



PROCEDURE TO RECORD A SUBDIVISION PLAN IN THE ALLEGHENY COUNTY DEPARTMENT OF REAL ESTATE

LOCATION: The Department of Real Estate is situated in the County Office Building, 542 Forbes Avenue, Room 101, 15219. The building is located at the corner of Ross Street and Forbes Avenue, directly behind the City County Building.

FEES: The fee to record a subdivision plan is \$80 per sheet. The accepted forms of payment are business checks, certified checks, money orders or cash. No personal checks are accepted. Checks should be made payable to: DEPARTMENT OF REAL ESTATE.

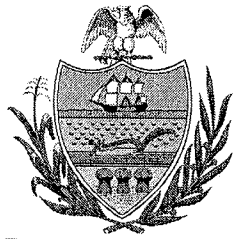
HOURS: Office hours are Monday thru Friday, 8:30am to 4:30pm.

RECORDING PROCESS: Immediately upon recording of the plan, the submitter will receive a receipt which designates the Plan Book Volume and Page number assigned to the plan. In addition, the subdivision plan is immediately scanned and returned to the owner/submitter. Please be aware that a subdivision plan must first be recorded to convey a portion of an owners existing property. Additionally, a subdivision plan must also be recorded to consolidate two or more lots.

DEED FOLLOW UP: After the plan is recorded, a deed(s) will need to be executed and recorded to convey (sell) a newly subdivided lot. The deed will need to include the name of the plan, the lot number and the Plan Book Volume and page number assigned to the plan. Deed preparation should be completed by a real estate attorney. A new deed does not normally have to be executed if the plan is consolidating abutting lots owned by the same person(s).

QUESTIONS: Any questions involving the subdivision process should be directed to: 1. Jim Uziel, Deputy Recorder at 412-350-4552 or, 2. Scott Wasielewski, GIS-Mapping Tech. at 412-350-4125, or E-Mail at: scott.wasielewski@allegHENYcounty.us

COUNTY OF



ALLEGHENY

RICH FITZGERALD
COUNTY EXECUTIVE

PROCEDURE TO SUBMIT A CORRECTIVE SUBDIVISION PLAN IN THE ALLEGHENY COUNTY DEPARTMENT OF REAL ESTATE: Effective January 1st, 2017

PLEASE FOLLOW THE 5 CORRECTIVE STEPS LISTED AS FOLLOWS:

1. On the original recorded plan, type a short explanation describing the reason for recording the "corrected" plan.
2. In the existing title block, typically located on the bottom right hand side of the plan, insert the word "Corrected , Revised, or Amended" either above or below the original name of the subdivision plan.
3. The surveyor must re-sign and re-date the Surveyor Certification clause.
4. Include a new municipal approval clause. "This is a corrected plan accepted by the Municipality/City/Borough/Township of _____ this ____ day of _____ 201_.
_____ by Manager/Authorized Official.
5. Include a new Department of Real Estate certification. Upon recording, we will assign a second Plan Book Volume and Page number to the corrected plan.

JERRY TYSKIEWICZ, DIRECTOR

DEPARTMENT OF ADMINISTRATIVE SERVICES/REAL ESTATE DIVISION
101 COUNTY OFFICE BUILDING • 542 FORBES AVENUE • PITTSBURGH, PA 15219
PHONE (412) 350-4226 • FAX (412) 350-3787 • WWW.ALLEGHENYCOUNTY.US