DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION RECORD PLAT CHECKLIST

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 the plat. The above lots are to be served by an R-20 (R-18/19 if urban) multiple drivewe entrance as per the St. Mary's Co	SUBJECT:	CONTROL NO
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R-18/19 required for shared (urban) entrances to County roads.		
R-20 required for shared (rural) entrances to County roads.		
COMMENTS:	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		approval, submit mylar/print package to Planning and Zoning for circulation.
REVIEWED BY: DATE:	REVIEWED RY:	DATE:
St. Mary's Department of Public Works & Transportation		St. Mary's Department of Public Works & Transportation