

Robert Hammond-Bey, Manager  
Records and Research Section -2nd Floor, M202  
State Highway Administration  
211 East Madison Street  
Baltimore MD 21202  
Telephone No. (410)545-2835

Date:

**PLEASE SEND ALL REQUESTS BY EMAIL OR FAX**  
Email: [ORERecordsAndResearch@mdot.maryland.gov](mailto:ORERecordsAndResearch@mdot.maryland.gov)

**PLEASE PRINT OR WRITE LEGIBLY**

Re: MD Rte. \_\_\_\_\_ County: \_\_\_\_\_

Limits: From: \_\_\_\_\_

To: \_\_\_\_\_

\*\*\* SHA ONLY \_\_\_\_\_ FMIS CHARGE # \_\_\_\_\_  
\*\*\*

Please furnish the latest Right of Way information relative to the above area.

I have enclosed a vicinity map and I understand you will forward this material as soon as possible.

Thank You \_\_\_\_\_

Print Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: MD \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Remarks: \_\_\_\_\_

**WE CANNOT PROCESS YOUR REQUEST WITHOUT A VICINITY MAP AS IT IS NECESSARY TO IDENTIFY THE  
PRECISE PROPERTY LOCATION.** ADC map is best.

**\*\*PLEASE NOTE, TO ORDER CONSTRUCTION PLANS (As-Builts), CROSS SECTIONS, ETC.,  
YOU MAY CONTACT AT : [SHA\\_OHD\\_PLAN\\_REQUEST@SHA.STATE.MD.US](mailto:SHA_OHD_PLAN_REQUEST@SHA.STATE.MD.US)**

Office of Highway Development / Design Technical Services Division.  
707 N. CALVERT ST.  
BALTIMORE MD 21201  
(410) 545-8405

**EACH OFFICE IS REGULATED BY SEPARATE PROCEDURES.**

## **IMPORTANT INFORMATION REGARDING PLAT REQUEST**

Please be advised that, by law, if a plat reflects any STATE HIGHWAY ADMINISTRATION acquisition, it is available to the general public. Phone requests for same day service should be placed by twelve o'clock noon.

The attached plat(s) which you request by number, however, may not necessarily represent this Administration's degree of title for the area depicted or be the latest plat(s) covering that area.

If the latest existing right-of-way information is needed, please include a vicinity map highlighting the area desired, and send the request and map either hard copy or email to the address below. In person requests are not encouraged because of the complex nature of the research and the volume of similar requests.

Personal research is available, but very limited. Please call in advance to schedule an appointment.

**STATE HIGHWAY ADMINISTRATION  
RECORDS and RESEARCH SECTION  
2nd FLOOR M 202  
211 EAST MADISON STREET  
BALTIMORE, MARYLAND 21202  
Phone: (410)545-2835  
Email: [ORERecordsAndResearch@mdot.maryland.gov](mailto:ORERecordsAndResearch@mdot.maryland.gov)**

If you have any questions regarding this matter, kindly telephone this office at the number listed below.

Very truly yours,

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**Robert Hammond-Bey, Manager  
Records and Research Section**

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State Highway Administration  
211 E. Madison St. 2nd Fl, M202  
Baltimore MD 21202

DATE:

**ORDER FORM FOR PLATS ONLY**  
**Must know plat Number**

***IF RESEARCH IS NEEDED PLEASE USE SEPARATE RESEARCH FORM.***

**ATTN: Records and Research**

Please furnish the plats listed below:


# of Copies: \_\_\_\_\_ R/W Contract: \_\_\_\_\_ County: \_\_\_\_\_

Your Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

Additional Remarks: \_\_\_\_\_

Please send me a research form

Call for pick-up

THANK YOU!!!  
Plats only form

Phone: (410) 545-2835  
Email: [ORERecordsAndResearch@mdot.maryland.gov](mailto:ORERecordsAndResearch@mdot.maryland.gov)

Dear Customer.

The State Highway Administration and the Office of Real Estate are committed to improving the quality of their customer service.

We are sincere in this effort and appreciate any suggestions or remarks regarding our service to you.

Sincerely,

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Contact Person

Robert Hammond-Bey, Manager  
Records and Research Section  
Phone: (410)545-0358  
RHammondBey@mdot.maryland.gov

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Why did you contact the Records and Research Section?

Plat Order       Research Request       Other (See Remarks)

The information requested was received in a timely manner.

Strongly Agree     Agree       Neutral     Disagree     Strongly Disagree

If you contacted us personally, you were treated in a courteous and professional manner.

Strongly Agree     Agree       Neutral     Disagree     Strongly Disagree

How can the Records and Research Section improve our service to you?

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Additional Remarks

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Name of Customer\_\_\_\_\_

Company Name\_\_\_\_\_

Address\_\_\_\_\_

Phone Number\_\_\_\_\_

**Check here if you wish to remain anonymous ( )**

