



## ALLEGHENY COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT

### FINAL RECORD PLANS

Updated 5/12/15

1. All final record plans of subdivisions, site developments, and planned residential developments must be reviewed and signed by Allegheny County Economic Development (ACED) before they can be recorded with the Department of Real Estate.
2. **All record plans must be drawn on paper. Transparencies (mylars) are no longer accepted for recording purposes in Allegheny County.**
3. All clauses and certifications must be signed, witnessed, dated and sealed as required (except for the two County certifications). Deed book volume and page numbers must be provided in the title clause.
4. All signatures on the plan must be made in navy/dark blue ink or felt-tipped pen.
5. All plans must have both embossed seal and the ink seal of the Pennsylvania land surveyor who prepared the plan; there are no exceptions to this requirement.
6. See Appendices 1 - 4 of the Allegheny County Subdivision and Land Development Ordinance of 2012<sup>1</sup> for standards and requirements for final record plans.
7. Final record plans can mailed to or dropped off at ACED, M – F, 8:30 AM to 4:30 PM, One Chatham Center, Suite 900, 112 Washington Place, Pittsburgh, PA 15219 .
8. Please be sure to include your contact information and an additional copy of the plan, which ACED will retain for its records.
9. Always transport plans in a sturdy mailing tube. Never fold the final record plan.
10. Drop-off deadline for Wednesday pick-up: Monday, by 12:30 PM. Plans received after 12:30 PM on Monday may not be available until Friday.
11. Drop-off deadline for Friday pick-up: Wednesday, by 12:30 PM . Plans received after 12:30 PM on Wednesday may not be available until Wednesday of the following week.
12. For questions and other information about submitting plans to ACED, please contact William McLain at 412-350-1361 or Andrew Hartwell at 412-350-1360.
13. For questions and other information about *recording* of plans and deeds, please contact the Allegheny County Department of Real Estate at 412-350-4226.

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<sup>1</sup> <http://www.alleghenyplaces.com/> ; look under Quick Links on the home page