

TIME LIMITS FOR RECORDING OF PLANS AND EXPIRED APPROVALS

The time limit for recording finally approved subdivisions and land development plans is established by the PA Municipalities Planning Code (MPC). Section 513 Recording of Plats states:

Upon the approval of a final plat, the developer shall within 90 days of such final approval ***or 90 days after the date of delivery of an approved plat signed by the governing body, following completion of conditions imposed for such approval***, whichever is later, record such plat in the office of the recorder of deeds of the county in which the municipality is located [emphasis added].

When a plan is approved with conditions, municipalities may not sign and release the plan for recording until all the conditions have been met. In this situation, the date of the meeting at which the conditional final approval was granted *and* the date that the municipality released or delivered the plan for recording must both be noted on the plan. The County will count the 90 days from whichever date is later.

EXAMPLES OF CERTIFICATION

Below are examples of certifications that can be used to note a date of delivery on a plan. Applicants should check with their municipality to determine which certification the municipality uses.

(Certification #3 was developed by Upper St. Clair Twp.)

1. Approved by the [name of governing body] of the [name of municipality] by resolution, this ____ day of _____, 20 ____.

Signed and noted as approved this ____ day of _____, 20 ____ . (Seal)

Secretary

Chairperson/President

2. This plat was delivered to [name of landowner or beneficial landowner] by the [name of the Municipality] this ____ day of _____, 20 ____.

[Signature / title of designated municipal official]

3. In accordance with Section 513 of the Pennsylvania Municipalities Planning Code, the fully executed plat is released this ____ day of _____, 20 ____ . The deadline for recording is _____.

Released by: _____

[Signature & title of designated municipal official]

EXPIRED MUNICIPAL APPROVALS

When a plan was approved but was not recorded within 90 days of the date of final approval, the applicant must take the plan back to the municipality and the municipality must either re-approve the plan or grant an extension of the original approval date before the plan can be signed by the County.

Re-approval requires a public meeting and formal action by the governing body. The certification must therefore be signed by the head of governing body, whose signature must be witnessed appropriately.

An additional certification must be added to the plan for the municipality to sign. **Do not alter the original certification of final approval by the municipality that is already on the plan.** Which of the two following certifications to use depends on the municipality's procedure for handling expired plans.

To **extend** an approval:

Extension granted this _____ day of _____, 20_____.

[Witness]

[Title & signature of designated municipal official]

To **re- approve** a plan:

Re-approved by the [governing body] of the [name of municipality] [by resolution] this _____ day of _____, 20_____.

Secretary

[Head of governing body]

Contact Information

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