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 Electronic Submission of Documents for Review page on the Planning Office's pages of the County website.
2. Scroll to "Electronic Submission Upload Folders".
3. Click the **Upload** button under SLD Plan Files card.
4. **Fill out the form** that opens.
    - The link to upload files will open an Office365 folder in a new window.
    - Upload, or drag and drop, the SLD Plan into the folder and close the window.
    - If a confirmation of a review fee is needed, please click "Yes" to question #6 and continue uploading the plan. A notification will be sent to staff and someone will reply shortly with the review fee.
    - You must **Submit** the form. Processing of the Plan may be delayed if the form is not submitted.
5. Payment is accepted 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/a004l0
    - Credit/ debit card and electronic check (echeck) payments are subject to a non-refundable service fee. Service fees are listed on the Fee Schedule.
6. Download and fill out the "Application Information" and "Contact Information for Review Letter" sections of the Municipal Request For Review electronically and forward to the municipality to complete and submit.

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:

- **Turn off Exported layer information in the .pdf** (ie. drawing SHX text displaying as comments). Plan files displaying this information may be asked to resubmit.
- Multiple page plans must 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' should not 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 Electronic Submission of Documents for Review page on the Planning Office's pages of the County website.
5. Click the **Upload** button under the Municipal Files card.
6. **Fill out the form** that opens.
    - The link to upload files will open an Office365 folder in a new window.
    - Upload, or drag and drop, the SLD Plan into the folder and close the window.

- You must **Submit** the form. Processing of the document may be delayed if the form is not submitted. Staff will receive a notification when a document is uploaded.

7. **Please do not send a RFR or document for review to an individual staff member.** Processing may be delayed.
    - **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)
8. Any documents for review should be submitted as a .pdf. Convert (save as/ print) Word documents to .pdf. Please do not scan, if possible.
    - If you are having problems, please call the Office.

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 through the 'SLD Plan Files' Upload button on the Electronic Submission of Documents for Review page of the County website.

NEED ASSISTANCE?

Please contact the Planning Office if you need assistance with the electronic submission process. Phone: 717-337-9824 or Email

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