

Palmer Township
Plan Recording Procedure

1. When the Township Engineer has approved the clean-up plans for recording, the following numbers of copies need to be submitted to the Township, all signed, certified, and notarized by the Applicant. **All signatures and stamps must be clear and legible, or they will be returned.**

Mylar

- 1 full set of plans (Township)
- 1 set of recording sheets (Northampton County Recorder of Deeds)

Paper

- 3 full sets of plans (Township, Township Engineer, Applicant)
- 2 sets of recording sheets (LVPC, Northampton County GIS)
- Any additional copies required by applicant

Digital

- A digital copy of the complete plan set (signatures not required)
- A .dwg or native file format of the complete plan set (for internal use)

2. Township staff will obtain the required signatures on the plans in the following order:
 - Township Engineer
 - Palmer Township Planning Commission Chairman and Secretary
 - Palmer Township Board of Supervisors Chairman and Secretary
 - Lehigh Valley Planning Commission
3. Township staff will record the plans with Northampton County. All plans must first be submitted to Northampton County GIS Department for review and processing, which has a 24-hour turn-around time. Plans will then be recorded with Northampton County Recorder of Deeds.
4. Copies of the recording receipt will be returned to the applicant, along with remaining plan copies. The recording receipt must be provided to the Township Permit Coordinator in order to obtain building permits for the subject property.

PLEASE NOTE:

Please allow a minimum of one week for the above procedure to be completed.

Plans will not be recorded until all the following items are complete, if applicable:

- Execution of subdivision or land development agreement
- Submission of improvements security, as approved by Township Engineer and Solicitor
- Submission and/or execution of any deeds of dedication, easement agreements or other required legal documents
- Payment of recreation fee
- Payment of voluntary traffic contribution, if applicable
- Posting of construction escrow and certificate of insurance listing Palmer Township, Carroll Engineering, CMT Services Group, Gilmore & Associates, Entech Engineering, and Herbert, Rowland & Grubic, Inc. as additional insureds
- Fulfillment of any other conditions of approval