



LOWER PROVIDENCE TOWNSHIP

100 Parklane Drive • Eagleville, PA 19403 • www.lowerprovidence.org

Administration: 610 539-8020 • Fax: 610 539-6347

Police: 610-539-5900 • Fax: 610-630-2219



Lower Providence Township Courthouse & Recording Procedures

Recording of documents – preparation of plans/documents to be recorded:

- The plan must have the parent tax map parcel number placed on the record plan or document.
- The notary seal for the owners(s) signature must be felt and must be in black with the commission expiration date filled out.
- All Lower Providence Township (Township) required signatures and the Township Seal must be on the plan to be recorded.
- Original signature and seal of the Plan Engineer, Surveyor, Architect or Geologist
- A corporate acknowledgement title block must be shown and completed with the appropriate signatures and information on the record plan to be recorded if a corporation is the owner of the property.
- The plan must include the signatures of the owner, applicants engineer, Lower Providence Township Chairman and Secretary of the Board of Supervisors, Chairman of the Lower Providence Township Planning Commission, and Township Engineer. The Township, engineer or notary seal cannot cover or hinder any typed or written words on the record plan or document.
- **The site plan size must be either 15” by 18”, 18” by 30” or 24” by 36” to be recorded. No exceptions.**
- **911 Addresses must be shown for each lot on the site plan. These addresses must be provided by the Lower Providence Fire Marshall.**
- **Required plans for recording: two (2) Mylar copies of the record plan, three (3) paper copies of the entire final plan set, and one (1) CD containing an electronic version of the entire plan set.**
- The County will issue a parcel number/s for any new lot/s following recording of the plan.
- Lower Providence Township reserves the right to reject any plans that are not properly formatted.
- The Township will record all plans.

Recording of documents – recording process for documents:

- At least two copies of the document/s must be provided to the Township, an original and a copy.
- The Township, or its agent, will deliver the documents to the Montgomery County Court House where both copies will be date/time stamped. The County will affix the County seal and keep the original.
- Montgomery County will place on the original the Deed Book and Page Number information.
- The original will be sent to be microfiched. Once the original is microfiched, it will be returned to the Courthouse and mailed to Lower Providence Township.

The following must be submitted to PennDOT for road dedications:

- Deed with Date Book and Page noted on the bottom along with the date/time stamp also on the document
- An original Township resolution, or original that has been certified
- A copy of the recorded plan
- Copy of Lower Providence Township’s road map