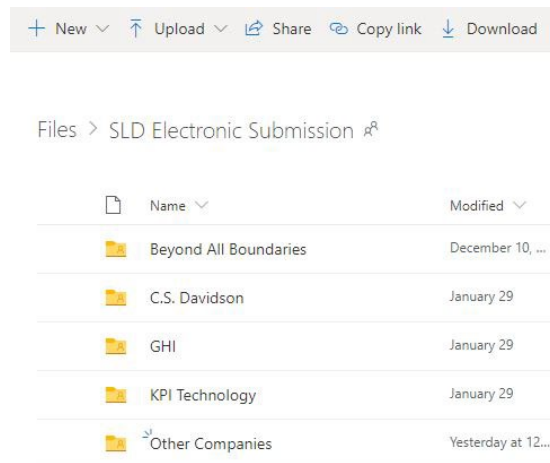
An application is considered complete when ACOPD has received the:

- “[Municipal Request for Review](#)” form;
- Subdivision and/or land development plan; and
- Review fee, according to the [ACOPD Fee Schedule](#)

SUBMITTING A PLAN or MODULE – SURVEYORS/ ENGINEERS

1. Navigate to the ‘[SLD Electronic Submission](#)’ OneDrive folder or click on the link from the Planning Office’s page: [Subdivision and Land Development Reviews and Submission](#).

OneDrive Folder will look like this:



2. Find the folder representing your surveying/ engineering firm and open.
 - If your firm is not represented, please use the ‘Other Companies’ folder or request one be created.
3. Download and fill out the “Application Information” and “Contact Information for Review Letter” sections of the Request For Review electronically within the fillable form and forward to the municipality to complete and submit.
4. Upload, or drag and drop, the SLD Plan into the folder.

5. **Unless you are completely sure** of the fee calculation, please request a calculation of the review fee by completing the Review Fee Request/ Confirmation.
 - Payments made electronically must request a review fee calculation before payment is made to avoid issues.
6. Once the fee is confirmed, payment can be made by check, cash, credit/ debit card, or echeck.
 - Payment may be mailed or made in person at the Planning Office or online through Allpaid at the following link:
<https://www.govpaynow.com/gps/user/cyg/plc/a00410>
 - Credit/ debit card and electronic check (echeck) payments are subject to a non-refundable service fee. Service fees are listed on the Fee Schedule.
7. **Plans emailed directly to a staff member will not be accepted.**
8. Sewage Facilities Planning Module Review Component 4B and supporting documents may also follow these Guidelines.

ELECTRONIC SLD PLAN FILE REQUIREMENTS

All SLD plans must be submitted in .pdf format:

- **Exported .pdf plans should not include layer information** (ie. drawing SHX text displaying as comments).
- Multiple page plans should be submitted as a **single** .pdf file.
- Please use the following naming convention for the file: Municipality-Name of Plan-Date of the Plan or Last Revision (ie: Straban-John Doe-072021).
 - The Municipality does not need to have borough or township indicated in the file name.
 - The word 'Subdivision Plan' or 'Land Development' does not need to be indicated in the file name.
- If the plan includes additional documentation, like SWM plans, please submit as separate .pdf files (ie: Municipality-Project Name-SWM)
- If you do not have the capability to provide an electronic file of the plan, please bring the plan into the Planning Office and it will be scanned.

MUNICIPAL SUBMISSION OF REQUESTS AND OTHER REVIEWS

Municipalities, please submit the Request For Review form for SLD plans and other types of documents (ie. Ordinances, amendments, etc.) electronically for advisory review by ACOPD.

1. Download the [Municipal Request For Review](#) (RFR) form and save it to your computer.
2. Open the saved RFR file from your computer and type directly into the form.
 - Save the file with the municipality and name of the plan or document in the title.

3. If a form has been started by a surveyor/ engineer, complete the “Municipal Information” section and submit.
4. Navigate to the [Municipal Review Submission](#) OneDrive folder.
5. Upload, or drag and drop, the .pdf file of the document for review and the Municipal Request For Review into your municipality’s folder. **Please do not send a RFR to an individual staff member.**
 - **Municipal Request For Review Naming convention:** RFR-Municipality-Name of Plan or Document
 - **Please use the following naming conventions for the document:** Municipality-Type of Review (ie: Gettysburg-Zoning Ordinance Amendment or Mt Pleasant-SALDO)
 - Any documents for review should be converted from a Word document to .pdf. Please do not scan, if possible.
 - If you are having problems, please call the Office.
6. Forms and links to the submission folders are available on the County’s webpage [Subdivision and Land Development Reviews and Submission](#)

SUBMITTING OTHER REVIEWS (IE. ACT 67 and 68 County Land Use Letter)

Applicants or Firms requesting the County Land Use Information for Act 67, 68, and 127 review may also submit the associated documentation to the individual Surveying/ Engineering Firm’s subfolder in the [SLD Electronic Submission](#) OneDrive (see Submitting a Plan/ Module)

NEED ASSISTANCE?

Please contact the Planning Office if you need assistance with the electronic submission process. [Phone: 717-337-9824](tel:717-337-9824) or [Email](#)