

FULL SIZED DRAFTED DONATION PLAT REQUIREMENTS
(In addition to the Standard SHA Drafters Plat Checklist)

- ☐ The 1st submittal of the Donation Plat should be forwarded to the Access Management reviewer at the local district office. The submittal should contain the Access Management tracking number and be to the attention of the Access Management project reviewer. After Access Management reviews the plat, it is then submitted to the Plats & Surveys Division for their review. Plats & Surveys will supply the redline markup of the plat and/or comments directly via email to the firm preparing the plat. Any additional plat submittals will be coordinated directly between Plats & Surveys and the firm preparing the plat. The Access Management reviewer will be copied on all correspondence transmitted.
- ☐ The Drafter's Plat Checklist must be submitted with the 1st plat submittal.
- ☐ Existing SHA right of way plats and/or right width information should be obtained from SHA's Office of Real Estate – Records & Research Section. They can be contacted at ORERecordsAndResearch@sha.state.md.us. A copy of the response letter from Records & Research should be submitted to Plats & Surveys with the first submittal.
- ☐ SHA field books for re-establishing the baseline of right of way can be obtained from the Plats & Surveys bookroom, located at 211 E. Madison Street Baltimore, MD 21202. Contact the Book Room @ 410-545-8966 or surveys@sha.state.md.us for more information.
- ☐ A surveyors report should be submitted to Plats & Surveys detailing how the existing baseline of right way and/or right of way width was re-established.
- ☐ 2 sets of Maryland NAD 83/91 Coordinate System values must be shown on each baseline on the plat. A standard control note will be shown on the plat depicting the control stations used for the survey. Contact Erik Donald @ 410-545-8976 or EDonald@sha.state.md.us for information about SHA survey control monuments.
- ☐ A bearing & distance reference to 2 or more physical property corners must be shown, along with a deed/plat reference to the property corner. Use survey control stations if no property corners exist. This can also be shown with a station & offset to the physical corners or control stations from the baseline of right of way.
- ☐ A copy of the SDAT sheet, for each parcel being impacted by the donation, should be submitted with the first plat submittal.
- ☐ The Existing Right of Way should be shown on both sides of the donated parcel to show where the right of way lines extend beyond the subject property.
- ☐ The metes & bounds must be shown in a clockwise direction. The Point of Beginning should start on the new Right of Way Line & Donation line and preferably at a property marker.

- ☐ SHA/Plats & Surveys will obtain an Item Number for the fee simple property and/or easements being donated. This is a general tracking number used for each parcel acquisition.
- ☐ SHA/Plats & Surveys will obtain a 'RR xxx-xxx-xxx' contract number from the appropriate District Office.
- ☐ SHA/Plats & Surveys will provide a plat number for the newly prepared plat.
- ☐ Once the plat is issued, the deed of donation is prepared by the district Right of Way office and SHA's attorneys. Contact information for the district Right of Way office will be listed on the transmittal for the issued plat.
- ☐ All plat sheets will measure 22"x 34.5" with a ½" border on the top, bottom, and right side and a 1" border on the left side.
- ☐ Plat borders, example plats, research request forms, right of way re-establishment guidelines, drafting checklists, CADD notes and line work guidelines, and standard MicroStation cells or Auto CADD blocks are available for download on the following website:
[www.roads.maryland.gov /Business Center /Surveyor's Center](http://www.roads.maryland.gov/BusinessCenter/Surveyor%20sCenter)
Hyperlink <http://www.marylandroads.com/index.aspx?PageID=29>