**Request for Signatures for Recordation**

If you are requesting signatures for plan recordation complete the following application. In addition, all required plan documents must be attached to this application. **Incomplete submittal packages will not be accepted for signature.**

If you feel a requested document is not applicable to your project, please contact staff to further discuss (610-437-7630 x2865).

1. Project Details and Contact Information:

|  |  |
| --- | --- |
| **Project Address** |  |
| **Applicant Name** |  |
| **Mailing Address** |  |
| **Phone Number** |  |
| **Email Address** |  |

1. Submit the Final Plan in the following formats:

|  |  |
| --- | --- |
| **Final Plan** | **Submitted for Signature** |
| **One (1) Mylar set, including all plans to be recorded, and all relevant stormwater/ drainage plans** |  |
| **Two (2) paper copy of the Record Plans** |  |
| **Three (3) complete sets stamped “For Construction”** |  |

1. Confirm that the following plan sheets are included to be recorded with the Final Plan:

|  |  |  |
| --- | --- | --- |
| **Plan Sheet** | **Included for Signature** | **Not Applicable** |
| **Layout/Site Plan/Land Development Sheet** |  |  |
| **Subdivision/Consolidation Sheet** |  |  |
| **Grading and Drainage Sheet** |  |  |
| **Landscaping Sheet (or minimum show required street trees on Layout/Site plan)**  |  |  |
| **Post Construction Stormwater Management Sheet****(If applicable).****If there is a Stormwater BMP on a different plan, then recording that plan might be sufficient.** |  |  |

1. Confirm that the following additional approvals have been completed and submitted during the Land Development process:

|  |  |  |
| --- | --- | --- |
| **Additional Items** | **Completed/Approved** | **Not Applicable** |
| **Planning Sewer Module** |  |  |
| **Land Development Agreement** |  |  |
| **Bond** |  |  |
| **Shade Tree In-lieu of Fees** |  |  |
| **O&M Agreement** |  |  |
| **Stormwater Licensing Agreement** |  |  |
| **Any other documentation required by the City during Land Development** |  |  |

1. Signature: By signing below, I certify to the best of my knowledge that the information contained in this application is true and accurate.

