
MEMORANDUM

TO: ALL USERS OF THE MDOT SHA PLATS AND SURVEYS DIVISION PLAT
MANUAL

FROM:  OHD DIRECTOR ERIC E. MARABELLO, P. E.

SUBJECT: PLATS AND SURVEYS DIVISION PLAT MANUAL ISSUANCE

DATE: JANUARY 25, 2021

**RESPONSE
REQUESTED** N/A
BY:



PURPOSE OF MEMORANDUM

To notify Maryland Department of Transportation State Highway Administration (MDOT SHA) employees, consultants currently under contract with MDOT SHA, and the public of the issuance of a Plat Manual prepared by the Office of Highway Development (OHD) Plats and Surveys Division (PSD).

SUMMARY

The MDOT SHA OHD PSD created a Plat Manual intended for use by all State of Maryland employees, consultants, and the public engaged in the preparation of plats intended to be issued by MDOT SHA. Effective immediately, this office will begin implementation of the practices, standards, and specifications as described therein. The information contained within this manual will apply to all new projects issued a notice to proceed after the date of this memorandum. Existing projects should continue to be performed based on the specifications as described under its task assignment. This manual and its included procedures and practices will replace any former manuals pertaining to MDOT SHA plat preparation.

ANALYSIS

The PSD developed a Plat Manual (2020). The manual should provide clarity and set up guidelines for the preparation of MDOT SHA plats. This manual also includes research resources, specific deliverable examples, and PSD required task documentation. This manual will provide MDOT SHA Consultants and employees with guidelines to create consistent, quality acquisition documents to facilitate the transfer of property rights, from the initial land records research to the completion of an issued MDOT SHA right of way plat.

This manual is a living document. The PSD will make regular updates to this manual to address changes as they become necessary.

Director Eric E. Marabello, P.E.
Page Two

The consultant version of the manual will be available for public download on the Plats and Surveys Division page on the MDOT SHA website at www.roads.maryland.gov. Navigate to the page by selecting the “Business” tab at the top and then select “Surveyors Center” from the menu on the business page. An internal version of the manual will be available on the PSD intranet page.

The PSD would be happy to meet to discuss this manual. Contact information is included below. We would appreciate your review and comments by February 28, 2021, if possible.

Matthew G. Bloedorn, Prof. L.S.	Acting Division Chief	410-545-8516	mbloedorn@mdot.maryland.gov
Matthew A. Tilmes, Prof. L.S.	Assistant Division Chief	410-545-0041	mtilmes@mdot.maryland.gov

ATTACHMENTS

- MDOT SHA PSD Plat Manual 2020 – MDOT SHA Version (PDF)
- MDOT SHA PSD Plat Manual 2020 – Consultant Version (PDF)

cc: Barry C. Smith, Prof. L.S., P.E., Acting Division Chief, Office of Highway Development,
MDOT SHA
Matthew G. Bloedorn, Prof. L.S., Acting Division Chief, Office of Highway Development,
MDOT SHA
Matthew A. Tilmes, Prof. L.S., Assistant Division Chief, Office of Highway Development,
MDOT SHA