Steps to Successfully Change Your Parcel

Subdivisions Classes I —IV

1

Contact a Land Surveyor

You will need a new Plan (drawing) of your proposed parcel changes. A minimum of 4 copies is recommended.

2

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"

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 AM –4:30 PM.. 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

STATE REQUIREMENT
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. You can reach them at **(724) 548-7743**

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 LAST DAY OF THE MONTH by 10:00 AM 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