



# MIDDLESEX TOWNSHIP

350 N. MIDDLESEX ROAD, SUITE 1 • CARLISLE, PA 17013 • 249-4409 or 795-9631 • FAX 249-8564

Board of Supervisors:  
Robert M. Eppley, Charles W. Shughart, Victor P. Stabile

Municipal Secretary:  
Mary G. Justh

Zoning Officer:  
Mark D. Carpenter

To: All Applicants for Plan Approval  
From: Mark D. Carpenter, Township Zoning Officer  
Subject: Recording Of Approved Subdivision and/or Land Development Plans

Dear Applicant,

You should have been notified if Board of Township Supervisors approved your Final Subdivision and/or Land Development Plan. Section 304 of the Township Subdivision and Land Development Ordinance No. 8-90 requires that, upon the approval of a final plan, the applicant shall, within ninety (90) days of such approval, record the plan in the Office of Recorder of Deeds for Cumberland County, Pennsylvania. If the plan approval was conditional upon certain items, they must be resolved before recording the plan. Typical conditions of approval include plan revisions to satisfy Township staff comments, Pennsylvania Department of Environmental Protection approval of Sewage Facilities Planning module, Developer's Agreement executed with the Township for required public improvements, posting sufficient financial security with the Township to cover estimated costs of constructing proposed public improvements as shown on the plan and required by Ordinance, and satisfying requirements of the Township Subdivision and Land Development Ordinance No. 8-90 pertaining to the dedication of park and recreation areas and fees in lieu thereof.

When all conditions of plan approval have been resolved, the plan is ready for recording. Before the plan is recorded, the applicant shall submit two signed copies of a Developer's Agreement with the Township for required public improvements and the applicant shall post financial security for required public improvements. The Township Solicitor and Township Engineer shall approve the amount and form of financial security proposed by the applicant. Upon request, the Township will supply form Developer's Agreement and Letter Of Credit documents for use by the applicant. The applicant shall provide the Township with signed, notarized and sealed versions of at least the following sets of all approved plan sheets:

- Two full-scale copies of the entire plan set at full scale.
- One full-scale reproducible copy of the entire plan set on translucent media.
- Four copies of the entire plan set, in the required 18" X 24" format for recording.

The Board of Supervisors will sign approval verification on the plan as soon as possible after receipt, and will notify the applicant to pick up the plan for recording. The applicant must have Cumberland County Planning Commission sign review verification on the plan before recording. The County Planning Commission is located in the old courthouse building at One Courthouse Square, Carlisle Pennsylvania (phone no. 717-240-6377).

Plans shall be recorded by the applicant at the Office of Recorder of Deeds for Cumberland County, located in the new Courthouse building at One Courthouse Square, Carlisle PA (phone no. 717-240-6370). The Office of Recorder of Deeds will keep two copies of the recorded plan. Please make sure all recorded plans returned to the applicant are clocked in with the time and date stamp and are labeled with the Plan Book and Page reference noting where the plan is properly recorded.

Within ten days after recording, the applicant shall return at least one properly recorded copy of the plan to the Township. Please contact the Township Office if you have questions about this process.

Zmplnrec 9/6/01