

# CHADDS FORD TOWNSHIP Delaware County, Pennsylvania

## PLAN/DOCUMENT RECORDING REQUIREMENTS

### INTRODUCTION

Chadds Ford Township requires certain plans and other documents to be recorded at the Delaware County Recorder of Deeds Office in Media. Please see their website at: <http://www.co.delaware.pa.us/depts/recorder.html> for additional information.

**When recording documents, you must request that the Recorder of Deeds CERTIFY the submission. There is a minor fee for this (\$2.50 in 2012).**

Fees are set by the Recorder's office and you should download the latest Fee Schedule from their website prior to visiting their office.

If you are recording Plans from a subdivision or land development approval, those plans must be recorded within 90 days of the approval date from the Township. Plans must be signed by various Township officials as stipulated in our ordinances and the Municipalities Planning Code. Plans need to be reviewed by the Township Engineer prior to signature. Please allow time within the 90 day window to accomplish all of this. Plans to be recorded must also include the Township seal embossed on the first sheet. The Delaware County Planning Department has additional requirements and that information is available at:

<http://www.co.delaware.pa.us/planning/planordreview/recordplan.html>

### TOWNSHIP REQUIREMENTS

Recorded Documents need to be "CERTIFIED" and the Recorder's Office. They will affix a bar-coded sticker (see Figure 1) and Certification stamp (Figure 2) on the reverse side of the document.



Figure 1. Sample Bar Coded Label (required) which includes the Date recorded, Deed Book and Page number.

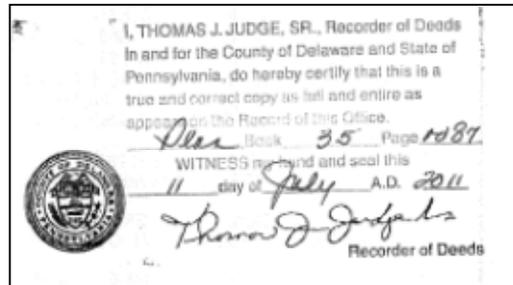


Figure 2. Certification (required)

Please return to the Township 2 sets of Plans/Documents with the Bar-Coded Label and Certification. You must also provide a SCANNED set of the documents in Adobe® Portable Document Format [PDF] (v.7 or newer) on compact disc. Please include the Certification sheet (reverse of Page 1) with the scanned document set.