



Pike County Planning & Mapping

506 Broad Street
Milford, PA 18337
570-296-3500
planning@pikepa.org

PROCEDURES FOR SUBMITTING & RECORDING SUBDIVISIONS OR LAND DEVELOPMENT PLANS

The following information is intended to assist municipalities/ applicants through the plan submission→review→approval→recording process to obtain the necessary endorsements enabling recording of the plan.

1. SUBMIT PLAN(S) TO MUNICIPALITY

- ✓ Applicant submits copies of plans to the municipal secretary with the required municipal application and fees.
 - *Contact the municipal office for information on the required copies and the most updated fee schedule*

2. SUBMIT PLAN TO COUNTY

- ✓ One copy of the plan and applicable supporting documents shall be forwarded by the municipality/applicant to the Pike County Planning & Mapping Office for review and report with the appropriate review fee and County application.
 - *Plans will not be accepted at the County Planning Office without required review fees*
 - *Check with your municipality to determine who is responsible for submitting plan to County Planning Office (per municipal ordinance)*

3. COUNTY CONCURRENT REVIEW

- ✓ As per the Municipalities Planning Code, the County Planning office has thirty (30) days to complete the review and provide a letter of comment to the municipality.
 - *...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 §502.b)*
 - *Revised plans must be resubmitted to the County for review prior to municipal approvals*

4. FINAL PLAN ENDORSEMENTS

- ✓ Upon municipal approval of a lot combination, lot improvement, subdivision or land development, the applicant must provide a minimum of 4 (four) ink-signed plans (blue ink recommended) to Pike County Planning & Mapping for our official stamp and signature
 - *The Pike County Recorder of Deeds office will not record the plan unless the Pike County Office of Planning & Mapping has had the opportunity to review the plan and any revisions prior to municipal approval and have affixed our stamp and signature to verify compliance with State law*

5. RECORDING THE APPROVED PLAN

- ✓ Within 90 days of municipal signature/approval and County Planning stamp and signature, the applicant must record such plan in the Pike County Recorder of Deeds office
- ✓ The Recorder of Deeds will not accept any plan for recording unless the dated municipal signatures and County stamp and signature are included. (MPC Section §513.a.)
- ✓ Exceeding the 90-day time limit will require resubmission of the plan to the municipality
 - *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*

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