

MONTGOMERY COUNTY PA PLAN RECORDING REVIEW GUIDELINES

Recorder of Deeds:

- All plans must be 24" by 36". Please measure to ensure plan adheres to correct dimensions.
- The entire plan must be LEGIBLE and SCANNABLE.
- All plans should be submitted on paper. Mylar is accepted, but not preferred.
- Plans CANNOT be folded. They should be rolled.
- Only notaries can change the notary acknowledgement.
- Ownership MUST be noted on the document and match ownership as listed on the current county records.
- Owner of Record must be recognized, must sign off on, and be acknowledged in, the document. If record owner is an entity, the person(s) signing on behalf of the entity must state their relationship to the entity.
 - Equitable Owner may also be acknowledged on the document.
- It is crucial that the Ownership "box" is separate from the Notary Acknowledgement.

Montgomery County Planning Commission

- It is helpful to add the Montgomery County Planning Commission number to the plans prior to submission for signature.

Montgomery County Board of Assessments

- It is recommended to coordinate the new required parcel numbers with the Mapping Department prior to recording.
- All parcel numbers which the plan is to be recorded against must be CLEARLY and LEGIBLY printed or written on document preferably in one "block" or "list" on the first page of the plan.
- Parcel Identification Number(s) printed within the plan drawings will not be registered.
- Plans MUST leave space for Parcel Identification Number sticker(s), or have a blank 24" by 36" page attached for that purpose. Registry Department confirms parcel ID's whereas the Mapping Department issues new parcel numbers for subdivision plans.