

LCPC Steps for eRecording

(you **MUST** have an account with Simplifile to eRecord)

1. Call 717-299-8333 to speak with the Senior Planner who reviewed your plan and let them know you want to eRecord. When emailing, please copy the Applications Coordinator & Administrative Secretary. ***At the bottom of this page, you will find all the necessary email addresses.***
2. You must email us a PDF copy of the plan. The plan must include the LCPC meeting date or review date and the LCPC # in the LCPC certificate. You must also list the LCPC # in the bottom right-hand corner of each plan sheet.
3. The planner will pull the file & review the PDF. If it is ok to record, they will inform the Applications Coordinator & Administrative Secretary to email you the eRecording paperwork. They will also request that you provide an electronic copy of the plan in CAD or GIS format & a hard copy of the plan for our files. **It is anticipated that this process will occur within a 24-hour timeframe.**
4. You will need to upload the eRecording paperwork and plans to Simplifile (an ACH for the Recorder of Deeds office).
5. The Applications Coordinator & Administrative Secretary will be notified by Simplifile that the information has been uploaded and will verify that everything is legible and complete. If everything is ok, the plan will be sent on to the Recorder of Deeds. If it isn't, a reason for rejection will be sent back to you. You will need to make the necessary corrections & resubmit.
6. Recorder of Deeds will review the information & will accept or reject the document for recording. If accepted, you will receive a notification from Simplifile. If rejected, they will provide you with a reason. You will need to make the necessary corrections and resubmit to them.

Email Addresses

Gwen Newell, Senior Planner – newell@co.lancaster.pa.us

Alex Rohrbaugh, Senior Planner – arohrbaugh@co.lancaster.pa.us

C. Porter Stevens, Senior Planner – pstevens@co.lancaster.pa.us

Farah Eustace, Applications Coordinator – feustace@co.lancaster.pa.us

Kim Citarella, Administrative Secretary – kcitarella@co.lancaster.pa.us