

January 2002

TO: Developers and Subdividers of Land

FROM: David M. Lynch, P.E., P.L.S.
Director – Engineering, Zoning &
Inspections

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; the procedure is outlined below:

Take three (3) linens and four (4) paper prints of the Final Plan to the County Offices at One Montgomery Plaza in Norristown.

The One Montgomery Plaza Office Building is at the corner of Swede and Airy Streets, across the street from the Courthouse. Parking is available on nearby streets (marked with signs as 2 hour or 4 hour zones) or in the County Parking Garage on Main Street between Swede and DeKalb Streets.

First, go to the **Montgomery County Planning Commission (MCPC)** on the second floor in Suite 201. The receptionist will direct you to Betty Barnes (Phone 610-278-3735) 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.

Next, go the **Montgomery County Recorder of Deeds** (Phone 610-278-3289) across the hall in Suite 303. In order for your plan to be recorded, it must have:

1. Original notarized signature of the Owner(s). Note: There are different notary procedures for individual and corporate ownership.
2. Original Township signature and Township seal.
3. Original signature and seal of registered Engineer, Architect, or Surveyor.
4. MCPC stamp and seal.

The recording fee is based on the size of the plan and number of parcels involved. Only the three plan sizes listed below are acceptable. Payment may be made in cash or by check payable to *Montgomery County Recorder of Deeds*.

15" x 18" fee: \$10.00 plus \$5.00 per parcel number.

18" x 30" fee: \$15.00 plus \$5.00 per parcel number.

24" x 36" fee: \$25.00 plus \$5.00 per parcel number.

Call ahead if you have questions or special circumstances. The County offices are open Monday thru Friday from 8:30 AM to 4:15 PM. Please allow enough time for the procedure by arriving before 3:00 PM.

Finally, return to the Cheltenham Township Building and zoning Department and furnish the Township Engineer with the following:

1. Montgomery County Recorder of Deeds recording fee receipt
2. Two (2) paper prints of Recorded Plan
3. Two (2) linens of Record Plan.