



**BETHEL**  
**TOWNSHIP**  
*Delaware County Pennsylvania*

ESTABLISHED 1683

Michael J. Davey, Esq.  
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SUPERVISOR

**BETHEL TOWNSHIP**

**PROCEDURE FOR SUBMITTING FINAL PLANS TO BOARD OF SUPERVISORS.**

**PLAN RECORDING AND RETURN OF PLANS TO TOWNSHIP**

1. The applicant shall submit the following for signatures by the Board of Supervisors:
  1. One Set of Paper Plans (Township Engineer).
  2. One full set of Mylar Copy of the Subdivision Plans (Township Planning Commission Files)
  3. Two full paper sets of prints (Township and P/C Files)
  4. One full paper copy of the Subdivision Plans (Recorder of Deeds)
  5. Number of paper copies of subdivision plans that applicant desires to maintain.
  6. Paper copies of all required agreements, approvals and permits.
2. All Final plans shall be signed and notarized by the Applicant and signed by the Design Engineer, the applicant and the record owner prior to submitting to the Township.
3. The Plan prints shall be brought to the Township Manager at least one month prior to the meeting that the applicant expects to be granted Final Plan Approval.
4. After Delaware County Recorder of Deeds signs and posts Final plans, signed copies as listed above must be returned to Bethel Township by the Design Engineer.

**NOTE:**

**THE APPLICANT MUST ALSO PROVIDE A FLASH DRIVE WITH PDF COPIES OF ALL LETTERS, APPLICATIONS, PLANS, AND PERMITS and AGREEMENTS, ASSOCIATED WITH THE SUBDIVISION PLAN. THE BOARD OF SUPERVISORS WILL NOT SIGN THE FINAL PLANS FOR RECORDING WITHOUT THE ELECTRONIC COPIES.**

1092 Bethel Road • Garnet Valley, Pennsylvania 19060  
P: (610) 459-1529 | F: (610) 459-2921

WWW.BETHELTWP.COM



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## **BETHEL TOWNSHIP**

### **Bethel Township Final Plan Recording Process**

- Project Engineer has plans signed and sealed by them and the Owner.
- Project Engineer submits signed and sealed plans to the Bethel Township Municipality and one paper copy set of all permits, approvals, and agreements.
- Bethel Township signs plans, verifies, and confirms all permits, fees, approvals and required agreements are submitted, then notifies Project Engineer when signed.
- Project Engineer picks-up signed plans from the Bethel Township Municipality, takes to Delaware County to record and then **returns three recorded paper sets, one mylar set and an electronic copy (on a Flash Drive) of plans, copies of all permits, all approvals and agreements to the Bethel Township Municipality.** Whoever is handing the signed plans to the project engineer needs to let them know that they need to return signed plans to the Township before any permits can be issued.
- Once recorded sets of plans and copies of all agreements and permits are provided and all necessary fees provided and the PC Chairman, Solicitor, Township Engineer and Treasurer have confirmed all proper documents and fees are in place, and all the conditions stated in Board of Supervisor's Approval Resolution are met, the Township can begin to issue permits for the project.

#### **NOTE:**

**NO BUILDING PERMITS WILL BE ISSUED UNTIL ALL SIGNED FINAL PLANS, WRITTEN FINANCIAL, EASEMENT AND ALL OTHER REQUIRED AGREEMENTS, PERMITS, SEWER AUTHORITY APPROVAL, STORMWATER MANAGEMENT AND ALL TOWNSHIP FEES ARE SUBMITTED.**

**(Effective February 2023)**

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