

STEPS FOR RECORDING A LAND DEVELOPMENT PLAN

- ❖ 1. All sets of plans to the **Chester County Planning Commission** located at:

Government Services Building	(610) 344-6285
601 Westtown Road	Hours: 8:30 a.m. – 4:30 p.m.
Suite 270	
West Chester, PA 19380	

Chester County Planning Commission will sign off on their portion of the plans and retain one set of plans.

- 2. Remaining plan sets to the **Chester County Recorder of Deeds** office located at:

313 West Market Street	(610) 344-6330
P.O. Box 2748	Hours: 8:30 a.m. – 4:30 p.m.
Suite 3302	
West Chester, PA 19380	

All the plans and all the pages of the plan, the land development and escrow agreement and the stormwater BMP operations & maintenance agreement (including the copies) should be date stamped at the Recorder's Office. The Recorder of Deeds office will keep a copy of the agreements and three (3) sets of the plans. Make sure to get a receipt for the filing fee. Fees vary. No personal checks are accepted. Bring a self-addressed stamp envelope that will fit the plan.

- 3. *If needed due to on-lot sewage and well facilities, the following needs to be done:*

Two sets of plans need to go to the **Chester County Health Department** located at:

Government Services Building	(610) 344-6225
601 Westtown Road	Hours: 8:30 a.m. – 4:30 p.m.
Suite 288	
West Chester, PA 19382	

Plans will not be accepted at the Health Department unless stamped by the Recorder of Deeds Office.

- 4. Finally, return to the Township **date-stamped plans** and **one date-stamped copy each of the land development agreement, escrow agreement and the stormwater BMP operations & maintenance agreement** from the Recorder of Deeds office. *The Township office will make sure that the Township Code Enforcement Officer (1 set) and the Township Engineer (2 sets) receive their plans sets and copies of documents. The Township requires one (1) full set of plans and documents.*

Before ANY site work or construction is started, recorded plans and documents must be returned to the Township and a pre-construction meeting must be held. Contact the Township Engineer, John Sartor, P.E., of Gilmore & Associates at (610) 489-4949 to schedule the pre-construction meeting.

- ❖ *Steps must be followed in the order as they are presented here. The number of plans required by Chester County agencies is subject to change. Please call each County office to verify.*

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1. The number of sheets to be recorded in a plan set is at the discretion of the Township. **The Township requires that all pages of the plan set are recorded.**
2. The Schuylkill Township Board of Supervisors and the Chester County Planning Commission must sign the plans.
3. ♦ One (1) full set of signed, sealed and **recorded** plans will be provided to Schuylkill Township. One (1) set of the **recorded** land development agreement, **recorded** escrow agreement, and **recorded** stormwater BMP operations & maintenance agreement will also be provided to the Township.
4. ♦ One (1) full set of prints with signature and seals will be provided to the Valley Forge Sewer Authority.
5. All sets of prints with original signatures and seals will be required by the Chester County Planning Commission for their signature. They will keep one (1) set.
6. Three (3) full sets of prints with the original signatures and seals will be required for the Chester County Recorder of Deeds Office. One (1) will be returned to you via U.S. Mail.
7. ♦ Two (2) full sets of prints with original signatures and seals will be provided to the Schuylkill Township Engineer, Gilmore & Associates, Inc.
8. ♦ One (1) full set of prints will be required for the Schuylkill Township Code Enforcement Officer.
9. ♦ One (1) full set of prints will be required for the Schuylkill Township Fire Marshal.
10. If required, two (2) full sets of paper prints will be required for the Chester County Health Department for proposed developments with on-site sewage disposal systems.
11. One (1) full set of prints will be required by PennDOT if subdivision is on a State Road.