

Instructions for Subdivision Proposals

If you are proposing a subdivision project you may need to access all of the forms below. You may want to print these instructions to use as a reference.

1. [DEP Postcard Mailer](#) - this form is necessary for **ALL** subdivision or land development projects. Click here for the form. You will have a choice between a pdf or MS Word file. Chose the file that you want to use and download it. Follow the instructions included with the form. Forward a copy of this form to DCHD as well as DEP. Be sure to include the UPI on the top of the form. For assistance with finding or verifying the UPI, please read and follow these instructions.
2. [Subdivision/Land Development Information Form](#) - This form should be completed for **ALL** subdivision or land development projects. Click here for the form, or you can access it on the DCHD Sewage and Water page under Subdivisions (#2). Follow the instructions included with the form. Submit a copy to DCHD and keep a copy for your files. This form does not need to go to DEP.

If you are proposing a subdivision project that will utilize public sewerage facilities, follow only steps 1 & 2 above.

If you are proposing any commercial land development utilizing on-lot sewage facilities, follow steps 1 & 2 above.

If you are proposing a project that will utilize a community, on-lot sewage system, follow steps 1 & 2 above.

If you propose to divide land that will not require the use of any sewage facilities, follow steps 1 & 2 above.

For all proposals intended to utilize individual, on-lot sewage disposal systems you will also need to obtain a copy of Sewage Application Record Form and [Sewage Application Rider \(Record Form\)](#). Two copies of this form must be submitted for each proposed lot, including lots that have existing sewage facilities.

Record Forms must also be submitted for any community, on-lot sewage facilities that will require soil testing supervised by, and a permit issued by, the DCHD.

Before submitting a subdivision, land development, or sewage plan for recordation, please visit the [Recorder of Deeds website](#) to view the fee schedule, hours of operation, and details on recording subdivision plans.