

**Indiana County  
Subdivision  
and Land  
Development  
Ordinance  
(SALDO)**



**Application  
Process for  
Classes  
I — IV**

**1**

**Step 1 — Preliminary Meeting (Optional)**

We offer a free Preliminary Meeting for applicants who want to chat with our team about their proposal. This is your chance to submit a sketch plan, ask questions and get feedback on your application before submitting it. During this meeting, we will work together to review your application and ensure it includes all the necessary details to move your proposal through the process.

Get the ball rolling.  
Schedule a Preliminary Meeting.  
Call Josh Krug, AICP,  
Deputy Director, Planning at  
(724) 465-3877 or email  
jkrug@ceo.co.indiana.pa.us

**2**

**Step 2 — Plan Submission**

Due on the first Wednesday of the month by 10AM to be considered at the Planning Commission Meeting. Applications with plans must be submitted by 10:00 am on the first Wednesday of each month.

**3**

**Step 3 — Planning Commission Review Committee**

To ensure a smooth Planning Commission process, this committee unofficially meets beforehand to analyze submissions. They discuss any concerns and provide feedback (if necessary) to the applicant within 1-2 days.

**4**

**Step 4 — Planning Commission Approval**

**Review and Response (Within the state mandated 90-day timeframe):**  
The Planning Commission will examine all plan requirements and highlight any shortcomings. These shortcomings could be missing elements within the plan itself or outstanding permits or signatures from agencies outside of Indiana County.\* Following this review, the Commission will vote to either Approve, Not Approve or Table your project.

**Application Checklist**

- ✓ Completed Application, signed by all Land Owners involved plus the Authorized Agent (if the application is being submitted on your behalf)
- ✓ Payment of Review Fee
- ✓ A minimum of 5 copies of your plan, signed by your Municipality.
- ✓ Sewage paperwork (Planning Waiver & Non-Building



*Necessary Permits and / or Signatures can come from but are not limited to the Sewage Enforcement Agency, PA Department of Environmental Protection, your Municipality, and PennDOT.*