

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



ACED/DRE Subdivision Record Plan Review Checklist

Note: The Checklist Items bellow represent the drafting standards and other requirements provided in Appendices 1 – 4 in the *Allegheny County Subdivision and Land Development Ordinance*¹ (county SALDO). ACED has reviewed these items 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.* Recording a plan alone WILL NOT transfer title to property. 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.

updated Sept. 2019

<input type="checkbox"/>	1. Required clauses: The correct forms of the landowner clauses (Individual, Partnership, Corporation, LLC) and all required municipal, county and additional applicable clauses have been provided.
<input type="checkbox"/>	2. Land title: The following information is provided on the plan: <ul style="list-style-type: none"> a. Current and correct deed information (DBV/Pg. #) is provided in the title clause. b. All landowners with title to property in the proposed subdivision have been provided with clauses. c. Landowner names are referenced in the clauses in the exact way as they are in the deed/s.
<input type="checkbox"/>	3. Complete subdivision: Every parcel and/or lot involved in the subdivision is shown on the plan in its entirety.
<input type="checkbox"/>	4. Complete lot line and ROW information: All lots and parcels, as well as any public right of way located on a property in the subdivision, are completely and legibly described; no distances, bearings, or curve data are missing or unreadable.
<input type="checkbox"/>	5. Plan areas: The following areas are provided in the plan in both acres and square feet: <ul style="list-style-type: none"> a. All existing and proposed lots, parcels, and units of land in the subdivision; b. Any area proposed to be dedicated for road right-of-way purposes, including the right-of-ways of any proposed new streets; c. The total existing and proposed plan areas.
<input type="checkbox"/>	6. Parcel ID information: Tax parcel ID #s for all existing parcels in the subdivision are provided on the plan.
<input type="checkbox"/>	7. Landowner/developer contact information: Complete contact information (name, address, phone) for the landowner or beneficial landowner is provided on the plan.
<input type="checkbox"/>	8. State roads: If the property abuts a state road the PennDOT notice (see MPC §508(6)) is on the plan.
<input type="checkbox"/>	9. Plan title: The plan title is cited consistently where required in the clauses and in the title block.
<input type="checkbox"/>	10. Plan preparation: The plan is prepared to the standards required; see the County SALDO ¹ , Appendices 1- 4.

Cc:

¹ www.alleghenyplaces.com . Click the Planning Division tab on the home page.