

York County Plan Signing and Recordation Procedure

All individuals wishing to have land development and/or subdivision plans signed for recordation at the county offices should be aware of the following guidelines –

- 1) Appointments are *strongly recommended* when you have a plan to be signed by the York County Planning Commission (YCPC). This assures you that the appropriate staff person will be present in order to handle the plan-signing efficiently. There may be a delay if a plan is presented for signature without an appointment.
- 2) According to Section 513 of the PA Municipalities Planning Code (PA MPC), all subdivision/land development plans must be recorded within 90 days of municipal approval. The YCPC review/signature statement on the plan must be signed by a municipal planner of the YCPC after the plan has been approved by the municipality. However, some municipalities may require the YCPC's signature prior to municipal approval. Please check with the municipality in which the planning activity is to occur.
- 3) Plans can't be significantly different from what had been previously reviewed by the YCPC. Changes that would have resulted in a revision to the County review fee may necessitate the submission of a revised plan.
- 4) The Recorder of Deeds Office will not process plans that are being presented later than 4:15 PM. If you wish to have the plans signed by the YCPC, addressed by the Assessment and Tax Claim Office, and recorded at the Recorder of Deeds Office in the same day, we recommend that the plan signing appointment not be made any later than 3 PM.