

## RECORD PLAT CHECK LIST

The following notes are required on all record plats:

1.  The Owner hereby reserves and offers for dedication to Baltimore County all such rights of way and property interests of any kind designated herein or otherwise reasonably determinable to be intended for dedication to Baltimore County (the "Property Interests"). The Property Interests may include, but are not limited to, highways and highway widening, slope easements, drainage and utility easements, sight line easements, fire suppression easements, forest conservation areas in fee or easement, access easements, forest buffer areas in fee or easement, critical area easements, local open space, greenway areas in fee or easement, storm water management areas, conservancy areas, and any other similar rights of way or property interests, no matter how entitled, except for those indicated as private. The Owner shall convey said Property Interests by deed to Baltimore County, Maryland at no cost to Baltimore County. The obligation to convey said Property Interests shall run with the land and shall be binding upon the Owner, the Owner's personal representatives, successors and assigns. Upon final approval of this plat by the required governmental authorities, and until such time as said conveyance is accepted by Baltimore County, the Owner authorizes Baltimore County, its agents and assigns, to enter upon the property shown hereon for the purpose of installing, constructing, maintaining and repairing roads, utility lines and facilities, and storm water management ponds and facilities, and for other public purposes as reasonably necessary. The property shown hereon shall be subject to the rights of Baltimore County in and to the Property Interests.
2.  Streets and/or roads shown hereon and the mention thereof in deeds are for purposes of description only, and the same are not intended to be dedicated to public use; the fee simple title to the beds thereof is expressly reserved in the grantors of the deed to which this plat is attached, their heirs and assigns.
3.  This plat may expire in accordance with the provisions of the Baltimore County Code, Section 32-4-274.
4.  The recording of this plat does not guarantee the installation of streets or utilities by Baltimore County.
5.  The information shown hereon may be superseded by a subsequent or amended plat.
6.  Additional information concerning this plat may be obtained from the Baltimore County Department of Permits, Approvals and Inspections.
7.  The recording of this plat does not constitute or imply acceptance by the County of any street, easement, park, open space or other public area shown on the plat.

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- 8.  The owner/developer will comply with the best management practices adopted by the Baltimore County Department of Environmental Protection and Sustainability.
- 9.  The *(insert name of approved plan)* for this property shown on this plat was approved on *(insert date approved)*.
- 10.  Due diligence note to read - "I hereby certify that I have reviewed with due diligence *(insert name of approved plan)* dated *(insert date approved)* and have prepared with due diligence this plat, pursuant to that *(insert name of approved plan)*."
- 11.  Coordinates and bearings shown on this plat are referred to the system of coordinates established in the Maryland Coordinate System NAD 83/91, based on the following traverse stations: (List 2 stations with coordinates) and must have the readjustment date shown in parenthesis. i.e. – NAD 83 (2007). Reference vertical datum NAVD 88, if floodplain elevations are shown on the plat.
- 12.  The lots and units created by this subdivision plat are subject to a fee or assessment to cover or defray all or part of the developer's cost of installation of water and sewer facilities, pursuant to the Baltimore County Code, Section 32-4-310. This fee or assessment, which runs with the land, is a contractual obligation between the developer and each owner of this property and is not in any way a fee or assessment of Baltimore County.
- 13.

<b>SURVEYOR'S CERTIFICATION</b>	
<p>The undersigned, a Registered Land Surveyor (Property Line Surveyor) of the State of Maryland, does hereby certify that he is the surveyor who prepared this plat and that the land shown on this plat has been laid out and the plat thereof has been prepared in compliance with subsection (c) of section 3-108 of the Real Property Article of the Annotated Code of Maryland, particularly insofar as the same concerns the making of this plat and the setting of the markers.</p>	
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Surveyor's Name REG. NO. XXXXX</p>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Date</p>

- 14.  If the plat contains new roads or storm drains systems, it must be sealed by a registered Land Surveyor or the following statement must be included on the plat: "The roads and storm drains as laid out on this plat have been designed by a professional engineer, (Engineer's name & number)."

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15.

OWNER'S CERTIFICATION	
The undersigned, owner of the land shown on this plat hereby certifies that, to the best of its knowledge, the requirements of subsection (C) of Section 3-108 of the Real Property Article of the Annotated Code of Maryland have been complied with, insofar as same concerns the making of this plat and setting of the markers	
_____ OWNER'S NAME, OWNER'S TITLE COMPANY NAME	_____ DATE

The following notes shall be provided when applicable:

1.  The wetlands have been determined from field inspection by the Baltimore County Department of Environmental Protection and Sustainability. No clearing, grading or construction will be conducted in this area except as permitted by the Department of Environmental Protection and Sustainability.
  
2.  There shall be no clearing, grading, construction or disturbance of vegetation in the forest conservation easements and forest buffer easement, except as permitted by the Baltimore County Department of Environmental Protection and Sustainability.

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- 3.  NOTE FOR FLOOD PLAIN STUDY **PREPARED BY LICENSED ENGINEER** AND SHOWN ON RECORD PLAT TO BE RECORDED

The area designated as a floodplain includes the area inundated by the 100-year frequency storm and a minimum of 1-foot vertical freeboard. The elevations shown on the floodplain sections are the 100-year design frequency water surface elevations.  
*(The following note will be placed on the record plat and signed and sealed by a professional engineer when a flood plain is shown.)*

<u>100-YEAR FLOODPLAIN CERTIFICATION</u>	
I certify that the 100-year floodplain outline shown on this plan is correct and done in accordance with the Department of Permits, Approvals and Inspections, Bureau of Development Plans Review's Policy Manual, Appendix B, Recommendations and Procedures for Watershed Studies-Floodplain Studies and Waterway Crossing Studies.	
_____ Signature	SEAL  I hereby certify that these documents were prepared or approved by me and that I am a duly licensed professional engineer under the laws of the State of Maryland, License No. _____, Expiration Date: _____

- ALTERNATE NOTE FOR FLOOD PLAIN STUDY **PREPARED BY OTHERS** BUT SHOWN ON RECORD PLAT TO BE RECORDED

The area designated as a floodplain includes the area inundated by the 100-year frequency storm and a minimum of 1-foot vertical freeboard. The elevations shown on the floodplain sections are the 100-year design frequency water surface elevations.  
*(The following note will be placed on the record plat and signed and sealed by a professional engineer when a flood plain is shown.)* **NO EXCEPTIONS**

<u>100-YEAR FLOODPLAIN CERTIFICATION</u>	
I certify that the 100-year floodplain outline shown on this plan accurately reflects the results of a flood study performed by <i>(place name of Engineering firm here)</i> for an adjoining subdivision <i>(place name of subdivision/flood study here)</i> accepted for filing on <i>(date)</i> as it pertains to the property shown hereon. The study was completed in accordance with the Department of Permits, Approvals and Inspections, Bureau of Development Plans Review's Policy Manual, Appendix B, Recommendations and Procedures for Watershed Studies-Floodplain Studies, and Waterway Crossing Studies.	
_____ Signature	SEAL  I hereby certify that these documents were prepared or approved by me and that I am a duly licensed professional engineer under the laws of the State of Maryland, License No. _____, Expiration Date: _____

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4.  Any forest conservation easement and buffer easement shown hereon is subject to protective covenants which may be found in the Land Records of Baltimore County and which restrict disturbance and use of these areas.
5.  There is a 100-year tidal floodplain located on this property as shown on FIRM Map \_\_\_\_\_ Zone \_\_\_\_\_. The 100-year flood elevation is \_\_\_\_ feet – NAVD 88 and \_\_\_\_ feet BCMD. All units constructed within the 100-year floodplain must comply with the flood protection elevation typical diagram shown in the upper right corner of the final development plan and all Baltimore County floodplain regulations.
6.  There shall be no clearing, grading, construction or disturbance of vegetation in the critical area easement, except as permitted by the Baltimore County Department of Environmental Protection and Sustainability.
7.  Any critical area easement shown hereon is subject to protective covenants which may be found in the Land Records of Baltimore County and which restrict disturbance and use of these areas.
8.  Soil percolation test will be valid for a period of five years from the date the record plat is signed by the Director, Department of Environmental Protection and Sustainability. At the expiration of this period, new tests may be required.
9.  All requirements of the Maryland State Department of the Environment and Baltimore County Department of Environmental Protection and Sustainability pertaining to private water and/or sewage systems must be complied with prior to approval of building applications.
10.  Owners of lots containing storm water management easements / drainage and utility easements shall grant to authorize Baltimore County personnel a right of entry for the purpose of inspection and/or monitoring site visits. Said inspection and/or monitoring visits shall only be conducted during normal Baltimore County working hours (8:00 a.m. to 4:00 p.m. Monday through Friday).
11.  The approval of this plat is based upon a reasonable expectation that the water and sewer service that is planned for this development will be available when needed. However, building permits may not be issued until the planned water and sewer facilities are completed and determined to be adequate to serve the proposed development.

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12.  Any dwelling in an R.C 4 or R.C. 5 zone may be subject to inconveniences or discomforts arising from agricultural operations, including but not limited to noise, odors, dust, the operation of machinery of any kind during a 24-hour period (including aircraft, the storage and disposal of manure, and the application by spraying or otherwise of chemical fertilizers, soil amendments, herbicides, and pesticide). Baltimore County shall not consider an agricultural operation to be a public nuisance, if the operation complies with these regulations and all Federal, State, and County Health or Environmental requirements.
13.  Trash collection, snow removal and road maintenance are to be provided to the junction of the panhandle and street right of way.
14.  Except as otherwise indicated, all building restriction lines shown hereon have been placed as the result of an interpretation only of currently applicable regulations and policies of the Baltimore County Department of Permits, Approvals and Inspections. Exceptions to these restrictions may apply.

The record plat shall be clearly drawn and conform to the requirements of Section 3-108 of the Real Property Article of the Annotated Code of Maryland relating to the making, filing, and recording of plats.

The following information is required on all record plats:

1.  North arrow and scale.
2.  Election and Councilmanic district, County, and State.
3.  Name of subdivision, including Section, Plat number, Re-sub of \_\_\_\_\_, etc. If the record plat is a resubdivision or amended plat, the date, old record plat references, and nature of the revision must be shown. Were easements or right-of-way, acquired off of the old plat? If so, a release of easements may be necessary before recordation.
4.  Date.
5.  Deed reference(s) of entire tract and tax account number(s).
6.  Names, addresses, and signatures of owner, developer and land surveyor with seal affixed.

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7.  Signature blocks for proper endorsements by:

Approved by the Director of Permits, Approvals and Inspections pursuant to section 32-4-272, Baltimore County Code:	
Director of Department of Permits, Approvals and Inspections.	Date
Approved:	
Director of Department of Environmental Protection and Sustainability.	Date

8.  Density Calculations:

- Zoning of Property
- Acreage, gross and net, per zoning requirements
- Density permitted
- Density proposed
- Total area of parcels/lots
- Total area of highway acquisition
- Total area of plat
- Open space required
- Open space provided or date of waiver
- Parking spaces required
- Parking spaces provided

In subdivisions that are recorded in sections or plats, the above information should be placed in a summary table showing the density for the entire tract as well as the density utilized by previous record plats for portions of the same tract, the density on the subject plat, and the remaining density.

For example.

Tabulation	Total Tract	Subject Section	Previous Sections	Density Remaining
Gross Area				
Net Area				
Etc.				

9.  On large areas where more than one plat is required, each plat must be self-sufficient in that all lines shown on a plat must be described on the same plat. (i.e. do not refer to plat 1 of 5 to define an area on plat 5 of 5)

10.  Vicinity map, 1" = 1000' or larger, showing existing and proposed streets with street names and shading the subject area of the plat. Provide a north arrow.

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11.  Adjacent Owner's name(s), Tax account, Deed Reference, and record plat reference (if applicable) shall be shown on the plat.
12.  A heavy line indicating the boundary of the subdivision with bearings and dimensions indicated.
13.  Exact location, widths and names of all streets within the subdivision and widths of alleys and crosswalks.
14.  Easements, reservations or rights-of-way provided for public services or utilities in the subdivision, and any limitations of such easements. Revertible slope easements are needed along existing roads frontages.
15.  Accurate outlines of any areas to be reserved for common use by residents of the subdivision, or for general public use, with the purposes indicated thereon.
16.  Front building lines shown graphically, with dimensions, and any self-imposed restrictions.
17.  House numbers, block, lot, and lot numbers and lines with accurate bearings and dimensions of all block and lot lines, including lengths or arcs and radii. Acreage of lots (optional)
18.  Outline and description of existing structures on the site. Label what is intended for each existing structure.
19.  Show and label existing paving and/or existing curb and gutter along all frontages.
20.  Indicate all corners and other points in their proper places.
21.  Provide three (3) coordinate ticks and a list of coordinates for all corners and curves.
22.  Curve data shall include radius, length, tangent, delta, and chord.
23.  Delineation and area of floodplain in accordance with the Baltimore County Code Article 32, Title 4, Section 414.
24.  All easements, etc., clearly labeled and shown, with a clear and definite point of beginning and termination and enough information to allow for the easement to be easily defined in the field.
25.  Private easements over panhandles and other use-in-common drives should be labeled "Private Easement for Ingress, Egress Maintenance and Utilities."

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- 26.  For sidewalk and drainage and utility easements add the following to the standard notes - "Sidewalks that are located in sidewalk and drainage and utility easements are subject to the terms and conditions of Title 3 of Article 18 of the Baltimore County Code, as amended from time to time".
- 27.  Highway widening labeled and area given. Revertible slope easements labeled and hatched ///. Slopes and other easements should run through each other if necessary.
- 28.  Any existing easements or fee areas should be hatched with R/W number and deed reference indicated.
- 29.  Label the PAI number using bold font in the lower right quadrant of the plat.

The following titles shall be indicated on the record plat. In addition, acreage of all areas must be indicated.

- 1.  Storm Water Management Facilities:

Facilities to be owned and maintained by Baltimore County:

"Storm Water Management Reservation"

Facilities to be owned and maintained by a homeowner's association or condominium association:

"H.O.A. Storm Water Management Area"

Or

"Condominium Storm Water Management Area"

Facilities located within a single commercial or industrial property to be privately maintained:

"Storm Water Management Easement"

Facilities located within a commercial or Industrial park serving more than one individually owned or leased lot to be privately maintained:

"Joint Industrial Storm Water Management Area"

Or

"Joint Commercial Storm Water Management Area"

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- 2.  Flood Plains:
  - County Owned - "100 Year Flood Plain Reservation"
  - Property Owner - "100 Year Flood Plain, Drainage and Utility Easement"
  - Or
  - 100 Year Tidal Flood Plain and Drainage and Utility Easement
  
- 3.  Greenways:
  - County Owned - "Greenway Reservation"
  - Property Owner - "Greenway Easement"
  
- 4.  Open Space:
  - County Owned - "Local Open Space"
  
- 5.  Sidewalk Easements:
  - "Sidewalk Easement and Drainage and Utility Easement."

Other Pertinent Information:

- 1.  Lettering is to be a minimum 0.08 inches with all capital letters.
  
- 2.  Leave a blank area (approximately a 4 inches high by 4 inches wide) in the lower right quadrant of the plan for the state recording stamp.
  
- 3.  Minimum building setbacks are required along all roadway frontages. Minimum building setbacks are also required unless there are minimum setbacks from environmental features.
  
- 4.  A signature block should be placed on the drawing along the bottom border of the drawing as follows:

PWA COMPLETED _____
ZONING _____
DEV. DESIGN _____
DEV. ENGINEER _____
STREETS, NUMBERING _____
REAL ESTATE COMPLIANCE _____
PARKS & RECREATION _____

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The Department of Permits, Approvals and Inspections requires that a Dedication Table appear on all construction drawings, any type of development plans and record plats. This table is to be used to identify the various rights of way that are to be dedicated to Baltimore County as shown on those plans and record plats.

DEDICATION TABLE

The following rights of way are to be conveyed to Baltimore County by the developer/owner of this property as a condition of approval of these plans.

TYPE OF CONVEYANCE	NO.	TOTAL AREA**
ACCESS EASEMENT		
CHESAPEAKE BAY CRITICAL AREA EASEMENT		
CONSERVANCY AREA EASEMENT		
DRAINAGE AND UTILITY EASEMENT		
FIRE SUPPRESSION TANK EASEMENT		
FLOODPLAIN EASEMENT		
FLOODPLAIN RESERVATION		
FOREST BUFFER EASEMENT		
FOREST BUFFER RESERVATION		
FOREST BUFFER AND FOREST CONSERVATION EASEMENT		
FOREST BUFFER AND FOREST CONSERVATION RESERVATION		
FOREST CONSERVATION EASEMENT		
FOREST CONSERVATION RESERVATION		
GREENWAY EASEMENT		
GREENWAY RESERVATION		
HIGHWAY WIDENING		
LOCAL OPEN SPACE		
HIGHWAY EASEMENT		
REVERTIBLE SLOPE EASEMENT		
HIGHWAY RIGHT-OF-WAY		
SIGHT LINE EASEMENT		
STORMWATER MANAGEMENT EASEMENT		
STORMWATER MANAGEMENT RESERVATION		
TEMPORARY EASEMENT – any type		
TURN AROUND EASEMENT		
WETLANDS MITIGATION EASEMENT		

**\*\*NOTE: Total Areas shown in this table are approximate only. Refer to the record plat or right of way drawing for exact areas.**

\* SELECT THE TYPES OF RIGHT OF WAY THAT APPLY TO YOUR PROJECT THEN CONSTRUCT THE TABLE ACCORDINGLY.

All plats, if applicable, must note that “The areas between the sight line and the curb line must be cleared, graded, and kept free of any obstructions.”