

WASHINGTON TOWNSHIP

1021 Washington Blvd.
Bangor, Pa. 18013

Phone 610-588-1524

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Zoning Department

PLAN RECORDING PROCEDURE

All final approved plans are required to be recorded at the Northampton County Recorder of Deeds Office within ninety (90) days from the date the Township signs the Plans.

The following prints are required;

- Two (2) "Mylar" prints
- Four (4) "Paper" prints

Once you have obtained the signed final approved Plans from the Township;

1. Take the Plans for review & signature to:
Lehigh Valley Planning Commission
961 Marcon Boulevard, Suite 310
Allentown, PA 18109
(610)-264-4544
Note:
 - *The Lehigh Valley Planning Commission will sign the Plans and retain one "Paper" print.*
2. Take the remaining signed Plans to:
Northampton County Government Center
669 Washington Street
Easton, PA 18042
(610)-559-3077
Note:
 - *The Northampton County Recorder of Deeds will retain one (1) "Mylar" and one (1) "Paper" print for their records.*
 - *Obtain a receipt of the recording.*
3. Return the remaining Plans to the Township Municipal Complex within 15 days from the date of recording.
Note:
 - *The Township will retain one (1) "Mylar" and two (2) "Paper" prints along with the receipts of the recording.*