

Submitting Finally Approved Plans to ACED for Review and Signature

1. All finally approved plans of subdivisions, site developments, and planned residential developments must be submitted to Allegheny County Economic Development (ACED) for review and signing, before the plans can be recorded with the Allegheny County Department of Real Estate (ACDRE).
2. Plans may be mailed to or dropped off at ACED, M - F, 8:30 AM to 4:30 PM, One Chatham Center, Suite 900, 112 Washington Place, Pittsburgh, PA 15219.
3. Whether you mail or drop of a plan at ACED, be sure to include your contact information.
4. If the municipality did not submit your plan for a preliminary review, ACED must have a copy for its files, so be sure to provide an extra one. Additional review time may be required.
5. All clauses and certifications on the plan must be signed, witnessed, dated and sealed as required, except for the two County certifications, at the time of submittal to ACED. Deed book volume and page numbers (DBV / Pg. #s) must provided be in the title clause.
6. All signatures on the plan must be in navy/dark blue ink or felt-tipped pen.
7. Both the embossed and the ink seal of the Pennsylvania registered land surveyor who prepared the plan must be provided on the plan.
8. Plans on which there is scotch tape, corrective fluid, or corrective tape will be rejected.
9. See Appendices 1 – 4 of the *Allegheny County Subdivision and Land Development Ordinance*¹ for complete requirements for record plans.
10. **Deadline for Wednesday pick-up:** drop off plan no later than Monday, 12:30 PM. Plans received after 12:30 PM on Monday may not be available until Friday.
11. **Deadline for Friday pick-up:** drop off plan no later than Wednesday, 12:30 PM . Plans received after 12:30 PM on Wednesday may not be available until Wednesday of the following week.
12. For questions and other information about submitting plans to ACED, please contact Ryan Bobich at 412-350-1049 or by e-mail at ryan.bobich@alleghenycounty.us .
13. For questions and other information about recording of plans and deeds, please contact the ACDRE at 412-350-4226.

¹ http://www.alleghenyplaces.com/planning_division.aspx