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January 15, 2015

Dear Municipal Officials:

The Office of the Bucks County Recorder of Deeds, in conjunction with the Bucks County Planning Commission, is implementing a system of recording subdivision plans electronically.

Electronic recording of record plans will begin on February 1, 2015. This change will simplify the process of having plans filed and recorded, will move the County closer to the goal of complete electronic recording, and will eliminate the requirement of carrying paper and mylar copies of plans to the County Planning Commission office for signatures.

This change will require some adjustments for the municipalities and for engineers submitting plans. Once the plan is approved and ready to be recorded, a digital version will be submitted to the Recorder of Deeds office, which will send the digital file to the County Planning Commission for the required signing. If a record plan is submitted on paper, it will be scanned and then sent to the Planning Commission. Because the County Planning Commission will digitally sign the record plans, paper copies will not be required for the Planning Commission or the Recorder of Deeds. The plan will be recorded as an electronic file.

The process of review at the municipal level does not need to change. You will continue to submit paper copies of each plan submission to the County Planning Commission, and you may keep paper copies of the plans you sign.

All plans must have the signatures of the municipal officials before they go to the Recorder of Deeds and the Planning Commission. If there are no municipal signatures, they cannot be processed and recorded.

The plans at the Bucks County Planning Commission are stored and retrievable by a BCPC number which is assigned to each plan when it is submitted for review. We will require the final recordable plan to contain the BCPC number. Most engineers already note the BCPC number on the record plan now, and this will be a requirement in the future for all electronic recording.

We understand that this is a major change, and we will work with you to make this an easy transition to a digital environment.

Joseph Szafran
Recorder of Deeds

Lynn Bush
Bucks County Planning Commission