

PLAN INFORMATION	
Plan name:	File #:
Municipality:	
Review date:	Reviewer:



ACED/DRE Subdivision Record Plan Review Checklist

Note: The items listed below have been checked by ACED to the extent possible. However, final responsibility for ensuring that the plan is prepared to the standards required and that all information on the plan is current, correct and complete is the landowner's and the landowner's agent.

Deeds and transfer of land title: *After the plan is recorded, a deed must be recorded in order to transfer the title of the property from one landowner to another. If the deed and plan are recorded in the same year, the re-assessment will be completed and the tax bills adjusted accordingly by the following year. Landowners who need help with deeds should contact a professional with experience in writing deeds, such as a real estate attorney.*

<input type="checkbox"/>	<p>1. Landowner names and information:</p> <p>a. All landowner names on the plan match the landowner names in the deed/s to the property/ies in the subdivision exactly.</p> <p>b. Deed information (DBV/Pg. #) is provided in the title clause.</p> <p>c. The correct forms of the landowner clauses are used¹.</p>
<input type="checkbox"/>	<p>2. Land title: All properties in the subdivision are in the names of the landowners that have been identified on the plan as a landowner.</p>
<input type="checkbox"/>	<p>3. Complete subdivision: Every parcel or lot that is proposed to be subdivided, resubdivided, or consolidated is shown on the plan in its entirety and completely described.</p>
<input type="checkbox"/>	<p>4. Complete lot line information: All lots and parcels in the subdivision are completely and legibly described; no distances, bearings, or curve data are missing or unreadable.</p>
<input type="checkbox"/>	<p>5. Plan areas: The following areas are provided in the plan in both acres and square feet:</p> <p>a. All existing and proposed lots, parcels, and units of land in the subdivision;</p> <p>b. Any area proposed to be dedicated for road right-of-way purposes, including the right-of-ways of any proposed new streets;</p> <p>c. The total plan area.</p>
<input type="checkbox"/>	<p>6. Parcel ID information: Tax parcel ID #s for all existing parcels/lots in the subdivision are provided on the plan.</p>
<input type="checkbox"/>	<p>7. Landowner/developer contact information: Complete contact information (name, address, phone) for the landowner or beneficial landowner is provided on the plan.</p>
<input type="checkbox"/>	<p>8. Plan preparation: The plan is prepared to the standards required; see the County SALDO¹, Appendices 1- 4.</p>
<input type="checkbox"/>	<p>9. State roads: If the property abuts a state road the PennDOT notice (MPC §508(6)) is on the plan.</p>
<input type="checkbox"/>	<p>10. Plan title: The plan title is cited consistently every place on the plan and is provided in all clauses where it is required.</p>

Cc:

¹ Allegheny County Subdivision & Land Development Ordinance; www.alleghenyplaces.com ; Planning Division tab