

COUNTY OF BERKS, PENNSYLVANIA

Recorder of Deeds



Services Center, 3rd Floor
633 Court Street
Reading, PA 19601-3594

Phone: 610.478.3380
Fax: 610.478.3359

Rebecca L. Bloomer, Chief Deputy

Frederick C. Sheeler, Recorder

New Plan recording procedures

Effective March 1, 2012

In an effort to simplify the process of recording subdivision and land development plans the following procedures will be implemented effective on March 1, 2012.

The fee for recording plans will be changed to a flat fee of \$60.00 per plan and will include all pages. There will no longer be any per page fees.

You will still have your plan stamped by the County Planning Commission (Services Center, 14th Floor) as usual but you will not need to bring it to the Recorder of Deeds Office. The Planning Commission will scan the entire plan including all pages and notes and submit it to the Recorder of Deeds for official recording. You will then complete the Plan Submission Form, see attached. After recording, the entire file will be accessible for viewing and printing from the Recorder of Deeds website at www.countyofberks.com/recorder, you may retrieve the plan by either the Planning Commission's file number or the Recorder's indexing.

You may pay the \$60.00 recording fee in two methods. The preferred method is with your escrow account with the Recorder of Deeds. If you do not have an escrow account please give our office a call, it is very simple to open and does not require a minimum balance. The escrow account can also be funded on-line with a credit card. The second method is by check, please see the attached Plan Submission Form for instructions for paying by check.

Since the final recorded plan copy with the Recorder's Official Cover page and payment receipt will be returned via e-mail, you must include your e-mail address on the Plan Submission Form. This e-mailed document serves as the official proof of recording and you may print as many copies as you would like. The emailed plan copy with the Recorder's electronic stamp and Official Cover page takes the place of hand stamping multiple copies. If you require multiple copies you may attach a copy of the recording cover page to each copy. The verification of recording may also be made via our website at www.countyofberks.com/recorder.

In an effort to improve our records of all plans, the Recorder's office is now in the process of scanning the Planning Commission's historical files. As these older files are scanned they will periodically be added to the existing recorded plan and will be accessible from the Recorder's website by Planning Commission file number and/or regular indexing. We anticipate that this project will be completed within one year. When completed the plan recorded in the Recorder's office will contain all pages submitted to the Planning Commission including soil and erosion controls and all other documentation contained in the Planning Commission's file.

Dedicated to public service with integrity, virtue & excellence

www.co.berks.pa.us

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Plan Submission Form

Please complete the following information:

Date: _____

Planning Commission File #

Plan Name:

Submitter Name:

Address:

Phone Number / email address:

Email address is required for return of recording receipt and cover page

Payment by: (please check)

Same as Submitter

Other – please specify:

Check for \$60.00 attached, payable to: Berks County Recorder of Deeds

Please charge escrow account of: _____

Authorized Signature of Escrow Account holder

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