



PROCEDURE FOR RECORDING A SUBDIVISION PLAN IN THE ALLEGHENY COUNTY **DEPARTMENT OF REAL ESTATE**

Location: County Office Building, 542 Forbes Ave, room 101, Pittsburgh PA 15219. Building between the corners of Forbes and Ross, and Fourth and Ross directly behind the City County Building.

Fees: \$80 per page for plans on 24" x 36" paper, \$50 per page for plans on 22" x 17" paper.

Hours: Monday – Friday: 8:30 am – 4:30 pm.

RECORDING PROCESS: Once the plan is recorded the submitter will receive a receipt designating the Plan Book Volume and Page number assigned to the document, and then the Plan will be immediately scanned and returned to the submitter. It is important to note that subdivision plans re-describe existing parcels of land only and **MUST** be recorded before a portion of an existing parcel can be conveyed. Subdivision plans themselves **DO NOT** convey property ownership. Property ownership is conveyed through a separate legal document known as a deed.

DEED FOLLOW UP: In order to transfer ownership of any newly created parcel a deed must be drafted granting the property from the current owner(s) to the intended owner(s). It is strongly recommended that you go through a real estate attorney to draft this document for you. The new deed **MUST** include the name of the Plan, the lot number within the Plan that is being conveyed, and the Plan Book Volume and Page number assigned to the subdivision plan that created the new parcel(s). A new deed **MUST** be drafted and recorded when record title ownership of the property is intended to change. However, if property ownership remains the same a new deed is not typically required.

COMMON EXAMPLES:

Inherited 10-acre parcel into two five-acre parcels: Brother and sister inherited a 10-acre parcel from parents. Brother wishes to have 100% ownership of northern five acres, while sister wishes to have 100% ownership of southern five acres. Brother and sister get a new subdivision plan created by a certified PA Land Surveyor evenly dividing the one 10-acre parcel into two five-acre lots—Lot 1 (northern lot) and Lot 2 (southern lot). Once all approvals and signatures are obtained (municipality, owner, surveyor, economic development, etc.) the subdivision plan is brought to the Department of Real Estate for recording. Once the document is recorded,

submitter will be provided with a receipt containing the recording information for the plan. Brother and sister then take the information to a real estate attorney to draft two deeds in order to grant each lot to the appropriate party. The first deed will grant Lot 1 from brother and sister to brother and will include the plan name, designate that Lot 1 is being transferred, and the plan book volume and page number of the plan. The second deed will grant Lot 2 from brother and sister to sister and will include the plan name, designate that Lot 2 is being transferred, and the plan book volume and page number of the plan. Both deeds will then be taken to the Department of Real Estate for recording.

Two parcels consolidated into one: Owner has ownership of two adjoining parcels and wishes to combine them into one. Owner reaches out to local municipality to see if it requires Owner to record a subdivision plan in order to consolidate adjoining parcels. If a plan is required, Owner gets a new subdivision plan created by a certified PA Land Surveyor combining the two parcels. Once all approvals and signatures are obtained (municipality, owner, surveyor, economic development, etc.) the subdivision plan is brought to the Department of Real Estate for recording. Once the document is recorded, submitter will be provided with a receipt containing the recording information for the plan. Because property ownership has not changed, a new deed is not required to be drafted and recorded.

Property line adjustment between neighbors: A fence divides Neighbor 1 and Neighbor 2's properties. Neighbor 1 wishes to build a shed next to the fence on Neighbor 1's side of it. A survey shows that the fence actually reaches five feet into Neighbor 2's property instead of following the property lines. Instead of moving the fence, Neighbor 1 and Neighbor 2 agree to increase Neighbor 1's property by five feet, reducing Neighbor 2's property by the same five feet so that the fence will now be on the property line. Neighbors 1 and 2 get a new subdivision plan created by a certified PA Land Surveyor increasing Neighbor 1's lot by five feet, designated as Lot 1 in new plan, and decreasing Neighbor 2's lot by five feet, designated as Lot 2 in new plan. Once all approvals and signatures are obtained (municipality, owner, surveyor, economic development, etc.) the subdivision plan is brought to the Department of Real Estate for recording. Once the document is recorded, submitter will be provided with a receipt containing the recording information for the plan. Neighbors 1 and 2 then go to a real estate attorney who drafts a deed granting all of Neighbor 2's interest in Neighbor 1's re-described lot as shown by the new plan, Lot 1, to Neighbor 1 and will include the plan name, designate that Lot 1 is being transferred, and include the plan book volume and page number of the plan.