

# South Whitehall Township

## INSTRUCTIONS FOR RECORDING MYLARS

---

- ☐ Take the mylar and at least one paper print 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 3<sup>rd</sup> floor, Suite 310 (610-264-4544).
- ☐ According to the Lehigh County Recorder's 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 610 782-3167.
- ☐ One each of 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
  - ☐ Three (3) prints of the executed final approved plan
  - ☐ The executed Mylar