
M E M O R A N D U M

DATE: JANUARY 22, 2003
TO: DEVELOPERS/SURVEYORS/ENGINEERS
FROM: SOUTH MIDDLETON TOWNSHIP PLANNING DEPARTMENT
RE: RECORDING OF APPROVED SUBDIVISION AND/OR LAND
DEVELOPMENT PLANS

Section 304 of the Township Subdivision and Land Development Ordinance requires that, upon the approval of a final plan, the Township shall, within ninety (90) days of such final approval, record the plan in the Office of Recorder of Deeds for Cumberland County, Pennsylvania.

If the plan approval was conditional upon certain items, they must be resolved within 90 days of the conditional approval. Otherwise, the plan approval expires and the plan must be re-approved by the Board of Supervisors. The plan shall not receive final approval until all conditions have been met and the plan is signed by the Board of Supervisors. Typical conditions of approval include plan revisions to satisfy Township staff comments, Pennsylvania Department of Environmental Protection approval of Sewage Facilities Planning module, posting sufficient financial security with the Township to cover estimated costs of constructing proposed public improvements as shown on the plan and required by Ordinance, and satisfying requirements of the Township Subdivision and Land Development Ordinance pertaining to the dedication of park and recreation areas and fees in lieu thereof. You will be notified of conditional approval and the outstanding items.

When all conditions of plan approval have been resolved, the plan is ready for recording. The applicant shall provide the Township with signed, notarized and sealed versions of at least the following sets of all approved plan sheets:

- Four copies of the entire plan set, in the required 18" x 24" format for recording, with original owner's signatures and raised notarization seal. If the applicant wishes to retain copies, submit additional copies.

The Board of Supervisors will sign approval verification on the plan as soon as possible after receipt. The Township will have Cumberland County Planning Commission sign review verification on the plan before recording. The applicant should verify that the review fee for the Cumberland County Planning Commission has been paid. Please note that a plan cannot be recorded without the County Planning Commission's signed approval.

Plans shall be recorded by the Township at the Office of Recorder of Deeds for Cumberland County. The Office of Recorder of Deeds will keep two copies of the recorded plan. The Township will retain the remaining two copies.

The applicant may submit more than 4 sets of plans. Any additional recorded plans will be returned to the applicant. Please contact the Township Office if you have questions about this process.