



COUNTY OF BERKS, PENNSYLVANIA  
Recorder of Deeds

Services Center, 3<sup>rd</sup> Floor  
633 Court Street  
Reading, PA 19601

Phone: 610.478.3380  
Fax: 610.478.3359

**PLAN SUBMISSION FORM**

Mary Kozak, Recorder

*Please complete the following information:*

DATE: \_\_\_\_\_ # SHEETS SCANNED: \_\_\_\_\_

Planning Commission File #: \_\_\_\_\_

Plan Name: \_\_\_\_\_

Parcel I.D. Number (s): \_\_\_\_\_

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 \$70 attached. Payable to: Berks County Recorder of Deeds

\_\_\_\_ Please charge escrow account of: \_\_\_\_\_

\_\_\_\_\_  
Authorized signature of Escrow Account holder

*Please contact the Recorder of Deeds Office at 610-478-3380, or [recorder@countyofberks.com](mailto:recorder@countyofberks.com), with questions regarding your recorded information and receipt.*

*Dedicated to public service with integrity, virtue & excellence*

[www.countyofberks.com/Recorder](http://www.countyofberks.com/Recorder)