



# RIGHT OF WAY PLAT CHECKLIST

## ***Surveyor's Certificate***

I hereby certify that the information submitted has been prepared by my hand, or under my direct supervision, and that I have personally reviewed all plats thus submitted per the specifications set forth in this checklist. I also certify that all deliverables required by this checklist have been included.

\_\_\_\_\_  
Name Date  
Maryland Surveyor No. \_\_\_\_\_

**Deliverables for Right of Way Plats**

**Note:** Review will not begin until all requested documents are supplied to reviewing agency, and the checklist has been reviewed and signed by the surveyor. Any plat with more than 3 errors found during the review will be sent back to the consultant with no additional review.

For first submission of plats for review, the consultant shall provide the following:

- Digital copy of the plats ready for review in PDF format
- Digital copies of the right-of-way/easement Plats in AutoCAD .dwg format and a digital CAD copy of the Base Survey/Worksheet it was referenced from. This should include all control points, as well as all computed and found property point data inside and outside the extents of the shown plats used to determine the right of way shown. Also, any plot files or text styles needed to properly display the drawing digitally for reviewers.
- Digital copies of all plats and deeds used in the preparation of the right-of-way/easement survey.
- Digital copies of all field notes of traverse and property ties used to determine the right of ways, boundaries, and easements.
- Digital copies of all COGO lot reports.
- Digital copies of all survey control data sheets.
- Digital copies of all traverse reference sketches.
- Digital copy of this Right of Way Plat Checklist, completed and signed by the surveyor in responsible charge.

For each submission thereafter, the consultant shall provide the following:

- Digital copy of the plats ready for review in PDF format.
- Digital copy of this Right of Way Plat Checklist, completed and signed by the surveyor in responsible charge.
- **All markups prepared by the DOT/DTE reviewer with notations made by the consultant showing how every comment was addressed.**

For the final submission (AFTER final approval has been given by DOT reviewers), the consultant shall provide the following:

- The signed and sealed final plats on Mylar - All information shown must be clearly readable, as the plats will be scanned, and the image recorded in the Land Records of Montgomery County and The Maryland State Archives Digital Imaging Management.
- A digital copy of the FINAL plats in either AutoCAD or MicroStation format along with any plot files or text styles needed to properly display the drawing digitally for reviewers.
- Digital copy of this Right of Way Plat Checklist, completed and signed by the surveyor in responsible charge.
- **All markups prepared by the DOT/DTE reviewer with notations made by the consultant showing how every comment was addressed.**

**DOT/DTE Right of Way Plat Review Checklist**

**Reviewer** \_\_\_\_\_

**Project Name** \_\_\_\_\_  
**Plat** \_\_\_\_\_

**Date** \_\_\_\_\_

**Property  
Format and Appearance:**

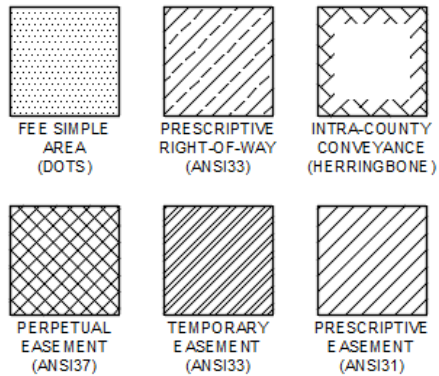
- ☐ Check if the plat has a title block containing the name, address and telephone number of the firm that prepared the plat.
- ☐ Check if the plat is plotted at a scale approved by the DOT/DTE, usually 1in = 30ft, with the appropriate Scale Bar.
- ☐ Check if the plat has a space for the plat number.
- ☐ Check if the plat has the project name and the project CIP number displayed.
- ☐ Check the numbering of the sheets; example 1 of 5, 2 of 5, etc.
- ☐ Check if the plat has a vicinity map with a north arrow and scale indicated.
- ☐ Check if the vicinity map graphically displays the limits of the plat and if those limits are labeled "This Plat. "
- ☐ Check if a north arrow is located on the plat. If practical, the north arrow shall point towards the top of the plat.
- ☐ Check if the number(s) of the tax map(s) that covers the site is enclosed in a ½" minimum diameter circle located at the lower right corner of the plat.
- ☐ Check if the match line labels agree with adjacent sheet numbers. Matchlines shall be aligned with lines of division along the baseline wherever possible to eliminate parcel owners spread across multiple plats.
- ☐ Check if all roads are labeled with road name, right of way width and recording information.
- ☐ Check if each property shown on the plat, including adjacent properties, is labeled, at minimum, with the following ownership information:

Lot number or parcel number  
Property owner's name  
Recording references such as liber and folio  
Premises Address  
Tax account number

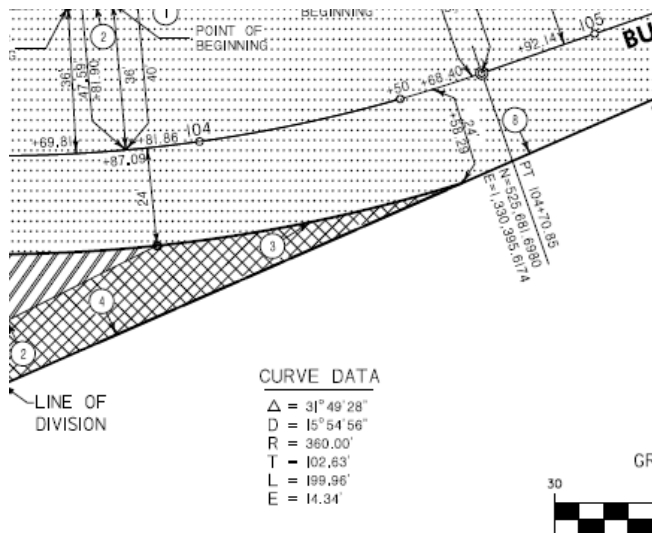
- ☐ Check if all property line work is drawn properly:

Existing Right-of-Way	
Linetype: Continuous	Lineweight 1.00mm
Prescriptive Easements, Right-of-Ways and Fee Simple Areas	
Linetype: Continuous	Lineweight 0.70mm
Proposed Temporary & Perpetual Easements	
Linetype: Continuous	Lineweight 0.50mm
Lines of Division	
Linetype: Phantom	Lineweight 0.50mm
Existing Easements	
Linetype: Hidden	Lineweight 0.25mm

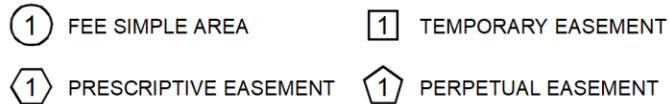
- ☐ Check if all Areas, Right-of-Ways, and Easements are hatched properly:



- ☐ Check if each base line curve on the plat has its curve data displayed. When a base line curve spans more than one sheet, use the same number for each sheet that it spans.



- ☐ Check if the sides of each fee simple area, perpetual easement, and proposed temporary easement are clearly and separately labeled with a callout for the metes and bounds block. Enlargements may be used for clarity. Example Callouts:



- ☐ Check if a metes and bounds block and area tabulation block for each fee simple area, perpetual easement, and proposed temporary easement are on the plat. The area shown shall only cover the area shown on the plat and shall be labeled with the property owner's name and tax account number, hatch, and course callout. The hatch type, scale and angle shown in the area tabulation blocks shall match those of the hatched easements. Areas shall be labeled in square feet and acres, rounded to the nearest square foot, and acres rounded to 5 decimal places. Example block:

Fee Simple Area : 7		
Owner Name - JEDIDIAH DYE		
Account Number - 02354397		
①	S 13° 55' 05" E	28.11'
②	S 76° 15' 17" W	32.03'
③	N 13° 41' 39" W	28.33'
④	N 76° 39' 06" E	31.92'
FEE SIMPLE AREA		
902 SQ. FT. OR 0.02072 AC.		
SHOWN THUS:		

## PAS & Survey

### Accuracy of displayed record information

- ☐ Check if all municipal, election district, city, county, etc. boundary lines are shown and labeled.
- ☐ Check the plat for proper deed reference information and spelling.
- ☐ Check if all existing rights of way, easements, and any possible existing dedication areas of record on any referenced plats are displayed.
- ☐ Check for any unrecorded plats and/or agreements in the MCDOT Records. See PAS and Survey Group for Records
- ☐ Before the final submittal, check current tax account information to ensure ownership of displayed properties is current.
- ☐ If title examinations are available, check for possible out-conveyances, name changes, existing rights of way, easements, etc.

DTE Survey Group: April 28, 2025

- ☐ Check for possible land-locked parcels.

**Survey**

**Format and Appearance:**

- ☐ Check if parallel bearings and distances agree with ties to base lines.
- ☐ Check if bearings and distances match on adjacent parcels.
- ☐ Check if the plat has the Surveyor's Certificate as specified:

***Sample Surveyor's Certificate***


I hereby certify that the information shown hereon is correct to the best of my knowledge; that it was prepared either by me, or under my direct supervision; that it depicts a plat of the proposed right of way for (name of road) ; that it is based on a actual field survey completed on Month ##, 20##; and that it delineates the land to be acquired by Montgomery County in connection with this road improvement.

\_\_\_\_\_  
John Surveyor  
Maryland Professional Land Surveyor No. #####  
My commission expires/renews ####/###/###

\_\_\_\_\_  
Date

- ☐ Check if the plat has the Montgomery County Department of Transportation Certificate as specified:

***Engineers Certificate  
Montgomery County D.O.T. Chief***

I hereby adopt this Right of Way Plat and certify that a registered Maryland Land Surveyor, in accordance with Section 50-24(e)(2) of the Montgomery County Code, will be engaged to set the right of way markers shown thus .

\_\_\_\_\_  
Joseph Moges  
Chief, Division of Transportation Engineering

\_\_\_\_\_  
Date

- ☐ Check if the plat displays a Reference Frame note as specified:


**SAMPLE PLAT NOTE FOR REFERENCE FRAME INFO**

NOTES

1. HORIZONTAL MERIDIAN SHOWN HEREON IS MARYLAND  
COORDINATE SYSTEM, NAD 83/91 (Epoch 2003)  
BASED UPON THE FOLLOWING CORS STATIONS:  
USNO & GAIT

2. LOCAL CONTROL ON SITE TIED TO ABOVE CORS STATIONS BY GPS.  
ORIGIN OF SCALING  
STATION 50269 N, 535302.0930 feet  
E. 1261895.963 feet  
ELEV = 517.502 feet  
GRID to TRUE CONVERGENCE ANGLE IS 00°06'41.77"

3. PLAT IS ON GROUND COORDINATES. CONVERSION TO GRID COORDINATES  
USES A COMBINED SCALE FACTOR OF 0.9999407411

- ☐ Check if each subdivision plat is labeled with the name, recording information, block, section numbers, etc., and that the limits of the plats are indicated as needed for clarity.
- ☐ Check if all property and right of way markers found are shown and labeled correctly. The labels shall not be abbreviated and shall include the material and whether it was held for the boundary determination. If a marker was not held, a detail shall be included on the plat showing the relationship of the found marker's position to the position of the newly computed corner.
- ☐ Check if any existing conditions/topography shown on the plat is drawn and labeled using faded, continuous line work, and is limited to features that indicate evidence of possible unrecorded rights and/or easements and to features used as evidence to support the boundary and right of way determination.
- ☐ Check if all the markers to be set at breaks on fee simple and perpetual easement areas are drawn thus: . It must be distinctively different than the symbol used to show the found property corners.

**Computational feasibility**

- ☐ Check if the ground coordinates of at least 4 points are labeled to 3 decimal places; at least two points shall be on the base line. All coordinates shown on the plat, except for the above-mentioned control stations, shall be in ground coordinates.
- ☐ Check if the base line has the necessary geometry displayed, i.e., bearings, distances, and curve data. The minimum acceptable curve data is radius, arc length, delta, tangent, chord bearing and chord distance.
- ☐ Check if all bearings are rounded to the nearest second.

- ☐ Check if all distances are ground distances and rounded to 2 decimal places.
- ☐ Check if all components of base line curves are labeled, i.e., P.C.'s, P.T.'s, P.R.C.'s, P.C.C.'s.
- ☐ Check the stationing of all base lines.
- ☐ Check if all base line equalities are labeled and correctly positioned for back and ahead stations.
- ☐ Check if all curved right of way lines and easements have curve data displayed when they are not concentric (or non-tangent) with the base line. The minimum acceptable curve data is radius, arc length, chord bearing and chord distance.
- ☐ Check if all breaks in existing right of way lines have station and offset ties.
- ☐ Check if the POB in fee simple areas have station and offset ties.
- ☐ Check if the POB in existing easement areas have station and offset ties.
- ☐ Check if the POB in proposed easement areas have station and offset ties.
- ☐ Check if all breaks in extra land lines have station and offset ties.
- ☐ Check if the POB in apparent prescriptive right of way areas have station and offset ties.
- ☐ Check if all breaks in apparent prescriptive easement lines have station and offset ties.
- ☐ Check if the station and offsets at match lines match those on adjacent sheets.
- ☐ Check that all perpetual easements have the necessary data provided to perform a mathematical closure shown in the metes and bounds blocks i.e., bearings, distances, and curve data. The minimum acceptable curve data is arc length, radius, chord bearing and chord distance.
- ☐ Check that all fee simple areas have the necessary data provided to perform a mathematical closure shown in the metes and bounds blocks i.e., bearings, distances, and curve data. The minimum acceptable curve data is arc length, radius, chord bearing and chord distance.
- ☐ Check if all the areas sought to be acquired are referenced to an **existing marker, call, monument or point** as pursuant to Maryland Rules, Title 12, Chapter 200, Condemnation, Rule 12-205: (b) A description of the property sought to be condemned. If the subject matter of the action is real property, the description shall be: (3) by metes and bounds clearly and legibly set forth on a plat showing the area and stating the amount of land sought to be condemned. The plat shall set forth the beginning point for the description, referenced to an existing marker, call, monument, or point outside the area sought to be condemned, in a recorded deed or plat identified by liber and folio. The deed or plat shall be in the chain of title of the property sought to be condemned, but if no marker, call, monument, or point can be found in the chain of title, reference may be made to the chain of title of adjoining property.

#### Computation checks



- ☐ Check if the baseline geometry shown on the plat agrees with the COGO digital report- i.e., stationing, coordinates, curve data, bearings, and distances.
- ☐ Check if the station and offset ties shown on the plat agree with the COGO digital report.
- ☐ Check if all the fee simple metes and bounds blocks shown on the plat agree for closure and area against the COGO digital report.
- ☐ Check if all the perpetual easement metes and bounds blocks shown on the plat agree for closure and area against the COGO digital report.
- ☐ Check if all the revertible easement and temporary easement area tabulation blocks agree with the COGO digital report.
- ☐ Check if all the areas displayed in square feet equal the areas displayed in acres.

**\*It shall be understood by all consultants that the Montgomery County Department of Transportation accepts no responsibility for the accuracy, correctness or completeness of any data shown on the plats prepared by consultants; that responsibility shall be borne by the consultant and the surveyor who prepared and sealed the plats.\***