

Updated February 13, 2015

SUBDIVISION RECORDING PROCEDURE OF APPROVED FINAL PLANS

After your Final Plan is approved and signed by the President of the Board of Commissioners and the Township Manager, the Developer/Landowner must record the Final Plan at Montgomery County based on the procedures as outlined below:

Take four (4) paper prints of the Final Plan to the County Offices at One Montgomery Plaza in Norristown, PA.

The One Montgomery Plaza Office Building is at the corner of Swede and Airy Streets, across the street from the Courthouse. Metered parking using coins or credit cards, is available on Airy, Swede, and Main Streets, and there are also parking garages at Main and Cherry Street, and on Main Street between Dekalb and Swede Street.

First, go to the **Montgomery County Planning Commission (MCPC)** on the second floor in Suite 201, for the “Stamp and Seal” procedure. The plans will be stamped by MCPC, and the MCPC seal affixed.

Next, go to the **Montgomery County Board of Assessment Appeals** (Phone 610-278-3761) on the third floor in Suite 301. Start in the Map Room, where a clerk will help you find the original parcel number. You will then be directed to Registry, where the plan will be reviewed and a registry seal affixed.

You will need to return three record plans to the Township for our records, including a copy of the receipt.

COUNTY PLAN RECORDING REQUIREMENTS CHECKLIST

- Montgomery County Planning Commission Approval
- Parcel Sticker from Registry Office in Board of Assessments Office
- All Parcel Numbers must be CLEARLY written on document
- Ownership must be noted
- Equitable Owner or Owner of Record must sign off and be acknowledged
- Ownership Line should be separate from the acknowledgment,

- Corporations and Limited Partnerships MUST state the Company Name PLUS have the person sign with TITLE on Ownership Line
- Full Notary acknowledgment MUST match the information on the Ownership Line:
 - Person's name if individual, **OR**
 - Person's name, title and name of company if corporation or partnership
- MUST have township/borough approval:
 - Within 90 days of date noted, **OR**
 - Original 90 day letter, stating past 90 days with approval to record, MUST be attached
- Plans must be SCANNABLE and LEGIBLE throughout and CANNOT be folded
- Preferably plans should be submitted on paper; however we will accept Mylar
- Plans should be 24" x 36", otherwise a non-document standard fee will be charged

Please see the attached pages 23 to 27 of the Subdivision Ordinance for additional information on the required signatures.

Planning and Zoning Department

§ 260-33. Record plan.

- A. A record plan is required for any subdivision or land development as regulated by this chapter.
- B. Drafting standards.
- (1) The plan shall be drawn on an accurate scale of not less than fifty (50) feet to the inch.
 - (2) The plan shall be drawn on linen tracing cloth, in ink, from which tracing prints are to be made.
 - (3) Dimensions shall be in feet and decimals to the nearest hundredth of a foot, and the bearings in degrees, minutes and seconds.
 - (4) Plans must be printed on linen cloth only (white or blue) and will be accepted by the Office of Recorder of Deeds in Norristown, only in the following sizes:
 - (a) Twenty-four by thirty-six (24 x 36) inches for the large-size plan.
 - (b) Eighteen by thirty (18 x 30) inches for the medium-size plan.
 - (c) Fifteen by eighteen (15 x 18) inches for the small-size plan.
- C. Information to be shown.
- (1) The following information shall be shown:
 - (a) All data required by Article IV, § 260-32, less Subsection E(5), (6) and (7).
 - (b) Proposed streets. The proposed names, cartway and overall width, curblines, radius on right-of-way and curblines, rate of grade on curb and location and elevation of point of curve, point of tangent, grade intersection and the length of all vertical curves, the elevation of the curb at the point of intersection of curblines produced at street intersections, courses and distances on side lines.
 - (c) Lot layout, including dimensions and bearings and consecutive numbering of lots.
 - (d) Sanitary sewer. Internal diameter, grades, location of manholes and laterals, type of pipe and location.
 - (e) Storm drains. Internal diameter, grades, location of manholes, inlets, type of pipe and location.
 - (f) Bridges and culverts. Location, details or internal cross section and grade, position

and location of wing walls or end walls.

- (g) Watercourses. Location, width, courses and distances along right-of-way.
 - (h) Location and width of all easements or rights-of-way and boundaries by bearings and dimensions.
 - (i) Typical half section of all streets, including type of construction, right-of-way width, cartway width, sidewalk location and spacing and grades on side slopes.
 - (j) Survey monuments to be set on proposed and existing streets at street intersections, angle points, beginning and end of all curves.
 - (k) State highway widths, legislative and traffic route numbers.
 - (l) Location of all utility facilities, including the rating of streetlights.
- (2) After the recording of the final plan, no change in any lot line bearing or dimension shall be permitted without the filing of a lot location plan as defined in this chapter.

D. Notations to appear on plan.

- (1) Acknowledgment.
 - (a) Where the owner or owners are individuals, all shall join in an acknowledgment substantially as follows:

COMMONWEALTH OF PENNSYLVANIA:

COUNTY OF MONTGOMERY:

SS

ON THE _____ DAY OF _____, A.D. 19 ____,
BEFORE ME, THE SUBSCRIBER, A NOTARY PUBLIC
OF THE COMMONWEALTH OF PENNSYLVANIA,
RESIDING IN _____, _____ COUNTY,
PERSONALLY APPEARED _____, KNOWN TO
ME TO BE THE PERSON WHOSE NAME IS
SUBSCRIBED TO THE FOREGOING PLAN, AND
ACKNOWLEDGED THAT HE/SHE IS THE REGISTERED
OWNER OF THE DESIGNATED LAND, THAT ALL
NECESSARY APPROVAL OF THE PLAN HAS BEEN
OBTAINED AND IS ENDORSED THEREON, AND THAT
HE/SHE DESIRES THAT THE FOREGOING PLAN BE
DULY RECORDED ACCORDING TO LAW. WITNESS
MY HAND AND NOTARIAL SEAL THE DAY AND
YEAR AFORESAID.

(SEAL)

(
_____)

OWNER

NOTARY
PUBLIC

MY COMMISSION EXPIRES:

(b) Where the owner is a corporation:

COMMONWEALTH OF PENNSYLVANIA

COUNTY OF MONTGOMERY

:SS

ON THE ____ DAY OF _____, A.D. 19____,
BEFORE ME, THE SUBSCRIBER, A NOTARY PUBLIC
OF THE COMMONWEALTH OF PENNSYLVANIA,
RESIDING IN _____,
PENNSYLVANIA, PERSONALLY APPEARED
_____ AND _____, WHO
ACKNOWLEDGED THEMSELVES TO BE THE
PRESIDENT AND SECRETARY OF
_____ COMPANY, A CORPORATION,
AND THAT AS SUCH PRESIDENT AND SECRETARY,
BEING AUTHORIZED TO DO SO, THEY EXECUTED
THE FOREGOING PLAN BY SIGNING THAT THE SAID
CORPORATION IS THE OWNER OF THE DESIGNATED
LAND, THAT ALL NECESSARY APPROVAL OF THE
PLAN HAS BEEN OBTAINED AND IS ENDORSED
THEREON, AND THAT THE SAID CORPORATION
DESIRES THAT THE SAID FOREGOING PLAN MAY BE
DULY RECORDED.

(_____)

PRESIDENT

ATTEST:

(_____)

(SEAL) SECRETARY

(_____)

NOTARY
PUBLIC

(SEAL)

MY COMMISSION EXPIRES:
(_____)

(2) Approval notation.

“Approved by the Board of Commissioners of Cheltenham Township this _____ day of _____, 20____. Subject and conditioned upon the recording of this plan in the Office of the Recorder of Deeds of Montgomery County, within ninety (90) days from date thereof.”

(3) Recording notation.

“Recorded in the Office for the Recording of Deeds, etc., Norristown, Pennsylvania, in Deed Book _____, Page No. _____, on _____.”

- (4) The word “mortgage” with the line and space for mortgagee (corporate or individual) to sign. If there be no mortgagee, the word “none” should be inserted.
- (5) “Right-of-way for sanitary sewers, additional right-of-way or new streets shown hereon and about to be constructed is hereby offered for dedication.”
- (6) “Subject to the rules and regulations of the Cheltenham Township Tree Advisory Commission.” ^{EN(5)}