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RECORDER OF DEEDS

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The Cumberland County Uniform Parcel Identifier (UPI)/Mapping office and the Recorder of Deeds Office, continue to accept Subdivision Plans for recording by appointment only. Here are guidelines that must be followed in order to record a plan.

GUIDELINES FOR PLANS

MASKS MUST BE WORN WHILE INTERACTING WITH OTHERS IN THE RECORDER OF DEEDS OFFICE.

- Prior to recording, please visit the Cumberland County Planning site: <https://www.ccpa.net/3185/Plan-Submission-Recording-Procedures>. Their direct phone is 717.240.5362. The Planning Department will be open daily, no appointment required to obtain signatures prior.
- Cumberland County strives to create the most accurate public records possible. The following electronic AutoCAD files (.dwg) are **required** by the Planning Department prior to or at the time of recording any plan. Please note that **the Planning Department will not sign the plan for recording** until this information is emailed to planningreviews@ccpa.net. Links to online file downloads are acceptable. Applicants are required to provide the following files:
 - **Parcel boundaries**
 - **Lot lines**
 - **Building footprints**
 - **Road rights-of-ways**
 - **Edge of pavement**
 - **Declaration of planned communities/condominiums documents (including amendments)**
- All filers must make an appointment for filing through the Recorder of Deeds' Office by email at recorderofdeeds@ccpa.net. The Recorder's Office will coordinate this appointment with the UPI office. Subdivision Plans will only be accepted by appointment only through the UPI Office and the Recorder's Office.
- YOU WILL NEED TWO SETS OF PLANS FOR RECORDING THAT WILL BE RETAINED BY 1. THE UPI OFFICE AND 2. THE RECORDER'S OFFICE.
- Once a plan is signed by the Planning office, a copy should be taken to the UPI office at the Old Courthouse at the scheduled appointment time. Filers will be asked to give one copy to the UPI office to retain for their records.
- After the UPI office approves the plan, the filer should then proceed to the New Courthouse to take a second copy to the Recorder of Deeds office.
- After going through security at the New Courthouse, you will need to sign in inside the Recorder's Office.
- Filers should have checks made payable to "Recorder of Deeds" or we accept credit cards for payment -there is an additional \$2.50 convenience fee (or 2.25% over \$100; 3.00% for business cards) by the vendor.
- Plan images will be available on Landex within a week of recording.