



## Town of McCandless Plan Recording Guidelines

After your plan is approved by Town Council, it must be recorded with Allegheny County. The plan is not finalized until it has been accepted by the County.

### Town Requirements

All private party signatures must be affixed to the plan before Town officials will sign it. **You are responsible for collecting all private party signatures.**

After all private party signatures are collected the plan must be brought to Town Hall for Town official signatures. After the Town's signatures are completed, you will be notified that the plan is ready for pickup and may be submitted to Allegheny County for final approval and recording.

### Allegheny County Requirements

The following information has been published by Allegheny County Economic Development and is current as of July 2025. We are including these instructions as a courtesy. Please reach out to ACED if you have any questions about their requirements.

- All finally approved subdivisions, land development plans, and planned residential developments must be submitted to ACED for review and signing before the plans can be recorded with ACDRE.
- Plans may be mailed to ACED or placed in the drop box at the Planning Division offices. Please include your contact information with the submittal. Planning Division offices are located at:

Allegheny County Economic Development  
Koppers Building  
436 Seventh Avenue, Suite 500  
Pittsburgh, PA 15219

- All clauses and certifications on the plan must be signed, witnessed, dated and sealed as required, except for the two County certifications.
- Plans on which there is scotch tape, corrective fluid, or corrective tape will be rejected.
- See Appendices 1 – 4 of the County SALDO for complete requirements for record plans.
- Allow at least one week for plans to be signed. Planning Division staff will contact the applicant following signature.
- For questions and other information about recording of plans and deeds, please contact the ACDRE at 412-350-4226.

**After the plan is recorded by the County, a final full-size copy must be provided to the Town in order to close out your review escrow.**