



Lackawanna County

DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

Commissioners
Jerry Notarianni
Debi Domenick
Chris Chermak

PROCESS FOR SUBMISSION OF SUBDIVISION AND LAND DEVELOPMENT PLANS FOR REVIEW OR SIGNATURE DURING THE STATE OF EMERGENCY

Due to the COVID-19 state of emergency, the Lackawanna County Government Center, including the [Department of Planning and Economic Development](#), is CLOSED to the public.

REVIEW OF SUBDIVISION/LAND DEVELOPMENT PLANS: During the state of emergency, the planning department will accept these plans for review by U.S. Mail or courier service (UPS, FedEx, etc.) and through a drop-box at the front entrance of the government center. Please notify the department via email at the addresses below that such plans have been dropped off in order to avoid a delay in response time. Upon receipt, the department has 30 days to issue an evaluation report to the local municipality prior to final approval by the municipality. Plans within the following municipalities must be submitted through a municipal official and cannot be accepted by the county by any means from the owner/developer or plan preparer: Benton Twp, Greenfield Twp, Madison Twp, Mayfield Borough, Ransom Twp, and Roaring Brook Twp. All plans submitted must be accompanied by contact information (email and phone) and a review fee. The schedule for review fees can be found on the county website: https://www.lackawannacounty.org/uploads/Fee_Schedule_060108.pdf

COUNTY STAMP FOR REVIEW ACKNOWLEDGMENT: During the state of emergency, subdivision and/or land development plans previously reviewed by the county planning department and approval by the local municipality will be stamped prior to PIN certification and recording in the following manner: The individual or agency requesting the stamp/signature must notify the department via email at the addresses below to arrange to leave the plans in the drop-box. Prior notification of the dropping off of plans will avoid a delay in obtaining the stamp/signature due to the limited office time due the emergency. There is no fee for obtaining the planning department stamp/signature.

PERMITS/PLAN APPROVALS: Please be advised that the issuance of building and zoning permits and final approvals of subdivision land/development plans is the responsibility of the LOCAL MUNICIPALITY. The county planning department is strictly an advisory body.

Email correspondence for subdivision/land development plan reviews and signatures should be directed to [PitoniakS@lackawannacounty.org](mailto: PitoniakS@lackawannacounty.org) or [DonatoML@lackawannacounty.org](mailto: DonatoML@lackawannacounty.org).