



Dennis M. Davin, Director

RECORD PLANS

1. All transparencies (mylars) of finally approved plans of subdivisions, site developments, and planned residential developments must be reviewed and signed by the Allegheny County Economic Development before they can be recorded with the Allegheny County Recorder.
2. Plans can either be mailed to or dropped off at Allegheny County Economic Development any time during working hours (M-F, 8:30 AM to 4:30 PM).
3. Always mail plans in a sturdy mailing tube. Never fold a mylar.
4. Plans are made ready for pick-up twice a week: Wednesday and Friday.
5. Drop-off deadline for Wednesday pick-up: Tuesday, the day before, by 12:30 PM. **Plans received after 12:30 PM on Tuesday will not be available until Friday.**
6. Drop-off deadline for Friday pick-up: Thursday, the day before by 12:30 PM . **Plans received after 12:30 PM on Thursday will not be available until next Wednesday.**
7. All clauses and certifications on the plan must be completely signed, witnessed, dated and sealed as required. The only exceptions are the certifications that will be signed by this Department and the Allegheny County Recorder. Black or dark blue ink must be used for all signatures and seals.
8. **All title clauses on the plan must include the deed book volume (DBV) and page numbers (Pg. #) at the time the mylar is submitted to the Department for signing.**
9. The Department must have print (paper only) of every mylar that is submitted to us for signing. If we don't already have your plan on file, you can have a print made at a Downtown copy center.
10. For questions and information about subdivisions and signing of plans please contact Kay Pierce, Allegheny County Economic Development, at 412-350-4356.
11. For questions and other information about the recording of plans and deeds please contact the Allegheny County Recorder at 412-350-4226.

Note: due to the volume of plans that we receive, the Department only signs the transparencies (mylars) of record plans.