



Guide for Endorsing and Recording Subdivision or Land Development Plans

The Pennsylvania Municipalities Planning Code (Act 247) requires all subdivision plans to be recorded by the County Recorder of Deeds.* Some land development plans may require recording as well. For a plan to be recorded, it must have been reviewed by the Chester County Planning Commission (CCPC) and approved and signed by the municipal governing body. There is no additional CCPC fee for endorsing plans. Note: Municipalities may not approve plans until the County review report is received or until the expiration of 30 days from the date the application was forwarded to the County.

The customer will need to make an appointment with CCPC to expedite the endorsement process. When requesting an appointment with CCPC please provide:

- The plan name
- Parcel number(s)
- A general description of the plan (For example, number proposed buildings, number of proposed residential units, etc.)

Before appointments are made, the plans will be reviewed by CCPC to ensure there are no issues or questions.

Chester County Planning Commission Checklist for Endorsing Plans

The following items must be addressed prior to receiving CCPC Endorsement:

- Plans reviewed by Chester County Planning Commission per Act 247.
- Act 247 review fee paid in full.
- A minimum of four (4) sets of plans submitted. Note: Plans should be printed on white or manila paper; plans printed on Mylar or vellum will not be endorsed. [See below for typical contents of an endorsement plan set.](#)
- All sets of plans signed and dated by the municipal governing body (i.e., Board of Supervisors/ Board of Commissioners/Borough Council/City Council) on all signature blocks.
- Municipal signature date approval of plans within 90 days. If not, a letter of extension from the municipality included (letter or email may be submitted by either manager/secretary or governing body/municipal solicitor).
- CCPC Plan Case ID (e.g., SD-05-20-16325) provided. Note: The Plan Case ID is found on all correspondence from the CCPC regarding the plan.
- One (1) set of plans to be retained by the Planning Commission. Note: The Recorder of Deeds requires three (3) sets of plans.

Questions about endorsing a plan? Contact the Chester County Planning Commission at 610-344-6285 or email the office at ccplanning@chesco.org.

Typical Items Required in Plan Set Submitted for Endorsement

- Title Sheet
- Existing Features Plan
- Subdivision Plan
- General Notes and Conditions
- Demolition Plan
- Site Layout Plan
- Circulation Plan (including Truck turning)
- Grading Plan
- Utilities Plan
- Erosion and Sedimentation Control Plan
- Post Construction Stormwater Management Plan
- Landscape Plan
- Lighting Plan

Note: A signature/endorsement block should be included on the plans.

* As-built plans, including as-built plans for NPDES permit termination, do not require endorsement by CCPC and should proceed directly to the Office of the Recorder of Deeds.