

SCANNED IMAGE DONATION PLAT REQUIREMENTS

<https://www.roads.maryland.gov/mdotsha/pages/index.aspx?Pageid=106>

- 1) The 1st submittal of the Donation Plat should be forwarded to the Access Management (AM) **local district office**. The submittal will be assigned to a AM project engineer and given a AM tracking number. After AM reviews the plat it is then submitted to the Plats & Surveys Division (PSD) for their review. PSD will supply the redline markup of the plat and a comment sheet directly to the firm preparing the plat. Any additional plat submittal reviews will be coordinated directly with the PSD and the firm preparing the plat. The AM reviewer will be copied on all correspondence transmitted.
- 2) Existing State Highway Administration (SHA) right of way plats and/or right of way width information should be obtained from SHA's Office of Real Estate (ORE) – Records & Research Section. Contact Robert Hammond-Bey @ 410-545-0358 or RHammondbey@mdot.maryland.gov for more information. A copy of the response letter from ORE should be submitted to AM with the first submittal.
- 3) Any subdivision plat produced and recorded prior to January 1st, 2010 that is not on NAD 83/91 datum but accurately reflects the SHA donation, will be accepted. Any subdivision plat produced on or after January 1st, 2010 must be on NAD 83/91 datum unless the current county subdivision regulations specify a different datum. For any available control information contact Erik Donald @ 410-545-8976 or EDonald@mdot.maryland.gov
- 4) SHA field books, for re-establishing the baseline of right of way, can be obtained from the Plats & Surveys Division (PSD) bookroom, located at 211 E. Madison Street Baltimore, MD 21202. For Book Room information contact Chris Hood @ 410-545-8979 CHood@mdot.maryland.gov or survey@mdot.maryland.gov
- 5) A copy of the SDAT sheet, for each parcel being impacted by the donation, should be submitted with the first plat submittal.
- 6) Additional Requirements: The SHA may request additional information such as a least squared adjustment report, copy of final boundary workmap showing all relevant evidence used to establish the boundary and/or right-of-way, a written narrative explaining the boundary determination, as well as other information that may be determined to be necessary.
- 7) The subdivision plat, depicting the area to be donated, must be reviewed by the Plats & Surveys Division for compliance to the following requirements **BEFORE** the subdivision is recorded with the county agency.

8) The subdivision plat must include a standard SHA Metes & Bounds box for fee simple or perpetual easement donations (Refer to page 4 for examples).

The box must include:

- A-1) For Montgomery County: In the header area, type:
LAND DEDICATED TO THE STATE OF MARYLAND FOR THE PURPOSES OF A PUBLIC ROAD.
- A-2) For Prince George's County: In the header area, type: **AREA TO BE DEDICATED TO THE MARYLAND STATE HIGHWAY ADMINISTRATION FOR PUBLIC USE.**
- A-3) For the 21 other counties: In the header area, type: **AREA TO BE CONVEYED TO THE MARYLAND STATE HIGHWAY ADMINISTRATION.**
- B) In the middle area of the Metes and Bounds box list the bearings, distances, and corresponding line designators for each course creating the donation area. For courses along curves list the radius, curve length, chord bearing, and chord distance. Bearings should be to the nearest second (00'') and distances to the hundredth of a foot (.01'). (Refer to page 6 for an example M&B box with curves)
 - The line designator should be shown with a number inside a bubble, a leader line, and a terminator to each of the corresponding courses on the subdivision plat (Refer to page 5 for example).
 - A POINT OF BEGINNING label should be noted on the subdivision corresponding to the 1st course in the Metes & Bounds box. The P.O.B. should begin on SHA's **NEW** Right Of Way Line & Donation Line (Refer to page 5 for example).
- C) In the footer area, type:
 - 1) For Montgomery County: **DEDICATION AREA.**
 - 2) For Prince George's County: **DEDICATION AREA.**
 - 3) For the 21 other counties: **FEE SIMPLE AREA** or **PERPETUAL EASEMENT AREA**, etc. depending on what is being donated to the SHA.

- 4) Show the parcel area in square feet (to the nearest foot) and the acreage (to three (3) decimal places). Ex. 0.123 ACRES +/-
- 5) Show the appropriate shading or cross-hatching depending on what is being donated to the SHA.

Fee Simple: solid light grey shading

Perpetual Easement: cross-hatching

AREA TO BE CONVEYED TO THE MARYLAND STATE HIGHWAY ADMINISTRATION	
1	R = 2010.88' L=678.19' CHD. N 25° 39' 27" E 674.98'
2	N 35° 19' 09" E 69.64'
3	R = 25.00' L=39.26' CHD. N 09° 40' 09" W 35.35'
4	N 54° 39' 27" W 15.01'
5	S 35° 19' 09" W 94.65'
6	R = 2050.88' L=691.06' CHD. S 25° 39' 59" W 687.79'
7	R = 625.36' L=40.01' CHD. S 73° 06' 38" E 40.00'
FEE SIMPLE AREA 31,045 SQ. FT. OR 0.713 ACRES± SHOWN THUS: 	

9) Four (4) grid ticks shall be provided on each subdivision plat or four (4) corner coordinates shall be shown on each corner of the plat border. This will allow our GIS staff to Georeference these plats into our database.

10) In cases where a Perpetual Discharge Easement ball with arrow(s) cell is needed, it should be labeled "Perpetual Discharge Easement" with a leader (see page 6) and shown in the plat legend area with a description (see below).

-  PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER FROM OR INTO EXISTING WATERWAY NATURAL DRAINAGE COURSE.
-  PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER UPON EXISTING GROUND.

- 11) See page 5 for example plat notations for the different counties & types of donations. See page 7 for an example of what the plat should look like.
- 12) After SHA's Plats & Surveys Division reviews and approves the subdivision plat for compliance, it can then be recorded among the County's Land Records. Plats & Surveys **must be notified** by the consultant that the plat was recorded and available on plats.net or a hard copy of the recorded plat must be submitted to the SHA's Plats & Surveys Division. If a subdivision plat is recorded **PRIOR** to Plats & Surveys approval, then an amended subdivision plat may need to be recorded or a full-sized donation plat may need to be prepared.
- 13) Upon receipt of the recorded subdivision plat, PSD will request a SHA item number for the parcel from which the donation is a part of. A dedication contract number (i.e. RR-000-000-000) will be created utilizing the project's route number, route suffix and district number code unless there is another specific project number to be used.
- 14) Upon receipt of the item number and contract number, Plats & Surveys will scan the recorded subdivision plat onto a standard SHA Right of Way Plat border (22" x 34.5" paper sheet). The SHA item number, contract, plat number, and title block information will be drafted onto the scanned image plat.
- 15) The scanned image plat will be plotted to mylar and will be signed, dated, and issued by the Plats & Surveys Division Chief. (Note: The plat **will not** be signed and sealed by the SHA's licensed surveyor)
- 16) The final Mylar will be sent to the Office of Real Estate, Records & Research Section, the District Right of Way Office, Access Management, & the consultant firm that prepared the subdivision plat. This step starts the deed of donation preparation and recording process which will be handled by SHA's District Right of Way offices. Contact information for those offices will be listed on the transmittal for the issued plat.
- 17) If the subdivision is to be re-recorded, for any reason, SHA's Plats & Surveys Division must be notified immediately so a revised scanned image plat can be issued. The revised subdivision plat must be reviewed for compliance to the above requirements before it is rerecorded.
- 18) Example plats, research request forms, right of way re-establishment guidelines, CADD notes and line work guidelines, and standard MicroStation cells are available for download at the following website:

Hyperlink: <https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=60>

**EXAMPLE M&B BOX FOR
MONTGOMERY COUNTY
(FEE SIMPLE & PERPETUAL
EASEMENT DONATION)**

LAND DEDICATED TO THE STATE OF MARYLAND FOR THE PURPOSES OF A PUBLIC ROAD		
1	N 00°00'00" E	50.00'
2	N 90°00'00" E	150.00'
3	S 00°00'00" E	50.00'
4	N 90°00'00" W	150.00'
DEDICATION AREA 7,500 SQ. FT. OR 0.172 ACRES± SHOWN THUS: 		

USE CROSS HATCHING
FOR PERPETUAL EASEMENT ↗

**EXAMPLE M&B BOX FOR
PRINCE GEORGES'S COUNTY
(FEE SIMPLE & PERPETUAL
EASEMENT DONATION)**

AREA TO BE DEDICATED TO THE MARYLAND STATE HIGHWAY ADMINISTRATION FOR PUBLIC USE		
1	N 00°00'00" E	50.00'
2	N 90°00'00" E	150.00'
3	S 00°00'00" E	50.00'
4	N 90°00'00" W	150.00'
DEDICATION AREA 7,500 SQ. FT. OR 0.172 ACRES± SHOWN THUS: 		

USE CROSS HATCHING
FOR PERPETUAL EASEMENT ↗

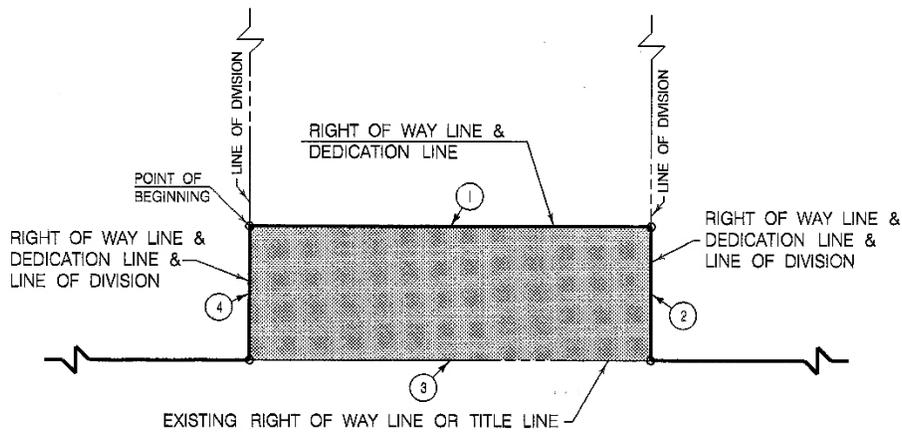
**EXAMPLE M&B BOX FOR
OTHER 21 COUNTIES
(FEE SIMPLE DONATION)**

AREA TO BE CONVEYED TO THE MARYLAND STATE HIGHWAY ADMINISTRATION		
1	N 00°00'00" E	50.00'
2	N 90°00'00" E	150.00'
3	S 00°00'00" E	50.00'
4	N 90°00'00" W	150.00'
FEE SIMPLE AREA 7,500 SQ. FT. OR 0.172 ACRES± SHOWN THUS: 		

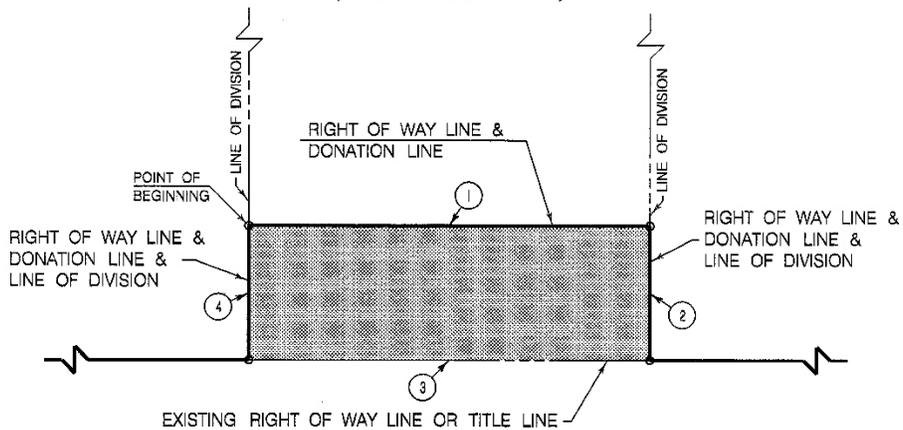
**EXAMPLE M&B BOX FOR
OTHER 21 COUNTIES
(PERPETUAL EASEMENT DONATION)**

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1	N 00°00'00" E	50.00'
2	N 90°00'00" E	150.00'
3	S 00°00'00" E	50.00'
4	N 90°00'00" W	150.00'
PERPETUAL EASEMENT AREA 7,500 SQ. FT. OR 0.172 ACRES± SHOWN THUS: 		

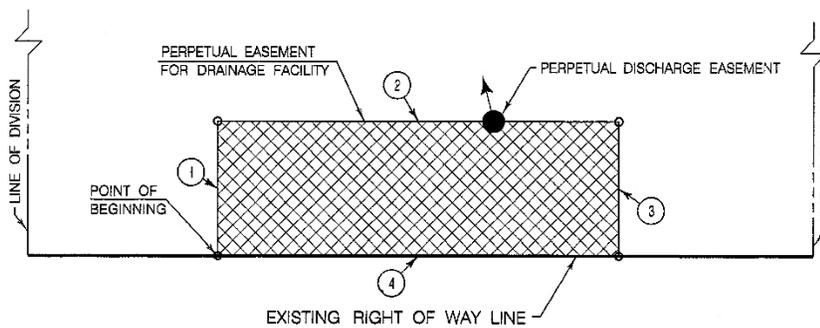
PLAT NOTATION EXAMPLE FOR
MONTGOMERY & PRINCE GEORGE'S COUNTIES
(FEE SIMPLE DONATION)



PLAT NOTATION EXAMPLE FOR
OTHER 21 COUNTIES
(FEE SIMPLE DONATION)



PLAT NOTATION EXAMPLE FOR
ALL 23 COUNTIES
(PERPETUAL EASEMENT DONATION &
PERPETUAL DISCHARGE EASEMENT)



OWNER CERTIFICATE

We, Vien An Buddhist Association, a Maryland Corporation, owners of the property shown and included hereon, hereby, adopt this plat of subdivision, dedicate street to State of Maryland for public use; hereby grant a 10' Public Utility Easement (P.U.E.) to the parties named in a document titled "Terms and Provisions of a Public Utility Easement" as recorded among the Land Records of Montgomery County, Maryland in Liber 3834 at Folio 457, subject to all current and applicable regulations of all federal, state and local governing agencies.

We, Vien An Buddhist Association, our successors and assigns will cause property corner markers to be set by a Maryland Licensed Land Surveyor, in accordance with Section 50.4.3.G of the Montgomery County Code (Subdivision of Land).

There are no suits of action, leases, liens, or trusts on the property included in this plat of subdivision.

Date: NOV 15, 17

Thuan Chien Nguyen
President, Vien An Buddhist Association

SURVEYOR CERTIFICATE

I hereby certify the survey information shown hereon is correct; that this plat of subdivision has been prepared in accordance with the Subdivision Regulations of Montgomery County, Maryland; that this plat is a subdivision of all the real property conveyed by, from Mo K. Kwon and Julie Kwon, to Vien An Buddhist Association, a Maryland corporation, by deed dated September 30, 2011, as recorded among the Land Records of Montgomery County, Maryland in Liber 42349 at Folio 484; that property corner markers will be set in accordance with Section 50.4.3.G of the Montgomery County Code (Subdivision of Land), if so employed.

The total area included in this plat of subdivision is 54,832 Square Feet or 1.2588 Acres of land, 613 Square Feet or 0.014 Acres dedicated to the State of Maryland by this plat for public use.

Date: 11/29/2017

John R. Wilmer
John R. Wilmer
Professional Land Surveyor
MD Reg. No. 10689
Two Year MDLPR Professional Land Surveyors License Renewal Date: 11/29/2017

LAND DEDICATED TO THE STATE OF MARYLAND FOR THE PURPOSES OF A PUBLIC ROAD

1	S: 87°44'14" W	3.14'
2	N: 14°37'33" E	208.40'
3	E: 87°46'30" E	3.77'
4	S: 14°37'33" W	204.13'

613 SQ. FT. OR 0.014 ACRES +/- SHOWING TRUSS HERE.

NOTES

The property included on this subdivision plat is currently zoned RE1.
The property is served by public water and sewer systems.
This subdivision record plat is not intended to show every matter affecting or restricting the ownership and use of the subject property. A subdivision record plat is not intended to replace an examination of title or to note all matters affecting title.
All terms, conditions, agreements, limitations, and requirements associated with any preliminary plan, site plan, project plan, or other plan allowing development of the property included on this plat as approved by the Montgomery County Planning Board are intended to survive and not be extinguished by the recording of this plat, unless expressly contemplated by the plat as approved. The official public files for any such plan are maintained by the Planning Board and are available for public review during normal business hours.
Development of the lots included on this Subdivision Record Plat is subject to the conditions of approval of Preliminary Subdivision Plan, MNCPPPC File No. 1-20160210 titled Vien An Buddhist Temple.
Property shown hereon, subject to the terms and conditions of a "Common Open Space Covenant" with Montgomery County, Maryland, for the operation and maintenance of private streets, storm drain systems, and/or open space areas, recorded among the Land Records of Montgomery County, Maryland in Liber 54547 at Folio 592.

RECEIVED
JAN 11 2018
Clerk of the Circuit Court
Montgomery County, Md.

22020290 12-14-0310 RE-1
THE MARYLAND NATIONAL CAPITAL PARK & PLANNING COMMISSION
THE MONTGOMERY COUNTY PLANNING BOARD
APPROVED: December 14, 2017

John R. Wilmer
CHAIRMAN
John R. Wilmer
SECRETARY/TREASURER

M.N.C.P. & P.C. RECORD FILE NUMBER: 6379-118

MONTGOMERY COUNTY, MARYLAND
DEPARTMENT OF PERMITTING SERVICES
APPROVED: November 21, 2017

Richard A. Jemel
DIRECTOR

PLAT NO. _____
DATE: _____

0 40' 80'
SCALE: 1" = 40'

SUBDIVISION RECORD PLAT
LOT 9, BLOCK A
COLESVILLE FARM ESTATES
COLESVILLE (5TH) ELECTION DISTRICT
MONTGOMERY COUNTY, MARYLAND

WITMER ASSOCIATES, LLC
Land Surveyors, Land Planners & Design
1800 Woodloch Forest, Suite 100, Gaithersburg, MD 20878
Tel: (301) 770-6400 Fax: (301) 770-6401 Email: info@witmer.com

DATE: NOV 2017 SHEET: 62715B TOTAL SHEETS: 1 OF 1

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DATE: NOV 2017 SHEET: 62715B TOTAL SHEETS: 1 OF 1

RECORDED COUNTY PLAT

SHA PLAT BORDER

