

How to Record a Subdivision or Land Development Plan

The Pennsylvania Municipalities Planning Code (MPC) requires all subdivision and land development plans that are approved by a municipality to be recorded. Prior to municipal approval, the county planning commission is also required to review the proposed plans. The recorder of deeds will not accept plans for recording unless the plan indicates the approval of the municipal governing body and the prior review of the county planning agency.

Procedures for Recording Plans:

All subdivision and land development plans must have been approved by the municipality prior to recording (and reviewed by the Montgomery County Planning Commission as part of the review process prior to municipal approval).

All plans must be signed and dated by the proper municipal authorities to indicate approval.

We do encourage you to submit it to the Recorder of Deeds for pre-approval. If you are interested in the pre-approval, please follow these steps: <https://www.montcopa.org/1655/Plan-Recording-Info>. The Recorder of Deeds also has a drop box located in the lobby of One Montgomery Plaza where you can drop the plans off and come back later to pick them up. [Click here for more information on utilizing the drop box.](#)

If you do not wish to utilize the pre-approval or drop box methods, you must bring all approved plans to the Montgomery County Planning Commission, located in Suite 201 of One Montgomery Plaza, 425 Swede Street, Norristown, to be stamped, sealed, and signed prior to recording. There is no fee required by our commission for this service. We recommend that you arrive at our office prior to 2:00 to allow adequate time for completing the recording process. Our office is open to recording Monday-Friday 8:30am-3:00pm.

To facilitate the stamp and seal process, the plan should contain our MCPC File Number (i.e., MCPC 10-056-1). This number is found on all correspondence from our office regarding your plan. The plan may have either our standard signature box (below) printed on it or a blank space that measures 3½" wide by 2½" high located along the right-hand edge of the plan for our commission's stamp and seal.

<p>MCPC No. _____</p> <p>PROCESSED and REVIEWED. Report prepared by Montgomery County Planning Commission In accordance with the Municipalities Planning Code.</p> <p>Certified on this date _____</p> <p>_____ For the Director</p> <p>Montgomery County Planning Commission</p>
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After the plan is stamped and sealed at the planning commission, the applicant must then go to the Montgomery County Board of Assessment Appeals (Suite 301 of One Montgomery Plaza) to obtain/verify all tax parcel numbers.

The applicant must then proceed to the Montgomery County Recorder of Deeds (Suite 303 of One Montgomery Plaza) to record the plan and pay any appropriate fees. We recommend you visit the board of assessment web site or contact them for fee and recording requirements.