



RECORD PLAT REVIEW CHECKLIST
August 2020
 CITY OF ROCKVILLE
 DEPARTMENT OF PUBLIC WORKS (DPW)
 111 Maryland Avenue
 Rockville, Maryland 20850
 240-314-8500
www.rockvillemd.gov

Project Information:

Project Name: _____

Legal Description: Subdivision: _____ Lot(s) and Block(s): _____ Parcel(s): _____

Property Address: _____

Tax Acct. ID(s): _____

Surveying Firm: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

PDS Case No.: _____

PLT No.: _____ (assigned by PDS)

Information Included on Proposed Plat (check all that apply)

<input type="checkbox"/> Public R/W Dedication	<input type="checkbox"/> Ownership Plat
<input type="checkbox"/> MSHA Dedication	<input type="checkbox"/> Forest Conservation Easement
<input type="checkbox"/> Public Improvement Easement	<input type="checkbox"/> Stormwater Management Easement
<input type="checkbox"/> Floodplain	<input type="checkbox"/> Water and/or Sewer Easement
<input type="checkbox"/> Resubdivision	<input type="checkbox"/> Other Easements (please list)
<input type="checkbox"/> Plat of Correction	_____

How to Use this Checklist:

This checklist has been developed to provide the engineer/surveyor with guidance in preparing and submitting Record Plats. All items in this checklist must be addressed. The engineer/surveyor must complete each item in the checklist prior to submittal and indicate the status by completing the left hand column entitled "Initial Submission." The legend below shall be used to complete this column. Any items that are marked INC (incomplete) must be explained. The engineer/ surveyor must sign this checklist indicating that it has been completed in accordance with this guidance and the Submission Acceptance Policy below.

Legend: = Complete or Provided, N/A = Not Applicable, INC = Incomplete (provide explanation)

Submission Acceptance Policy:

Correctly filling out this checklist will assist in the acceptance, review and approval process. All of the items in SECTION A - APPLICATION SECTION must be provided with the initial submission for the City to accept the package and forward it to the Reviewer. Incomplete submissions may be rejected. Once forwarded to the Reviewer, the Reviewer will have one week to review the package for the items listed in SECTION B - SUBMISSION REQUIREMENTS. Failure to include the required items or to explain items not included may result in the rejection of the submission without review.

Name of Firm

Date

Signature of Responsible Person

Responsible Person's Name

Title

RECORD PLAT REVIEW CHECKLIST - PAGE 2

Initial Submission	Rockville's Review		
	1st	2nd	3rd
A) SUBMISSION REQUIREMENTS			
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____
4 _____	_____	_____	_____
5 _____	_____	_____	_____
6 _____	_____	_____	_____
7 _____	_____	_____	_____
B) GENERAL PLAT INFORMATION			
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____
4 _____	_____	_____	_____
5 _____	_____	_____	_____
6 _____	_____	_____	_____
7 _____	_____	_____	_____
8 _____	_____	_____	_____
9 _____	_____	_____	_____
10 _____	_____	_____	_____
11 _____	_____	_____	_____
12 _____	_____	_____	_____
13 _____	_____	_____	_____
14 _____	_____	_____	_____
15 _____	_____	_____	_____
16 _____	_____	_____	_____
17 _____	_____	_____	_____
18 _____	_____	_____	_____
19 _____	_____	_____	_____

RECORD PLAT REVIEW CHECKLIST - PAGE 3

Initial Submission		Rockville's Review		
		1st	2nd	3rd
C) ADJACENT PARCELS, EASEMENTS AND RIGHTS-OF-WAY				
1	_____ All existing and proposed easements delineated and labeled with recording information	_____	_____	_____
2	_____ Reference easements to be abandoned. Abandonment of easements must be by separate document	_____	_____	_____
3	_____ All existing deed lines and reference Liber/Folio numbers or lots and blocks of property shown and labeled	_____	_____	_____
4	_____ Owners' names and deed references must be labeled for adjoining unplatted land. Plat number, subdivision, lot and block labeled for adjoining platted land	_____	_____	_____
5	_____ Show and identify type of all existing survey property corner markers (i.e., iron pipe found)	_____	_____	_____
6	_____ Show and identify type of property corner markers that will be set	_____	_____	_____
D) SURVEYOR'S CERTIFICATE				
1	_____ Property conveyance with dates and recording information	_____	_____	_____
2	_____ Statement that pipes and monuments will be set at finished grade, in accordance with applicable City of Rockville Code	_____	_____	_____
3	_____ Label total area of plat and area of R/W dedication in acres and square feet	_____	_____	_____
4	_____ Plat certification signed by a Maryland Registered Land Surveyor and by a Professional Engineer when required by Maryland Code	_____	_____	_____
E) OWNER'S DEDICATION				
1	_____ Statement that owner adopts the plan of subdivision	_____	_____	_____
2	_____ Owner dedication of streets to public use and/or to public use and private maintenance	_____	_____	_____
3	_____ Establishes minimum building restriction lines	_____	_____	_____
4	_____ Grant easements to be established by the plat. If granted by the plat, the terms of the easement should be stated (i.e., installation, maintenance, etc.). Types of easements that can be established by Owner's Dedication include PUE's, bikepath/pedestrian/sidewalk easements, and easements for grading, ingress/egress, water, sewer, storm drain, slopes and surface drainage	_____	_____	_____
5	_____ Language that states that the owner "will cause monumentation and pipes to be set as shown on the plat" in accordance with applicable City of Rockville Code	_____	_____	_____
6	_____ 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 trusts, etc., and all parties of interest thereto have below indicated their assent." (Not all plats will contain this exact language)	_____	_____	_____
7	_____ Stormwater Management Easements to be shown on plat (created by a separate recorded document). Verify locations with maintenance agreement sketch. Include as 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 previously recorded)	_____	_____	_____
8	_____ Forest Conservation Easements to be shown on plat and noted as created by a separate recorded document	_____	_____	_____

RECORD PLAT REVIEW CHECKLIST - PAGE 4

**Initial
Submission**

**Rockville's Review
1st 2nd 3rd**

F) PLAT OF CORRECTION

1 _____ Plat of correction must show all previously recorded information to be corrected _____
with lines of a lighter weight, dashed lines, stippled numbers, etc. All new _____
information to be established by the plat of correction is to be shown using heavier
line weights so that the new information is clear

COMMENTS:
