

RECORD PLAT REVIEW CHECKLIST



CITY OF ROCKVILLE
 Department of Public Works
 111 Maryland Avenue
 Rockville, MD 20850
 240-314-8500

Project Name: _____

Engineering Firm: _____

Property Address: _____

Subdivision: _____

Phone No.: _____

Planning Permit No.: _____

Contact Person: _____

FTPO No.: _____

CITY USE ONLY

	Submittal Date	City Review Dates & Initials
Public Works Permit No.: _____	_____	_____
Sediment Control Permit No.: _____	_____	_____
Stormwater Mgmt. Permit No.: _____	Design Acceptable	Date
Forest Conservation (FTP) No.: _____	_____	_____
Building Permit No.: _____	_____	_____

Legend:

- Complete
- INC Incomplete/Incorrect
- NA Not Applicable

This checklist has been developed to provide specific instructions to engineers. All items are expected to be addressed in the first submittal, unless indicated otherwise. Failure to do so will result in less than a full first review. Surveyor shall review the entire check list, prior to first submittal, and check the box in the left-hand column ("Surveyor's Initial Submission") to indicate compliance. Surveyor must sign the last page.

RECORD PLAT REVIEW CHECKLIST

Surveyor's
Initial
Submission

Rockville's
Review

1st

2nd

SUBMISSION

- | | | | |
|--------------------------|---|-------|-------|
| <input type="checkbox"/> | Transmittal explaining purpose of submission. | _____ | _____ |
| <input type="checkbox"/> | Completed Plat Application and Submission Fee. | _____ | _____ |
| <input type="checkbox"/> | Two (2) copies of the approved site plan or subdivision plan, PRU, RTH, etc., with approval letter. | _____ | _____ |
| <input type="checkbox"/> | Two (2) copies of public improvement plans. | _____ | _____ |
| <input type="checkbox"/> | Two (2) copies of stormwater management plans. | _____ | _____ |
| <input type="checkbox"/> | Two (2) copies of all existing easements. | _____ | _____ |
| <input type="checkbox"/> | Two (2) copies of deed(s). | _____ | _____ |
| <input type="checkbox"/> | Show existing improvements which will remain. | _____ | _____ |

SURVEYOR'S CERTIFICATE

- | | | | |
|--------------------------|---|-------|-------|
| <input type="checkbox"/> | Show all recordation of conveyance with dates. | _____ | _____ |
| <input type="checkbox"/> | Establish that pipes and monuments will be set at finished grade, in accordance with Division 4, Section 25-776 of the Rockville City Code. | _____ | _____ |
| <input type="checkbox"/> | Give total area of plat and area of street dedication in square feet and acres. | _____ | _____ |
| <input type="checkbox"/> | Plat is certified correct and is signed and sealed by a Maryland registered surveyor and engineer, if necessary. | _____ | _____ |

OWNER'S DEDICATION

- | | | | |
|--------------------------|---|-------|-------|
| <input type="checkbox"/> | Owner adopts plan of subdivision. | _____ | _____ |
| <input type="checkbox"/> | Dedicate all streets to public use and/or to public use and private maintenance. | _____ | _____ |
| <input type="checkbox"/> | Establish minimum building restriction lines. | _____ | _____ |
| <input type="checkbox"/> | Show and grant easements to be established by plat. The terms of the easement should include maintenance, installation, etc. Types of easements that can be established by plat include PUE's, (with PUE recordation information), grading and slope easements, sidewalk/bike path/pedestrian easements, water, sewer and storm drain easements, ingress/egress easements, surface drainage easements, etc. | _____ | _____ |
| <input type="checkbox"/> | Include a statement which reads, "Will cause monumentation to be placed as shown." | _____ | _____ |

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- Parties of Interest Note should include language such as: There are no recorded suits, actions of law, leases, liens, mortgages or trusts affecting the property included in this plat of subdivision except certain deeds of trust, etc., and all parties of interest thereto, have below indicated their assent. (Not all plats will contain this exact language.)
- Stormwater Management Easements to be shown on plat (created by a separate recorded document). Locations shall be verified with maintenance agreement location sketch. Include note: **"and further, we grant to City of Rockville, Maryland, and assigns a "Stormwater Management Easement", said easement being granted with the terms and provisions set forth in a separate document entitled "Stormwater Management Easement, Stormwater Management Inspection and Maintenance Agreement" recorded concurrently herewith among the Land Records of Montgomery County, Maryland. Said agreement being incorporated herein by this reference."** (Or include Liber/Folio if recorded).
- Forest Conservation Easements are also established by a separate document and location should be shown on plat. (May be handled just like a Stormwater Management Easement or any other easement.)

ADJACENT PARCELS, EASEMENTS AND RIGHTS OF WAY

- Show existing and proposed easements.
- Reference easements to be abandoned, by a separate document, or previous abandonment.
- Locations of new utilities match locations of new easements being established.
- Show all existing deed lines and reference Liber or Folio numbers or lots and blocks.
- Names and deed reference must be shown for all adjoining unplatted land.
- Plat number, lot, block, and subdivision information must be shown for all adjoining platted land.
- Show and identify locations of existing survey property corner markers.
- Show and identify locations of property corner markers that will be set.

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GENERAL PLAT INFORMATION

- | | | | |
|--------------------------|---|-------|-------|
| <input type="checkbox"/> | Vicinity map with scale. | _____ | _____ |
| <input type="checkbox"/> | Show all proposed or previously dedicated street names, and right-of-way widths. Give recordation information, if applicable. | _____ | _____ |
| <input type="checkbox"/> | Show metes and bounds for all curve and line data in a clockwise direction. Curve data shall be in a curve table. | _____ | _____ |
| <input type="checkbox"/> | Show all lot numbers, blocks and lot areas. Each block, and the lots within each, shall be consecutively labeled. | _____ | _____ |
| <input type="checkbox"/> | Show all parcel letters, blocks, and parcel areas. Each block, and the lots within each, shall be consecutively labeled. | _____ | _____ |
| <input type="checkbox"/> | All information shown on title block is correct and consistent with any predetermined subdivision name. The information should include the lots and blocks being created, the subdivision name, street dedication, street name, municipality, county, state and election district. When it is a resubdivision, the lot, block and subdivision of the property being resubdivided must be included in parenthesis. | _____ | _____ |
| <input type="checkbox"/> | Note as to Public/Private water and sewer service. | _____ | _____ |
| <input type="checkbox"/> | City of Rockville approval block with Planning Commission Chair and City Manager signatures and approval date. | _____ | _____ |
| <input type="checkbox"/> | Recordation Block (Date:, Plat:). | _____ | _____ |
| <input type="checkbox"/> | Note referencing floodplain study. | _____ | _____ |
| <input type="checkbox"/> | Show limit of approved 100-year flood plain and/or stream buffer. | _____ | _____ |
| <input type="checkbox"/> | All signature blocks are filled in. | _____ | _____ |
| <input type="checkbox"/> | Name and address of firm preparing plat with date completed. | _____ | _____ |
| <input type="checkbox"/> | Label or included by note all properties that will be conveyed to the HOA or the City of Rockville. | _____ | _____ |
| <input type="checkbox"/> | Include in a note all easements to be dedicated concurrently with the plat, if not granted by plat (i.e., Stormwater Management or Forest Conservation). | _____ | _____ |

PLAT OF CORRECTIONS

- | | | | |
|--------------------------|--|-------|-------|
| <input type="checkbox"/> | For correction plats, all previous information to be corrected should be clearly identified as such (with the use of dashed lines, stippled numbers, etc.), and all new information to be established use heavier line weights or other methods to clarify its intent. | _____ | _____ |
|--------------------------|--|-------|-------|

RECORD PLAT REVIEW CHECKLIST

ADDITIONAL REQUIREMENTS

COMMENTS

All items that are applicable to the plans being submitted for review should be checked in the left-hand column labeled "Surveyor's Initial Submission." Items that do not apply should be indicated (N/A). Items that do apply but are not checked must be explained. Attach a separate sheet of paper, if necessary.

Date

Name of Firm

Signature of Responsible Person

Type or Print Name

WebDoc 5/16/2006

Title