ALLEGHENY COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT

FINAL RECORD PLANS

February 2016

1. All final record plans of subdivisions, site developments, and planned residential developments must be submitted to Allegheny County Economic Development (ACED) for review and signing before they can be recorded with the Allegheny County Department of Real Estate (ACDRE).

2. All clauses and certifications on the plan must be signed, witnessed, dated and sealed as required (except for the two County certifications) at the time of submittal to ACED. The deed book volume and page numbers (DBV/Pg.) must be in the title clause.

3. All signatures on the plan must be in navy/dark blue ink or felt-tipped pen.

4. All plans must have both the embossed and ink seal of the Pennsylvania registered land surveyor who prepared the plan.

5. Do not use scotch tape, corrective fluid, or corrective tape on the plan or it will not be recordable.

6. See Appendices 1 – 4 of the *Allegheny County Subdivision and Land Development Ordinance*[1] for complete requirements for 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. Always transport plans in a sturdy mailing tube, and be sure to include your contact information. Never fold a final record plan.

9. If ACED does not have your plan on file, you must provide an additional copy at the time the record plan is submitted for ACED to review and sign.

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 ACDRE at 412-350-4226.

[1] http://www.alleghenyplaces.com/ - look under Quick Links on the home page