

**DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION
RECORD PLAT CHECKLIST**

SUBJECT: _____ **CONTROL NO.** _____
SUBMITTAL DATE: _____

- ___ Roads must have an executed Public Works Agreement, bond and fees.
- ___ Road plans must be approved and signed by the Director of Public Works.
- ___ Easements for work on property owned by others are required.
- ___ Certificate of Title (Format available upon request. Must be dated no earlier than 2 days prior to signature by Director)
- ___ Closure computations submitted and certified as meeting or exceeding industry standards.

The Following Items Are Required on Record Plats:

- ___ Owner's certification (*attached*) and note that grants and conveys public roads/rights -of-way to the BCC
NOTE: (Insert correct name of public roads and dedicated areas) will be dedicated for public use to the Board of County Commissioners for St. Mary's County via the recording of this plat.
- ___ Bearings and distances of public road(s). Plat reference for establishment of existing public road(s).
- ___ Correct and approved road name(s).
- ___ Dedication along existing road(s) by deed, or HB 744.
- ___ Slope easements (use note if space for labeling distances is limited).
NOTE: Slope easements shown hereon are approximate. Exact limits are as shown on the road construction plans on file at the Department of Public Works.
- ___ Drainage and stormwater management easements (label lengths and widths).
- ___ Stormwater Management must be addressed as per the MDE Design Manual.
- ___ Sight distance easements. (NOTE: Encroachments within this area are prohibited.)
- ___ Private right(s)-of-way or access easements.
- ___ Signatures of the Owner and Surveyor registered in Maryland.
- ___ Railroad Right-of-Way or Airport Environs easements, if required.

The Following Items Are Required on Record Plats for Private Roads:

- ___ Private road names must end in "Way" or "Lane", unless otherwise approved.
- ___ Note specifying which lots use the private right-of-way or access easements (The note can be modified):
EXAMPLE: Lots ___, ___, & ___ are to be accessed by the private right(s)-of-way as shown on this plat. The above lots are to be served by an R-20 (R-18/19 if urban) multiple driveway entrance as per the St. Mary's County Road Ordinance. The Developer shall be responsible for the installation / bonding of the multiple driveway entrance(s) prior to the recording of this plat.
- ___ Private road maintenance note (Examples below):
"The right-of-way shown hereon does not necessarily provide access from this lot to a County or State road at this time. Road and utility construction and maintenance are the responsibility of the buyer of this lot of this lot, unless otherwise provided herein".

"The right-of-way for Lanes as defined in the St. Mary's County Zoning Ordinance are private and shall not be maintained by the County; nor shall such Lanes be considered for acceptance into the County Highway Maintenance System until such are improved to the appropriate County Road Standard at the individual lot owner's expense".

The Following Entrances Are Required (For Department of Planning & Zoning Use Only):

- ___ R-16 (urban) required for single lot entrances to County roads.
- ___ R-17 (rural) required for single lot entrances to County roads.
- ___ R-18/19 required for shared (urban) entrances to County roads.
- ___ R-20 required for shared (rural) entrances to County roads.

COMMENTS:

- ___ Not approved, address comments above and submit one copy to this Department for review.
- ___ Ready for final approval, submit mylar/print package to Planning and Zoning for circulation.
- ___ **APPROVED**

REVIEWED BY: _____ **DATE:** _____
St. Mary's Department of Public Works & Transportation