

RECORD PLAN FORMAT

Pursuant to a memorandum from the Montgomery County Planning Commission and Office of the Recorder of Deeds, following is a format list required by the county to ensure your plan, **18 X 30 or 24 X 36**, will be recorded by the **Township Solicitor** without incident of delay:

1. Parcel number, as well as a block and unit number, as assigned to each property by the Montgomery County Board of Assessments. **ON THE RIGHT SIDE OF THE PLAN**
2. After the first submission, the file number assigned to review the file by the Montgomery County Planning Commission. This will be a six-digit number and may be found referenced in the MCPC review letters. **ON THE RIGHT SIDE OF THE PLAN**
3. A pre-printed block at least 3 1/2" wide by 2" tall for the county "Reviewed" data and seal. This block should replace any statement that is set aside for MCPC signature. **ON THE RIGHT SIDE OF THE PLAN**
4. A two-inch wide margin on the left edge of the plan for the purpose of binding in a record volume.
5. Space for original notarized signature of the owner(s). **NOTE: There are different notary procedures for individual and corporate ownership.** **ON THE RIGHT SIDE OF THE PLAN**
6. Space for original Township signatures **and Township seal and notary.** **ON THE RIGHT SIDE OF THE PLAN.** Include space for the signature lines and date lines of the Chairman and Secretary of the Board of Supervisors, Chairman of the Township Planning Commission, and Township Engineer.
7. Space for Original signature and seal of registered engineer, architect or surveyor.

Please adhere to this list of requirements set forth by the Montgomery County Planning Commission and the office of the Recorder of Deeds. The Township reserves the right to reject plans that are not formatted correctly for recording. Worcester Township requires 2 Linens or mylars and 4 Papers for recording. The Township Solicitor, **only**, will record plans.

SAMPLE SIGNATURE BLOCK FOR PLAN

Approved this ____ day of _____ 20__ by the Board of Supervisors of Worcester Township, Montgomery County, PA

Attest:

Signature, Chairman

Date signed

Signature, Secretary

Date signed

(TOWNSHIP NOTARY SEAL)

Reviewed this ____ day of _____ 20__ by the Planning Commission of Worcester Township, Montgomery County, PA

Attest:

Signature

Date signed

Reviewed by the Township Engineer of Worcester Township, Montgomery County, PA
Township Engineer: _____

Date: _____

MONTGOMERY COUNTY PLANNING COMMISSION APPROVAL

Recorded in the Montgomery County Court House this ____ day
of _____ 200_ in Plan Book _____, Page _____

MCPC No. _____

PROCESSED and REVIEWED. A report has been prepared
by the Montgomery County Planning Commission in accordance
with the Municipalities Planning Code.

Certified this date _____

For the Director
MONTGOMERY COUNTY PLANNING COMMISSION