



Time Limits for Recording of Plans and Expired Approvals

The time limit for recording finally approved plats (plans) is established by the PA Municipalities Planning Code (MPC)¹, §513 Recording of Plats, as follows:

Upon the approval of a final plat, the developer shall within 90 days of such final approval *or 90 days after the date of delivery of an approved plat signed by the governing body, following completion of conditions imposed for such approval*, whichever is later, record such plat in the office of the recorder of deeds of the county in which the municipality is located [emphasis added].

When the date of delivery of the plan is different than the date of approval by the municipality, both dates must be clearly noted on the plan. Otherwise, the County will count the 90 days from the date of final approval. Below are three different certifications that can be used to note a date of delivery on a plan. Certification #1 must be signed by the head of the governing body of the municipality. Certifications #2 and #3 may be signed by a designated official of the municipality.

- 1. Approved by the [name of governing body] of the [name of municipality] by resolution, this _____ day of _____, 20_____.

Signed and noted as approved this _____ day of _____, 20_____.

(Seal)

Secretary

Chairperson/President

- 2. This plat was delivered to [name of landowner or beneficial landowner] by the [name of the Municipality] this _____ day of _____, 20_____

[Signature / title of designated municipal official]

¹ The MPC is available at http://community.newpa.com/library-files/mpc_2015-pdf/

3. In accordance with Section 513 of the Pennsylvania Municipalities Planning Code, the fully executed plat is released this _____ day of _____, 20_____. The deadline for recording is _____.

Released by: _____
[Signature & title of designated municipal official]

(Certification #3 was developed by Upper St. Clair Twp.)

Expired Municipal Approvals

When a plan hasn't been recorded within 90 days of the date of final approval, but not because additional time was required to satisfy conditions attached to approval, the applicant must take the plan back to the municipality. The municipality must either re-approve the plan or grant an extension of the original approval date. The applicant may then resubmit the plan to the Department for signing.

An additional certification must be added to the plan for the Municipality to sign; do not alter the original certification of final approval by the municipality that is already on the plan. Which of the two following certifications to use will depend on the Municipality's procedure for handling expired plans.

To **extend** an approval:

Extension granted this _____ day of _____, 20_____.

[Witness] [Title & signature of designated municipal official]

To **re- approve** a plan:

Re-approved by the [governing body] of the [name of municipality] [by resolution] this _____ day of _____, 20_____.

Secretary [Head of governing body]

Note: Re-approval requires a public meeting and formal action by the governing body. The certification must therefore be signed by the head of governing body, whose signature must be witnessed appropriately.