

Deed Submittals Must Have:

- Checklist for Deed Packages – Must be completed and submitted with all deed packages (effective 1/31/09).
 - Project Name
 - Identify project as a Major or Minor Subdivision.
 - Job Order Number (XXX-XXXX-XXXX)
 - Completed State of Maryland Land Instrument Intake Sheets.
 - Intake sheets are needed for every deed that is to be recorded.
 - Sections 6 through 10 must be completed.
 - An original Attorney Certification
 - No more than 30 days old (expires in 60 days).
 - The online manual is the “2007” edition.
 - An original Engineer Certification
 - Signed, Sealed and Dated.
 - Original Mylars (if applicable)
 - Mylar must be 8.5”X14”, signed, sealed and dated.
 - Partial Releases for fee simple deeds and Substitute Trustee documents must be recorded prior to submittal where applicable.
 - Land Acquisition does not record these documents.
- ❖ **IMPORTANT:** If any of these items do not accompany your Deed Submittal it will be rejected and returned.

Baltimore County Department of Permits and Development Management
Bureau of Land Acquisition
111 W. Chesapeake Ave., Room 319
410-887-3253

CHECKLIST FOR DEED PACKAGES

- _____ One full size print of record plat, plat to be recorded or minor subdivision plan as applicable.
- _____ Original (wet signature) Attorney Certification dated well within 60 days of submittal and formatted exactly as one of the two examples in the “Right of Way Documents Manual” with insurance policy information (company, policy# and amounts) stated.
- _____ Original (wet signature) Engineer’s or Surveyor’s Certification, as appropriate, with insurance policy information (company, policy# and amounts) stated. Record plats must be listed. We will fill in the assigned Right of Way plat numbers.
- _____ Job Order number—This is not the PWA# nor the PDM#. Development Plans Review can usually supply the number if the Engineer does not have it.
- _____ Original mylars (using the approved Bureau of Land Acquisition plat format) for each Right of Way plat. Mylars must be 8.5” X 14”, signed and sealed by the Engineer or Surveyor.
- _____ Original (wet signature) instruments fully signed, WITNESSED, and notarized.
- _____ Each instrument signed by the preparing attorney certifying that he/she is admitted to practice before the Maryland Court of Appeals.
- _____ Correctly completed intake sheets for each instrument including the property tax account number. The intake sheet is critical to the recording process; we CANNOT accept instruments without them.
- _____ Tax account numbers for each reservation on a record plat except roadbeds. However, highway widenings must include the tax account number for the property adjacent to the widening.
- _____ Correct County signature page on each instrument as per the manual. Fee deeds, declarations and deeds of release must have the longer “Approved for Legal Form and Sufficiency” (complete with fine print) and the approval line for the County Administrative Officer. Deed and Agreements, stormwater management deeds of declaration and deeds of easement need only “Reviewed for Baltimore County Requirements”, Office of the County Attorney. Please carefully follow the Manual format for each kind of instrument; the various Department Heads are not interchangeable and do not appear at all on dedications from Record Plats except for roadbeds and highway widenings.
- _____ Please be sure stormwater management reservations have come through their one-year maintenance period and are approved for acceptance by the Department of Environmental Protection and Resource Management (DEPRM) before submitting a deed. Submitting a copy of DEPRM’s letter accepting the facility avoids a 15-day delay in processing.

PDM Bureau of Land Acquisition
Checklist for Deed Packages
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- _____ Please pay outstanding taxes on reservations, etc. We cannot record the deed no matter how small the amount.
- _____ All Partial Releases for fee simple deeds and Substitute Trustee documents must be recorded prior to deed package submittal. We do not record these documents.
- _____ PLEASE make an effort to submit a correct COMPLETE package. Delays and problems are substantially avoided. Submit packages to the Bureau of Land Acquisition at the address referenced above.
- _____ Please be aware the instruments you submit IF they are completely correct and IF they do not need DEPRM's signature, will take at least 6 weeks to go to record. In addition, Land Records is two months behind providing reference numbers. If you plan to sell the property in the near future, we strongly suggest you Save and Except the rights of way dedicated in the package you submitted.

❖ **IMPORTANT**: Items not checked off on this list may lead to the rejection of the Deed Package.

Your time and cooperation are greatly appreciated.

Deed Package Information:

Project Name: _____

Job Order Number: _____ Major or Minor Sub?: _____

Contact Information:

Name & Title: _____

Company: _____

Address: _____ Phone #: _____

Email: _____

Sign: _____ Date: _____