Steps to Successfully Change Your Parcel

Subdivisions Classes I —IV

1

Consult an Attorney

A financial exchange for land is not legally recognized, and land ownership is not officially transferred, until a **new deed** reflecting the transaction is recorded. See "Final Step"

2

Contact a Land Surveyor

You will need a new Plan (drawing) of your proposed parcel changes.

3

Complete an Application

For an application, visit our website at **icopd.org/saldo** or our office at **801 Water Street, Indiana, 15701,** Monday–Friday, 8:30 a.m.–4:30 p.m. We also offer Preliminary Meetings to help with your application and answer any questions. Call us at 724-465-3870 to schedule

4

Contact Sewage Enforcement

724-548-7743
Whether you have a new sewage system, an existing sewage system or an empty parcel, Sewage Enforcement will need to sign off on your proposal.

5

Visit Your Township or Borough Office

Your Municipality will need to sign your plan and applicable sewage documents prior to the next step.

6

Submit Your Proposal

Turn in your completed application, signed plan and sewage documents to our office no later than the FIRST WEDNESDAY OF THE MONTH by 10am to be reviewed at the monthly Planning Commission meeting.

7

Record Your New Deed and Plan

Visit the Register & Recorders Office (825 Philadelphia Street, Indiana 15701) with your approved plan and new deed to have it recorded with the County. Contact them at 724-465-3860 for details and fee schedule