

ST. MARY'S COUNTY GOVERNMENT  
DEPARTMENT OF  
PUBLIC WORKS & TRANSPORTATION  
*George A. Erichsen, P.E., Director*



Francis Jack Russell, President  
Lawrence D. Jarboe, Commissioner  
Cynthia L. Jones, Commissioner  
Todd B. Morgan, Commissioner  
Daniel L. Morris, Commissioner

**MEMORANDUM**

TEC ITEM (File Number)

DATE: (Date)

RECEIVED: (Date)

TO: Robert E. Bowles, **Manager**, Development Services, Department of Land Use & Growth Management

FROM: Michael A. Barnes, **Engineer Technician**, Department of Public Works & Transportation

SUBJECT: **(File Number) – (Subdivision Name)**

**SURVEYOR:** (Surveyor Name)

**OWNER:** (Owner Name)

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We have reviewed the record plat for the referenced site and we have determined the following COMMENTS need to be addressed prior to the approval of the Record Plat.

**OR**

We have reviewed the record plat for the referenced site and we have determined that the plat meets the requirements of this Department for record plat APPROVAL.

**COMMENTS:**

**A. General Comments:**

1. (Comment)

**B. Record Plat Checklist:**

1. Roads must have an executed Public Works Agreement, bond, and fees.
2. Road plans must be approved and signed by the Director of Public Works & Transportation.
3. Easements for work on property owned by others are required.
4. Certificate of Title (Format available upon request. Must be dated no earlier than 2 days prior to signature by Director.)
5. Right-of-Way/Dedication closure computations submitted and certified as meeting or exceeding industry standards.
6. Airport Easements, Restrictions, and Comments (Zoning Ordinance 43.5).
  - a) **Within the area of the tract hereby created, no structure, erection, object, growth of trees, or vegetation within the boundaries of the tract herein describes, nor any other objects placed within said tract, shall penetrate the AE Overlay Subdistrict surfaces of an airport or heliport. Owner, his/her/their/its heirs, successors and assigns shall be responsible for maintaining and pruning trees and vegetation so this height restriction is not exceeded.**
  - b) **The land-owner expressly reserves for the use and benefit of itself and the public a right of flight for the passage of aircraft in the airspace above the lands identified herein, together with the right to cause above such tract all such noise, fumes, dust, vibration and fuel particles as may be inherent in the operation of aircraft using said airspace for landing and taking off from the Walter F. Duke Airport and other regulated public landing strips.**
7. Owner's certification (attached) and note that grants and conveys public roads/rights-of-way to the BOCC.
8. Bearings & distances along all road(s). Deed/plat reference for establishment of existing road(s).
9. Correct and approved road name(s).
10. Dedication along existing road(s) by deed, or HB 744.

11. Slope easements. (Use note if space for labeling distances is limited.) *NOTE: Slope easements shown hereon are approximate. Exact limits are as shown on the road construction plans on file at the Department of Public Works & Transportation*
12. Drainage and stormwater management easements (label lengths & widths).
13. Stormwater Management must be addressed per the MDE Design Manual.
14. When a minor subdivision with lots over 1 acre is proposed, plat approval may optionally be achieved for those lots without a stormwater management concept plan, by placing an additional note on the plat, as follows:  
**"The Applicant has chosen to forgo a stormwater management concept plan for Lots XX through XX as part of the record plat process. Subsequent building permit applications must provide concept, site development, and final design plans individually in order to provide environmental site design to the maximum extent practicable for each lot."**
15. Provide the following stormwater management note:  
**"Prior to issuance of a building permit for lots XX through XX, Stormwater Management and over-lot grading shall be provided in accordance with the St. Mary's County Stormwater Management, Grading, Erosion and Sediment Control Ordinance."**
16. Provide the following stormwater management note if the lots have existing impervious area and are **NOT** to be developed at this time:  
**"Lots XX through XX are exempt from Stormwater Management and over-lot grading at this time. Any future development on Lots XX through XX shall be provided in accordance with the St. Mary's County Stormwater Management, Grading, Erosion and Sediment Control Ordinance."**
17. Verify with LUGM the need to upgrade private right-of-way to meet current Subdivision Ordinance (private) or Road Ordinance (public) requirements. If a new road or extension/upgrade of existing road is required, prepare road plans and address stormwater management (all five sizing criteria) for overall subdivision prior to record plat approval.
18. Sight distance easements. (NOTE: Encroachments within this area are prohibited.)
19. Proposed Reference Monuments (2 required at property corners w/max. spacing but within sight of a single point).
20. Signature of a Surveyor registered in Maryland on stamp or certification.
21. Driveway Entrance Note: "The lots listed below require non-standard driveway entrance pipe sizes as follows: (list lots and pipe sizes) or equivalent, unless otherwise approved."
22. Private Roads must be labeled and described, and the name must end in "Way" or "Lane," unless otherwise approved.
23. Note specifying which lots use the private right-of-way or access easements (note can be modified). **"Lots \_\_\_ are to be accessed by the private right(s)-of-way as shown on this plat. The above lots are to be served by an R-20 (R-19 if urban) multiple driveway entrance per the St. Mary's County Road Ordinance. The Developer shall be responsible for the installation/bonding of the multiple driveway entrance(s) prior to the recording of this plat."**
24. Private Road maintenance note. Examples below:  

**"The right-of-way shown hereon does not necessarily provide access from this lot to a County or State road at this time. Road and utility construction and maintenance are the responsibility of the buyer of this lot, unless otherwise provided herein."**

**"The right-of-way for Lanes as defined in the St. Mary's County Zoning Ordinance is private and shall not be maintained by the County; nor shall such Lanes be considered for acceptance into the County Highway Maintenance System until such are improved to the appropriate County Road Standard at the individual lot owner's expense."**
25. The Following Entrances Are Required For Access To County Roads:  
**R-16 (Single Rural) – Lots XX-XX – (Road Name)**  
**R-17 (Single Urban) – Lots XX-XX – (Road Name)**  
**R-18 (Multiple Urban) – Lots XX-XX – (Road Name)**  
**R-19 (Multiple Urban w/existing curb) – Lots XX-XX – (Road Name)**  
**R-20 (Multiple Rural) – Lots XX-XX – (Road Name)**

If you have any questions regarding these comments, please do not hesitate to contact:

**Michael A. Barnes, Engineer Technician.**  
[Michael.Barnes@co.saint-marys.md.us](mailto:Michael.Barnes@co.saint-marys.md.us)

C:\Documents and Settings\mbarnes\Desktop\Record Plat Checklist.doc

**\*\*\*AERIAL AND SIGHT DISTANCE PHOTO'S ATTACHED\*\*\***

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