

BALTIMORE COUNTY

DEPARTMENT OF PERMITS APPROVALS AND INSPECTIONS

Record Plat Processing

The Department of Permits Approval Inspections (PAI) is responsible for the processing and recording of record plats. In an effort to assist property owners, developers and consultants in preparing plats, the office offers the following information and guidelines:

New Subdivision Record Plats

Check-print Submittal - Prior to submitting an original Mylar plat for county signatures, the applicant must submit 16 check-prints of the record plat for county review. Submittals shall be made to PAI, room 123, Baltimore County Office Building. PAI will distribute the check-prints to the appropriate county agencies for review and comments. County agency comments will be returned to the submitting engineer in approximately 15 days.

Final Submittal – Once county agency comments from the check-print review process are addressed, the applicant may submit the original Mylar record plat and two (2) prints for county approval. Also, return the county agency comments along with your final submittal. Please be advised that, in addition to pertinent county agency approvals, PAI cannot approve or record the plat until the following are in place:

- _____ Plat must show the correct tax account numbers of the existing lots, parcels and any other property that is part of the subdivision. It is important that these be shown correctly at the check-print phase.
- _____ Plat name must be the same name in which the subdivision was processed through the county.
- _____ Plat must bear the original signatures of the property owners of the existing lots or parcels that are part of the subdivision.
- _____ A Public Works Agreement (PWA), if required, must be fully executed.
- _____ The names of the property owner(s) shown on the PWA must match the names of the property owner(s) shown on the plat.
- _____ Written evidence from the County's Office of Budget and Finance that property taxes are paid in full for the current tax year.
- _____ Paid receipt from the County's Office of Budget and Finance for payment of any benefit assessments or construction loan charges due.
- _____ If the plat involves property owned by separate entities or individuals and results in a change in property lines, a deed is required to correct the title lines of the property to match the plat. A draft of this deed must accompany the submission of the Mylar plat.

The following note must be placed on all Record Plats:

_____ **"The development as proposed will include protective measures adequate to prevent erosion or sloughing of any steep slopes as defined by Section 32-4-101 of the Baltimore County Code and promote the preservation of the natural topographic features of the steep slope. This will be achieved by providing Erosion and Sediment Control measures in accordance with the requirements of the Baltimore County Soil Conservation District and the current State of Maryland Specifications for Soil Erosion and Sediment Control."**

_____ A check made payable to the CLERK OF THE COURT for recording fees as follows:

\$10 per sheet to record among the Land Records of Baltimore County;

\$ 5 to obtain a Mylar recorded sheet;

\$ 2 to obtain paper recorded sheet

Amendment(s) to Previously Recorded Plats

Unless it is an extensive re-subdivision or amendment to an existing plat, refinements/amendments may be processed without first submitting check-prints of the plat. Please include two prints along with the Mylar record plat for processing. In addition to county agency approvals of the plat, the following is required.

_____ Include the prior plat name and prior recording reference on the revised/amended plat.

_____ Include a "Reason for Refinement/Amendment" or "Purpose of Refinement/Amendment" note on the plat describing the nature of the refinement, amendment, or re-subdivision including specific changes to lot lines etc.

If you have any questions regarding the processing of plats please contact Joe Chmura of this office at 410-887-3335.