

PLAN RECORDING REQUIREMENTS UPPER SAUCON TOWNSHIP & LEHIGH COUNTY

(See Ordinance 145, Subdivision and Land Development Ordinance enacted 12/19/2011 for more detailed information on the post-approval process)

1. Upon confirmation that all conditions of Plan approval have been satisfied (including payment of all review fees incurred to date by the Township), Record Plans will be signed by Township officials and all copies released to Developer for recording. Please allow at least 48 hours for signatures to be secured.
2. The Developer must provide signed and sealed mylars and paper prints of Record Plans to the Township for signature by Township officials; the number of each shall be sufficient to ensure that upon recording the Township will be provided with one (1) mylar, one (1) paper print/set of the Record Plan with original signatures and two (2) CD discs with PDF files of the latest revised full plan set.

The Lehigh County Recorder of Deeds requires one (1) PAPER copy of the Plans for recording and the Lehigh Valley Planning Commission requires one (1) PAPER print/set with original signatures of the Record Plans.

The Lehigh County Recorder of Deeds will not accept plans that are larger than thirty-six (36) inches in width

3. It is the Developer's responsibility to obtain the signature of the Lehigh Valley Planning Commission official and to record the Plan at the Lehigh County Courthouse.

PLEASE NOTE: The LVPC is now requiring an appointment for plan signings. Please call their office & ask for a Community Planning staff person. Generally your appointment will be within two business days.

- a. Lehigh Valley Planning Commission
961 Marcon Boulevard, Suite 310
Allentown, PA 18109
610-264-4544
<http://www.lvpc.org/>
(Near the Lehigh Valley International Airport)

- b. Recorder of Deeds Division
Lehigh County Courthouse
455 W. Hamilton Street - Room 122
Allentown, PA 18101-1614
610-782-3162
<https://lehighcounty.org/Departments/Clerk-of-Judicial-Records/Recorder-of-Deeds>

4. Developer returns one (1) mylar and one (1) paper set of Record Plans to the Township along with a copy of the recording receipt.