



TOWNSHIP OF PALMER

NORTHAMPTON COUNTY, PENNSYLVANIA

3 Weller Place, Palmer Township, PA 18045

PROCEDURES FOR PLAN RECORDING

When the Township Engineer has approved the clean-up plans for recording, the following numbers of copies need to be submitted to the Planning Director, all signed, certified, and notarized by the Applicant. All signatures and stamps must be clear and legible, or they will be returned. Please place a sticky note or similar over signatures or stamps to prevent smudging.

1. Mylar
 - a. 1 full set of plans (Township)
 - b. 1 set of recording sheets (Northampton County Recorder of Deeds)
2. Paper
 - a. 1 full sets of plans (Township)
 - b. 2 sets of recording sheets (LVPC, Northampton County GIS)
 - c. Any copies desired by applicant
3. Digital
 - a. A digital copy of the complete plan set (signatures not required)
 - b. A .dwg or native file format of the complete plan set (for internal use)

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

- Execution of a Development Agreement
- Submission of Financial 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

Township staff will obtain the required signatures on the plans from the Township Engineer, Palmer Township Planning Commission, Board of Supervisors, and the Lehigh Valley Planning Commission.

Township staff will record the plans with Northampton County. All plans must first be submitted to Northampton County GIS for review and processing, which has a 24-hour turn-around time. Plans will then be recorded with Northampton County Recorder of Deeds. Any fees associated with the costs of recording the plan with Northampton County will be deducted from the Developer Escrow Account.

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