



PIKE COUNTY
PLANNING COMMISSION

PROCEDURES FOR SUBMITTING PLANS FOR REVIEW AND RECORDING
SUBDIVISIONS OR LAND DEVELOPMENTS

The following information is intended to eliminate confusion in the plan recording process and direct applicants to the appropriate agencies in order to obtain the required approvals and/or endorsements to allow recording of the plan.

1. **Applicant submits multiple copies of plans to the municipal secretary together with the required municipal application and fees.** Contact the appropriate municipal office for information on the required number of copies and the most updated fee schedule.

2. **One copy of the plan and applicable supporting documents shall be forwarded upon receipt by the municipality to the county planning agency for review and report together with a fee sufficient to cover costs of the review.** (Pennsylvania Municipalities Planning Code (MPC) Section 502.b.) Plans will not be accepted at the County Planning Office without required review fees. IMPORTANT NOTE: The applicant will need to check with the municipality to determine if the **municipality or the applicant** is responsible for forwarding a copy of the plan to the County Planning office for review. (See municipal ordinance.) If the applicant and not the municipality will be forwarding the plan to the County, a letter signed by the municipality stating that the plan has been accepted as a full submittal must accompany the plan package received by the County Planning Office. The County's thirty (30) day review period will not begin until all required fees and a letter from the municipality is received.

3. **Within 30 days, the County Planning office will provide the municipality with a letter of comments.** "...Municipalities shall not approve such applications until the county report is received or until the expiration of 30 days from the date the application was forwarded to the county." (MPC Section 502.b) (Copy of the comments will be provided to the applicant and/or map preparer only upon request.)

▶ **Plans that are substantially revised must be resubmitted to the County Planning Agency for review prior to Municipal approvals.** See the county planning review fee schedule for fees related to plan revision submittals.

4. **Upon municipal approval of a lot combination, subdivision or land development, the applicant must submit a minimum of 3 (three) ink-signed plans to the Pike County Office of Community Planning for stamp and signature.** The County office will not apply stamp and signature to the plan unless the Pike County Office of Community Planning has had the opportunity to review the plan and any substantial revisions prior to the municipal approval.

5. **Within 90 days of municipal signature/approval, the applicant must record such plat in the office of recorder of deeds of the county in which the municipality is located.** "...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..." (MPC Section 513) All copies of the approved plans are required to have the original signatures of the governing body, the date which the plan was approved by the municipality, and the original signature and date of the County Planning office. **Exceeding the 90 day time limit will require resubmission of the plan to the municipality.**

Checklist for Recording Lot Combination, Subdivision or Land Development Plans:

- Plans have been reviewed by the Pike County Office of Community Planning **prior to** municipal approvals.
- Plans are signed by the governing board of the municipality (no less than a majority of the governing board signatures).
- Plans show approval date by governing board - month, day and year.
- **All** municipally approved copies of the plan are presented by the applicant for endorsement by the Pike County Office of Community Planning.
- Plans are then recorded at the County Recorder of Deeds within 90 days of the date of approval by the municipality.

Recorder of Deeds

Pike County Administration Bldg.
506 Broad Street
Milford, PA 18337
Phone: 570-296-3508

Pike County Office of Community Planning

837 Route 6
Shohola Business Center Unit #4
Shohola, PA 18458
Phone: 570-296-3500; Fax: 570-296-3501
planning@pikepa.org

Updated 3/1/2012 sjc