



INSTRUCTIONS FOR RECORDING MYLARS AND DOCUMENTS

Submit **ALL** of the following to South Whitehall Township for signatures:

- One signed set of paper prints (all sheets that contain a signature block) for the LVPC
- One mylar set of the signed plans (all sheets that contain a signature block), and
- Three paper sets of the signed plans (all sheets that contain a signature block), and
- Two paper sets of the complete plan set (all sheets, including those with signature blocks) for South Whitehall Township
- Any mylars, prints or plan sets to be retained by the applicant for their use.

Once all of the above items are signed and all conditions of approval required to be addressed prior to plan recording are accomplished, the Township will release the plans to the applicant to be recorded. The applicant shall:

- Take the entire package to the Lehigh Valley Planning Commission (LVPC) for their signature. The LVPC will retain one fully signed paper print for their files. The LVPC is located south of the Lehigh Valley International Airport at 961 Marcon Boulevard being the southwest corner of the Postal Road and Marcon Boulevard intersection. The LVPC office is on the 3rd floor, Suite 310 (610-264-4544).
- Take the remaining plans and documents to the Lehigh County Courthouse for recording. According to the Lehigh County Recorder of Deeds office, all subdivision, development and condo maps will be scanned and will no longer accept "courthouse mounts". A paper copy of the original map will be required and the width shall be no more than 40 inches. Please call the Recorder of Deeds Office should have any questions on plan recording. Their number is 610 782-3162.
- Record the Deeds of Dedication *before* the plans.**
- One each of the plan sheets with a completed signature block is to be recorded.
- All copies of the recorded plan sheets (including those in plan sets) are to be certified by the Recorder of Deeds. Plan sheets not recorded need not be certified.
- After the plan is recorded, submit the following (as a minimum) to the South Whitehall Community Development Department. (Additional certified paper sheets or plan sets not required by the applicant will also be accepted).
 - Recorder's Receipt from the Lehigh County Recorder of Deeds Office for each item recorded
 - Three (3) prints of the executed final approved plan
 - Two (2) complete plan sets of the executed approved plan
 - The executed mylar
 - Contact your counsel to complete Opinion of Title