

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF MIFFLIN COUNTY,  
PENNSYLVANIA, AMENDING THE MIFFLIN COUNTY SUBDIVISION AND LAND  
DEVELOPMENT ORDINANCE, SECTION 3.100, GENERAL PROCEDURE APPLICABLE TO  
THE SUBMISSION OF ALL PLANS

Article 3, Section 3.100, Sections 3.101, 3.102, and 3.103 are amended to read as follows:

3.100 GENERAL PROCEDURE APPLICABLE TO THE SUBMISSION OF ALL PLANS

It is the intent of the Commission to expedite the receipt and processing of plans so as to reduce delays that may result in increased costs or inconvenience to the Applicant or to the Municipality in which the subdivision is located. The procedure set forth below establishes maximum time limits permissible under State Law but the Commission, whenever possible, expresses its intent to complete its reviews in a timelier manner.

3.101 Required Plans - Preliminary and Final Plans and other required supporting data for all proposed subdivisions and land developments of land lying within Mifflin County to which this Ordinance applies shall be submitted by the Municipality to the Commission for review at the time it is filed with the Municipality for review. In addition, prior to submitting the official Preliminary Plan for review, the Applicant may prepare a Sketch Plan for informal discussion with the County Planning Department staff.

3.102 Municipal and Other Agency Reviews - Copies of all plans submitted to the Commission shall be submitted by the applicant or applicant's designated representative to the Municipality in which the plan is located, as well as other appropriate agencies for review and comment.

3.103 Consideration of Plans - Subdivision and land development plans and supporting data for plans governed under Municipal and County Subdivision and Land Development Ordinances shall be submitted by the Municipality to the Commission and will be considered at the next regularly scheduled meeting of the Commission provided that they are received only the business day before and the day of the submission deadline for each month in accordance with the Mifflin County Planning Commission yearly calendar. Plans will not be accepted on any other day of the month.

3.104 Action - The Commission shall consider all plans submitted to determine compliance with this Ordinance and shall approve, disapprove or approve with conditions all submitted plans. After the Plan is filed, the Commission shall act upon applications no later than 90 days following the date of the next regular meeting of the Commission that follows the date that the application is filed, provided that should the said next regular meeting occur more than 30 days following the filing of the application, the said 90 day period shall be measured from the 30th day following the day the application has been filed.

Notification - The Commission shall notify the Applicant in writing no later than 15 days after the date when a decision is reached by the Commission. When a plan is not approved, the decision of the Commission shall specify the defects found in the plan and shall cite the provisions of the Ordinance that have not been met.

Ordained and Enacted into an amendment to the Mifflin County Subdivision and Land Development Ordinance by the Board of Commissioners on this \_\_\_\_\_, 2025. The effective date is the date of enactment.

ATTEST:

MIFFLIN COUNTY COMMISSIONERS

BY: \_\_\_\_\_  
Cathy L. Romig, Chief Clerk

BY: \_\_\_\_\_  
Robert P. Postal, Chairman

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
Kevin P. Kodish, Vice Chairman

BY: \_\_\_\_\_  
Noah D. Wise, Secretary