

Plan Recording Checklist

Please review the following information, and use the checklist as it is the Planning Commission's general statement and requirements for plan endorsements with the office:

- ☐ Please complete **the Recorder of Deeds Plan Recording Form** for your plan and
- ☐ A **check** made out to **Berks County Recorder of Deeds** for **\$100.00**.
- ☐ **Schedule an appointment** with the Berks County Planning Commission at 610-478-6300
- ☐ **Please bring all signed, sealed and dated sets of the plan with you.** We will retain two full sets of the plan for County records, all other plan sets will be stamped and returned.
- ☐ If you have other documents (easements, deeds, stormwater agreements) to record you should contact the Recorder of Deeds Office at 610-478-3380 or by email at: recorder@berkspa.gov for direction on that submission process.

Please note:

- Plans will be scanned; the form and fee will then be forwarded to the Recorder of Deeds office for recording. You should receive an email from the Recorder of Deeds office with the recording information on the Recording Cover Sheet.

Our office is in the Berks County Services Center at [633 Court Street](#), Reading, PA 19601. The Planning Commission office is on the 14th floor.

If you are unable to keep your plan endorsement time, please call **610-478-6300 ext. 6305** to reschedule.