



Record Plat Review Checklist

Project Name: _____

Consultant _____

DPS Project No. _____

Phone No. _____

MNCPPC Plat No: _____

DPS Reviewer _____

Preliminary Plan No: _____

Phone No. _____

Plat Type:

- Standard
- Minor
- Other (waivers, etc.)

Submittal Date	Review Date	Initial
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Concerns:

- Well & Septic PIA
- Floodplain Permit & Bond

_____ Record Plat Approvable _____ Date

TO THE SURVEYOR

This checklist has also been designed to provide specific instruction to consultants. All items are expected to be addressed in the first submittal as much as the development process will allow. Your submission for Record Plat approval has been reviewed. The review was made based on the items shown on this checklist. **Failure to submit basic items will result in a less than full first review and/or immediate rejection of your submittal. Always return the Checklist and the Record Plat comment sheets with your resubmittal.** If you do not address a checklist item, including comments on the Record Plat sheets, explain your reasoning on your plans or in your transmittal letter.

-----DPS REVIEW USE ONLY-----

Legend: ✓ - Complete INC - Incomplete/Incorrect NA - Not Applicable

SUPPORTING INFORMATION

---Reviews---

- ____ _ Transmittal specifically explaining purpose of submission
- ____ _ Two copies of Record Plat drawing (3 if well and/or septic involved)
- ____ _ Copy of completed MNCP&PC Record Plat Application
- ____ _ Copy of completed MCDEP Record Plat Information Form
- ____ _ Copy of approved Preliminary Plan and Resolution (if applicable-OK to submit unapproved copy w/ initial subm'l)
- ____ _ Copy of MCDPW&T Preliminary Plan approval letter (if applicable)
- ____ _ Copy of approved Site Plan and Resolution (if applicable)
- ____ _ Two copies of Public Improvements Agreement documents (if applicable) w/justification letter
- ____ _ One copy of approved Grade Establishment Plan (if applicable)
- ____ _ Approved detailed SD/Paving plans or pending DPS Project No.(if applicable)

- ___ ___ ___ DPS Permit No. for "Application for Work in Public R/W" verifying fee & bond and accepted (if applicable)
- ___ ___ ___ Storm Drain Study approved (if applicable)
- ___ ___ ___ Copy of plan view of Stormwater Mgmt plan (if requested)
- ___ ___ ___ Copy of Deed of subject property
- ___ ___ ___ Copy of prior plats of subject property (if applicable)
- ___ ___ ___ Copy of adjoining subdivision plats (if applicable)

GENERAL PLAT DRAWING ITEMS

- ___ ___ ___ Subdivision Name (and Section if applicable) as approved by MNCP&PC
- ___ ___ ___ Lots, Blocks, Parcels, etc. listed
- ___ ___ ___ Election District and/or Municipality
- ___ ___ ___ County and State
- ___ ___ ___ Date Completed
- ___ ___ ___ Name of Registered Land Surveyor with Address and Phone
- ___ ___ ___ MNCP&PC Planning Board Approval Block
- ___ ___ ___ MCDPS Approval Block
- ___ ___ ___ Recordation Block (Recorded Date, Plat No.)
- ___ ___ ___ Plat No. Block
- ___ ___ ___ Owner's Certificate
- ___ ___ ___ Surveyor's Certificate
- ___ ___ ___ General Notes
- ___ ___ ___ Vicinity Map
- ___ ___ ___ North Arrow
- ___ ___ ___ Scale and Bar Scale
- ___ ___ ___ Property boundary lines
- ___ ___ ___ Exact locations and widths noted of all streets, alleys and crosswalks within the subdivision
- ___ ___ ___ Name(s) of all streets shown
- ___ ___ ___ All metes and bounds (bearings and distances) of property being platted including all curve data (length of radii, arcs, chord bearing and distances and central angles) shown. Curve data must be shown in a curve table.
- ___ ___ ___ Area of each lot, outlot, parcel or other unit shown.
- ___ ___ ___ Plat or deed reference for existing R/W(s) that adjoins property that provides legal access or adherence to DPS Policy on apparent prescriptive R/W
- ___ ___ ___ Existing recorded easements established or rights-of-way provided for public services, conservation purposes, ingress/egress, utilities, etc. within the subdivision and any limitations of such easements. Show recordation reference(s).

- ___ ___ ___ All proposed easements or rights-of-way to be established by the plat and as to each such encumbrance the general purpose, the grantee and sufficient dimensions to identify the location.
- ___ ___ ___ Public Utility Easements—grant in Owner’s Cert
- ___ ___ ___ Slope easements (if applicable)—grant in Owner’s Cert
- ___ ___ ___ For Plats involving Well & Septic – Extra copy of Plat at same scale as Preliminary Plan. Any existing structures should be shown on the initial Plat submittal. Once the Plat is approved by Well and Septic, the structures can be removed from the final plat.
- ___ ___ ___ Septic easements – show 20 foot septic building restriction line - 20’ SBRL (if applicable)
- ___ ___ ___ Septic areas – show 20 foot septic building restriction line – 20’ SBRL (if applicable)
- ___ ___ ___ Well location(s) - show 100 foot radius (if applicable)
- ___ ___ ___ The most restrictive conservation easement must be shown and described and all other conservation easements MUST be shown, without limitation, 100-year floodplain, 100-year floodplain building restriction line (BRL), and forest conservation easement.
- ___ ___ ___ Accurate outlines of common use areas with purposes shown.
- ___ ___ ___ Plats must reference Maryland Coordinate System unless specified as follows:
 - ___ ___ ___ Plat of resubdivision not requiring Preliminary Plan Approval or plat of correction may reference the original Plat Meridian
 - ___ ___ ___ Plats involving no more than 2 lots may reference Deed Meridian in accordance with code
- ___ ___ ___ Maryland State Plane Coordinates of property line monuments shown and clearly labeled---4 minimum.
- ___ ___ ___ Show and identify locations of existing survey property corner markers that coincide with the proposed plat. If held, label as such.
- ___ ___ ___ Names and locations of adjoining subdivisions with their lot/parcel and block numbers along with associated plat references.
- ___ ___ ___ Location and ownership of adjoining unsubdivided properties along with Liber/Folio reference
- ___ ___ ___ PIA line on plat near or within DPS signature block for DPS staff to note applicable PIA reference number.

SPECIFIC NOTES AND MISCELLANEOUS ON PLAT DRAWING

- ___ ___ ___ Notes as to Public/Private Water & Sewer service.
- ___ ___ ___ Notes referencing any approved floodplain study or FEMA floodplain map
- ___ ___ ___ Notes concerning pertinent covenant recordations
- ___ ___ ___ Notes referencing approved preliminary plan for well and septic concerns including maximum number of bedrooms allowed for lots.
- ___ ___ ___ Zoning notes including specific zone of the property
- ___ ___ ___ Plat signed by MNCPPC Planning Board Chairman and Secretary – Treasurer.
- ___ ___ ___ Public Improvements Easement documents recorded and referenced on plat (if applicable).
- ___ ___ ___ Declaration of Covenants for Open Space / Private Storm Drainage recorded and referenced on plat (if applicable).
- ___ ___ ___ Declaration of Covenants for Road Construction recorded and referenced on plat (if applicable).
- ___ ___ ___ Tax Map No. or Tax Map Grid No. reference

