



PIKE COUNTY OFFICE OF  
COMMUNITY PLANNING  
837 Route 6, Unit 3  
Shohola, PA 18458  
(P) 570-296-3500  
planning@pikepa.org

## PROCEDURES FOR SUBMITTING SUBDIVISIONS OR LAND DEVELOPMENT PLANS FOR REVIEW

The following information is intended to assist applicants through the plan review/recording process in order to obtain the necessary approvals and/or endorsements, enabling recording of the plan.

### 1. SUBMIT PLAN(S) TO MUNICIPALITY

Applicant submits copies of plans to the municipal secretary together with the required municipal application and fees. *(Contact the municipal office for information on the required number of copies and the most updated fee schedule.)*

### 2. SUBMIT PLAN TO COUNTY

One copy of the plan and applicable supporting documents shall be forwarded by the municipality/applicant to the Pike County Office of Community Planning (PCCP) for review and report with the appropriate review fee.

*(Plans will not be accepted at the County Planning Office without required review fees.)*

*\* Check with your municipality to determine who is responsible for submitting plan to County Planning Office (per municipal ordinance).*

### 3. COUNTY CONCURRENT REVIEW

As per the Municipalities Planning Code, the County Planning office has thirty (30) days to complete the review and provide a letter of comment to the municipality. "...Municipalities shall not approve such applications until the county report is received or until the expiration of 30 days from the date the application was forwarded to the county." (MPC Sec. 502.b) *(Revised plans must be resubmitted to the County for review prior to Municipal approvals.)*

### 4. FINAL PLAN ENDORSEMENTS

Upon municipal approval of a lot combination, lot improvement, subdivision or land development, the applicant must provide a minimum of 4 (four) ink-signed plans (blue ink recommended) to the Pike County Office of Community Planning for stamp and signature. *(The Pike County Recorder of Deeds office will not record the plan unless the Pike County Office of Community Planning has had the opportunity to review the plan and any revisions prior to municipal approval.)*

### 5. RECORDING THE APPROVED PLAN

Within 90 days of municipal signature/approval and stamp/signature of review by the County Planning Office, the applicant must record such plan in the Pike County Recorder of Deeds office. The Recorder of Deeds will not accept any plan for recording unless these signatures/stamp are included. (MPC Section 513) Exceeding the 90 day time limit will require resubmission of the plan to the municipality.

*(All copies of the approved plans are required to have the original signatures of the governing body, the date which the plan was approved by the municipality, and the original signature and date of the County Planning office.)*

Pike County Office of Community Planning  
837 Route 6, Unit 3  
Shohola, PA 18458  
570-296-3500

Pike County Recorder of Deeds  
506 Broad Street  
Milford, PA 18337  
570-296-3508

Applicant Checklist	
<b>SUBMIT TO MUNICIPALITY</b>	
Fee Included?	
# of Copies:	
Date:	

FORWARD TO COUNTY	
Fee included?	
Forward Date:	
Review Letter Date:	

*Please remember PCCP has **30 days** to review plans*

SUBMIT REVISIONS

MUNICIPAL APPROVAL	
Mtg Date:	
All plans signed?	

*Municipal approval date must be **after** County review date*

PCCP STAMP & SIGNATURE (1 signed/stamped copy retained)	
Date:	

RECORD AT RECORDER OF DEEDS (Must occur within 90 days of municipal approval)	
Fee included?	
2 copies retained by Recorder 1 copy retained by GIS	

Once you have a Deed Book and Page Number for your Plan, your project is complete.	
(Please provide PCCP with a copy of this information)	

Deed Book	
Deed Page	