



Middletown Township
**Recording Procedure for Subdivisions
and Land Developments**

1. Print:
 - Five (5) paper copies of the recording sheet.
 - Two (2) paper copies of the entire set of plans.
 - Any additional copies that the applicant wishes to keep.
 - A pdf file for each sheet in the set of plans.
2. Sign and notarize the “Acknowledge Statement” on all recording sheets.
3. Bring all signed sheets and plans to the Township for the Township’s signatures.
4. Once the Township has determined that all the conditions of approval have been met, the Township will sign the plans.
5. The applicant will pick up the plans to be recorded.
6. Bring all the signed sheets and plans to:

Delaware County Planning Department
Flagship Corporate Center
2 W. Baltimore Avenue, Suite 202
Media, PA 19063

The Planning Department will place a signature block on the plans and sign them.

7. Take the signed sheets and plans to the Tax Assessor’s office in the Courthouse, then to the Recorder of Deeds in the Courthouse. Please call ahead to the Recorder of Deeds to determine the amount of recording fees and type of payment accepted. They will keep one (1) of the recording sheets.
8. Return to the Township:
 - One (1) time-stamped recorded paper copy of the recording sheet
 - One (1) paper copy of the entire set of plans
 - One (1) Receipt from the Recorder of Deeds office

All of the copies should have all the appropriate signatures.

(This will leave the remainder of recorded copies for the applicant)