

How to Record a Subdivision or Land Development Plan

The Pennsylvania Municipalities Planning Code (MPC) requires all subdivision and land development plans that are approved by a municipality to be recorded. Prior to municipal approval, the county planning commission is also required to review the proposed plans. Approved plans are then required to be recorded in the office of the county recorder of deeds within 90 days of final approval.* The recorder of deeds will not accept plans for recording unless the plan indicates the approval of the municipal governing body and the prior review of the county planning agency.

Procedures for Recording Plans:

All subdivision and land development plans must have been approved by the municipality prior to recording (and reviewed by the Montgomery County Planning Commission as part of the review process prior to municipal approval).

All plans must be signed and dated by the proper municipal authorities to indicate approval.

If a plan has signatures dated prior to the 90-day recording limit,* the plan should be re-signed and re-dated by the proper municipal authorities, or a letter from the municipality stating the municipality is waiving the 90-day recording period requirement must be submitted along with the plan for recording.

You must first bring all approved plans (paper copies are acceptable; we retain one copy for our files) to the Montgomery County Planning Commission, located in Suite 201 of One Montgomery Plaza, 425 Swede Street, Norristown, to be stamped, sealed, and signed prior to recording. There is no fee required by our commission for this service. We recommend that you arrive at our office prior to 3:15 to allow adequate time for completing the recording process.

To facilitate the stamp and seal process, the plan should contain our MCPC File Number (i.e., MCPC 10-056-1). This number is found on all correspondence from our office regarding your plan. The plan may have either our standard signature box (below) printed on it or a blank space that measures 3½" wide by 2½" high located along the right-hand edge of the plan for our commission's stamp and seal.

<p>MCPC No. _____</p> <p>PROCESSED and REVIEWED. Report prepared by Montgomery County Planning Commission In accordance with the Municipalities Planning Code.</p> <p>Certified on this date _____</p> <p>_____</p> <p>For the Director</p> <p>Montgomery County Planning Commission</p>

After the plan is stamped and sealed at the planning commission, the applicant must then go to the Montgomery County Board of Assessment Appeals (Suite 301 of One Montgomery Plaza) to obtain/verify all tax parcel numbers. (No fee required)
The applicant must then proceed to the Montgomery County Recorder of Deeds (Suite 303 of One Montgomery Plaza) to record the plan and pay any appropriate fees. We recommend you visit the board of assessment web site or contact them for fee and recording requirements.

*MPC Section 513. Recording Plats and Deeds

Upon the approval of a final plat, the developer shall within 90 days of such final approval or 90 days after the date of delivery of an approved plat signed by the governing body, following completion of conditions imposed for such approval, whichever is later, record such plat in the office of the recorder of deeds of the county in which the municipality is located. Whenever such plat approval is required by a municipality, the recorder of deeds of the county shall not accept any plat for recording, unless such plat officially notes the approval of the governing body and review by the county planning agency, if one exists.