

## APPENDIX 1 Drafting Standards for Plans for Recording

As of the effective date of this Ordinance, the Allegheny County Department of Real Estate (ACDRE) will only accept plans for recording drawn on paper. Transparencies (mylars) of plans will not be accepted. The drafting standards listed below are the minimum required standards for subdivisions, planned residential developments, and site plans to be recorded in Allegheny County:

1. The paper copy of a plan of subdivision that will be presented to ACDRE for recording must have **both the embossed seal and the ink seal** of the PA licensed land surveyor who prepared the plan. **No plan of subdivision will be accepted that is not sealed as hereby required.**
  - a. In the case of site plan not prepared by a surveyor, the same shall apply in regard to seal of the registered professional engineer, landscape architect or architect who prepared the plan.
2. All plans presented to ACDRE for recording must be original drawings made on good quality white paper. If requested, the County will also sign and seal one (1) mylar copy of the plan for the applicant's use.
3. The minimum acceptable size for record plans is 17" x 22" (reproducible area dimensions), and the maximum acceptable size is 22" x 34" (reproducible area dimensions).
4. All signatures, dates and seals on the copy of the plan presented to ACDRE for recording must be made with permanent **navy blue** ink or felt-tipped pen.
5. All declarations, certifications, notations, areas, lot line descriptions and other information on the plan shall be in permanent black ink and shall be typed or plotted on the plan. The minimum acceptable font size shall be 1/8" (or 10 points).
6. Required certifications for record plans are in Appendix 3. All required certifications, declarations, and other clauses must be provided, and must be signed, witnessed, dated and sealed as required.
7. The minimum acceptable drawing scale for the plat of the actual subdivision is 1" = 100".
8. All boundary lines in the subdivision must be completely described as specified in Appendix 4. All such descriptions must be completely legible. Missing, illegible or incorrect information shall be cause for rejection of the plan.
  - a. Screening, opaque backgrounds, cross-hatching and the like should not be used as they may cause the plan to be rejected if a clear, legible image of the subdivision cannot be obtained.
9. A total plan area, and areas for all of the lots, parcels and other units of land in the subdivision must be provided. All areas must be given both acres and square feet.

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10. All subdivision record plans shall have a title block prepared in accordance with §780-402A.2 and a site location map drawn to scale. Color reproductions of USGS Quad maps may not be used, however, as they are not legible on the plan book record.

## APPENDIX 2 ACDRE Rules and Regulations Affecting the Preparation of Subdivision Record Plans

Subdivision record plans must meet certain minimum standards and requirements in order for the Allegheny County Department of Real Estate (ACDRE) to effect the transfer of real property shown on the subdivision record plan. Applicants are advised that ACDRE may have additional requirements not included herein. ACDRE will from time to time make available guidelines and other helpful information on its website.

1. **Recording a plan of subdivision does not, in and of itself, effect a transfer of title to property.** After the plan of subdivision has been recorded, the landowner/s must record the deed/s of conveyance in order for the title to the property to be transferred from one landowner to another.
2. The plat of the proposed subdivision must include the entire property regardless of the size (area) or configuration of the property.
3. The term “parcel as used by ACDRE means a unit of land assigned a tax parcel identification number. A designated tax parcel may include one or more lots of record.
4. The current deed/s of record for a property in a proposed subdivision must be cited in the title clause on the plan of subdivision.
5. All landowners named in the deed/s of record to a property in a proposed subdivision must be identified on the plan of subdivision and must sign the required landowner declarations.
  - a. If a landowner named in a deed of record is deceased, the name of that landowner must be included in the landowner declarations with the word “deceased” following the owner’s name.
6. If the party signing as landowner is the executor/executrix of an estate they must be clearly identified as such and the Will Book and Page/Estate File Number provided on the plan.
7. The name of a landowner on a plan of subdivision must be cited exactly as it appears in the landowner’s deed/s to the property.
8. If a plan of subdivision includes more than one property, all owners of record of the properties in the subdivision must be identified on the plan of subdivision. All owners of record must be provided with, and must sign, the required landowner declarations.
9. Property may only be subdivided by the landowner or the beneficial landowner of record. If a plan of subdivision is signed by a “beneficial landowner” (see §780-202 Definitions) the appropriate documentation must be recorded with ACDRE and referenced on the plan.
10. If a party with power of attorney signs on behalf of a landowner, the power of attorney instrument must be recorded in the County’s Power of Attorney Books and the volume and page numbers (POA book vl/pg. #) cited on the plan of subdivision.

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Record Plans

- a. Out of state power of attorney instruments must likewise be recorded in Allegheny County.
11. If a plan of subdivision includes property within a right-of-way vacated by ordinance of the municipality, the ordinance of vacation must be recorded with ACDRE and referenced on the plan.



APPENDIX 3 Required Certifications

- C. To be Used for Corporations. A corporate officer must sign, and another officer must witness. The corporate seal must be affixed.

By a resolution approved on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_, the Board of Directors of the (Name of corporation), incorporated in the state of (Name of state), (owner or beneficial owner\*) of the land shown on the (Name of plan) adopted this plan as its (plan of lots or land development) and irrevocably dedicated all streets and other property identified for dedication on the plan to the (municipality). This adoption and dedication shall be binding upon the corporation and upon its successors and assigns.

(Seal)

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
Signature and title of officer

\_\_\_\_\_  
Signature and title of authorized officer  
witnessing

\_\_\_\_\_  
Date

\* Landowner is defined in the Municipalities Planning Code as “the legal or beneficial owner or owners of land including the holder of an option or contract to purchase (whether or not such option or contract is subject to any condition), a lessee if he is authorized under the lease to exercise the rights of the landowner, or other person having a proprietary interest in land.” Developer is defined as “any landowner, agent of such landowner, or tenant with the permission of such landowner, who makes or causes to be made a subdivision of land or a land development.” An applicant is a “landowner or developer . . . who has filed an application for development, including his heirs, successors, and assigns.” Thus, the adoption and dedication clause may be executed by any person or entity who falls within the MPC definition of landowner or developer.

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2. ACKNOWLEDGMENT OF NOTARY PUBLIC. The owner's adoption and dedication must be acknowledged by a notary public. The black notary stamp must be affixed. The following certifications indicate the slightly different language that may be used to acknowledge individual, partnership, and corporate adoptions and dedications.

A. Acknowledgment of Individual Owner's Adoption and Dedication.

Before me, the undersigned Notary Public in and for the Commonwealth of Pennsylvania and County of Allegheny, personally appeared the above named (Name of owner(s)), and acknowledged the foregoing adoption and dedication to be (his, her, their) act.

Witness my hand and notarial seal this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

My commission expires the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(Seal)

\_\_\_\_\_  
Notary Public

B. Acknowledgment of Partnership Adoption and Dedication.

Before me, the undersigned Notary Public in and for the Commonwealth of Pennsylvania and County of Allegheny, personally appeared the above named (Name of general partner), a partner in the firm of (name of firm), and acknowledged the foregoing adoption and dedication to be the act of the partnership.

Witness my hand and notarial seal this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

My commission expires the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(Seal)

\_\_\_\_\_  
Notary Public

C. Acknowledgment of Corporate Adoption and Dedication.

Before me, the undersigned Notary Public in and for the Commonwealth of Pennsylvania and County of Allegheny, personally appeared (Name and title of officer) of the (Name of corporation), who stated that (he/she) is authorized to execute the above adoption and dedication on behalf of the corporation and was present at the meeting at which the action of the corporation was taken to adopt the plan and dedicate public property contained therein to the (Name of municipality).

Witness my hand and notarial seal this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

My commission expires the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

APPENDIX 3 Required Certifications

(Seal)

\_\_\_\_\_  
Notary Public

3. CERTIFICATION OF TITLE AND CONCURRENCE OF MORTGAGEE WHERE APPLICABLE. The deed book volume and page numbers in which the title to all of the property contained in the plan is recorded must be noted on the plan for recording and certified by the signature of the owner. If there is no mortgage or encumbrance against the property, a statement to that effect is included. If there is a mortgage or encumbrance, the mortgagee must consent to the recording of the plan. Signatures must be witnessed.

A. Certification of Title and No Mortgage.

(I/we) hereby certify that the title to the property contained in the (Name of subdivision or land development) is in the name of \_\_\_\_\_ and is recorded in deed book volume \_\_\_\_\_, page \_\_\_\_\_ (I/we) further certify that there is no mortgage, lien, or other encumbrance against this property.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner

B. Certification of Title With Mortgage and Consent of Mortgagee.

(I/we) hereby certify that the title to the property contained in the (Name of subdivision or land development) is in the name of \_\_\_\_\_ and is recorded in deed book volume \_\_\_\_\_, page \_\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner

(Name of mortgagee), mortgagee of the property contained in the (Name of subdivision or land development) consents to the recording of said plan and to the dedications and all other matters appearing on the plan.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name, title, and mortgagee

4. SURVEYOR'S CERTIFICATION. Every plan for recording must be prepared by or under the supervision of a registered surveyor, who must certify the accuracy of the survey and affix his seal.

I certify that, to the best of my information, knowledge and belief the survey and plan shown here on are correct and accurate to the standards required.



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\_\_\_\_\_  
Date Name

(Seal) \_\_\_\_\_  
Registration number

Where further certification by a registered professional (see §780-202, definition of “registered professional”) is required, in addition to the surveyor’s certification, the certification shall state the portion of the plan for which the signatory is responsible.

5. MUNICIPAL ENGINEER’S CERTIFICATION. The engineer for the municipality in which the plan is located must certify that the plan meets the engineering and design requirements of all applicable municipal ordinances. This is required whether the plan is located in a municipality which has a subdivision and land development ordinance or a municipality in which the County has approval authority. In the latter case, the “applicable” ordinances will not include the subdivision and land development regulations, but may include zoning, stormwater management, floodplain, grading, etc.

I certify that this plan meets all engineering and design requirements of the applicable ordinances of the (Name of municipality), except as departures have been authorized by the appropriate officials of the municipality.

\_\_\_\_\_  
Date Name

(Seal) \_\_\_\_\_  
Registration number

6. MUNICIPAL DECLARATIONS

- A. No Acceptance of Dedication. A declaration must be placed on any plan that shows dedication of streets or other property to the municipality that the dedication imposes no responsibility upon the municipality for acceptance of the dedication, or for the improvement or maintenance of any dedicated facility until the dedication is accepted by ordinance.

The (Name of governing body), of the (Name of municipality) gives notice that, in approving this plan for recording, the (Name of municipality) assumes no obligation to accept the dedication of any streets, land or public facilities and has no obligation to improve or maintain such streets, land or facilities.

APPENDIX 3 Required Certifications

\_\_\_\_\_  
Secretary or Manager

\_\_\_\_\_  
Head of governing body

- B. No Building Permits Without Approved Sewage Facilities. Although sewage facilities should be approved by the time of recording, this declaration clarifies that buildings may not be constructed without approval of sewage facilities. The municipal secretary or manager may sign this declaration.

The (Name of municipality) agrees not to issue building permits until the “Planning Module for Land Development” has been approved in accordance with the regulations of the Pennsylvania Department of Environmental Protection.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized municipal official

7. OTHER REQUIRED STATEMENTS

- A. For Plans Where Sewage Facilities are not Required. If a nonbuilding waiver of sewage facilities requirements has been approved, the following statement must be placed on the plan for recording.

As of the date of this plan’s approval by the approving authority, no development of any land contained in this subdivision or land development for any purpose requiring sanitary sewage facilities is planned. No portion of this property has been approved by the municipality or the Department of Environmental Protection for the installation of sewage disposal facilities. No sewage permit will be issued for the installation, construction, connection to or use of any sewage collection, conveyance, treatment or disposal system unless the municipality and the DEP have both approved sewage facilities planning for the property included in this plan in accordance with the Pennsylvania Sewage Facilities Act (35 P.S. § 750.1 et seq.) And regulations promulgated thereunder. Prior to the transfer of any lot or property included in this plan, any purchaser should contact appropriate officials of the municipality, which is charged with administering the Sewage Facilities Act, to determine what sewage facilities planning is required and the procedure and requirements for obtaining appropriate permits or approvals.

- B. For Plans Requiring Access to State Highways. Section 508(6) of the Municipalities Planning Code requires that no plat requiring access to a highway under the jurisdiction of the Department of Transportation shall be finally approved unless the plat contains the following statement:

A highway occupancy permit is required pursuant to § 420 of the Act of June 1, 1945 (P.L. 1242, No. 428), known as the “State Highway Law” before driveway access to a State highway is permitted.

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8. REQUIRED MUNICIPAL AND COUNTY REVIEW AND APPROVAL STATEMENTS. The number and wording of required review and approval statements will vary based on whether a municipal subdivision and land development ordinance has been enacted, and on whom the ordinance designates as the approval authority for subdivisions and land developments. The following situations are possible:

A. Municipal Ordinance is in Effect. Governing body is designated as approval authority. Municipal planning agency reviews. County planning agency reviews.

Reviewed by the (Name of planning agency) of the (Name of municipality), this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
Secretary    Chairperson

Approved by the (Name of governing body) of the (Name of municipality), by resolution, this \_\_\_\_\_ day \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
Secretary    Chairperson/ president

(Seal)    \_\_\_\_\_  
Director

Reviewed by the Allegheny County Department of Economic Development on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(Seal)    \_\_\_\_\_  
Director

B. Municipal Ordinance is in Effect. Municipal planning agency approves plans. County Planning Agency reviews plans.

Approved by the (Name of planning agency) of the (Name of municipality), this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



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9. PROOF OF RECORDING. The plan must include a signature space for the Department of Real Estate as follows:

Recorded in the office of the Department of Real Estate\_of the County of Allegheny, Commonwealth of Pennsylvania, in Plan Book Volume \_\_\_\_\_, Page(s) \_\_\_\_\_.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

(Seal)

\_\_\_\_\_  
Department of Real Estate

## APPENDIX 4 Standards for Surveys

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Surveys shall be performed generally in accordance with standards set forth in the most recent standards published by the Pennsylvania Society of Land Surveyors. Closure requirements, in terms of angular closure and/or lineal ratios of  $1/x$ , shall relate to the closure of the original random traverse performed to create the outer boundary of the subdivision or site in question. If the survey was performed by survey measurements taken on the actual property lines with no random traversing created, then closure accuracies shall relate to the raw, unadjusted closure of the surveys thus performed. All subsequent survey data created from this field survey shall indicate closures of not less than  $1/100,000$  or better.

All care and diligence will be extended to assure that any survey correctly reflects the property or right-of-way lines as originally established, and honors to the largest degree possible, all rights of adjoining and the parent tract. **All surveys shall be performed in the field, and no office developed subdivisions will be accepted.** Copies of field data and calculations may be requested at the option of the Department. All bearing notations should show degrees, minutes and seconds with the appropriate quadrant, such as northeast, southwest, etc. Linear dimensions shall be shown to not less than  $1/100$  of a foot on all measurements. Full centerline and right-of-way geometry shall be shown. Curve data in the form of arc, delta, radius, cord and tangent should be provided on all streets. In the case of redundant arc segments within a fully defined arc length on a right-of-way only, such arc segments may be limited to arc, delta and radius.

## APPENDIX 4 Standards for Surveys

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