

HOWARD COUNTY, MARYLAND
DEPARTMENT OF PUBLIC WORKS
DEPARTMENTAL PROCEDURES 501.4
PREPARING LAND ACQUISITION DOCUMENTS

SECTION ONE

501.4.1.1 PURPOSE

As set forth in Article 56 of the Annotated Code of Maryland, *Howard County's Procedures 501.4, Preparing Land Acquisition Documents* establishes criteria to follow when preparing and submitting all land acquisition documents to Howard County in Capital and Developer Projects.

Carefully follow these procedures to avoid having your documentation returned to you for revision.

Documents returned for revision are done so at no expense to the County.

Any questions concerning these procedures should be addressed to:

Real Estate Services Division
Department of Public Works
George Howard Building
3430 Court House Drive
Ellicott City, Md. 21043
410-313-2330
PublicWorks@co.ho.md.us

Effective Date: December 13, 2004

501.4.1.2 APPLICATION

These 501.4 Land Acquisition procedures must be followed when preparing documents for the acquisition of fee simple and/or perpetual easement interest in land. While the procedures are not a technical engineering document, they do provide a standard for preparing the documents used for effective acquisition and recordation.

501.4.1.3 SYNOPSIS OF PROCEDURES

The Department of Public Works and the Department of Planning and Zoning are responsible for reviewing and approving all engineering design projects in Howard County.

Whenever the county needs to acquire property, whether in fee simple, for a utility easement or for other uses, a formal Land Acquisition Plat (“Plat”), a Land Acquisition Description (“Description”) and other associated material is prepared by a Professional Land Surveyor or Property Line Surveyor registered to practice in the State of Maryland and submitted to the Bureau of Engineering. The Acquisition Plat must show all property rights needed to construct the improvements shown on the construction drawings. In some cases, if only temporary rights are needed the construction plans can be used with prior approval from the Real Estate Services Division.

501.4.1.4 REFERENCES

- A. Howard County Specifications for Surveying Procedures and Documents, Procedure 501.7
- B. International Right of Way Association, Inc. Standards
- C. American Association of State Highway Officials’ Standards
- D. Howard County Subdivision Regulations
www.co.ho.md.us/DPZ/Regulations/dpz_regulations.htm
- E. Howard County Design Manual, Volume I: Storm Drain
www.co.ho.md.us/dpw_swm_division.htm
- F. Howard County Design Manual, Volume II: Water and Sewer
www.co.ho.md.us/PublicWorks
- G. Howard County Design Manual, Volume III: Roads and Bridges
- H. Howard County Design Manual, Volume IV: Standard Specification and Details for Construction

501.4.1.5 CONFLICT WITH OTHER PROCEDURES AND REGULATIONS

Should a provision impose conflicting or contradictory requirements among any County divisions, bureaus or departments, the provision imposing higher standards or requirements will apply.

501.4.1.6 RESPONSIBILITIES

The Real Estate Services Division is responsible for the legal and administrative procedures for the acquisition of land or easements. The Bureau of Engineering is responsible for all engineering design standards and requirements.

SECTION TWO

501.4.2 PREPARING LAND ACQUISITION DOCUMENTATION

There are two methods of preparing Plats and associated documents for the transfer and conveyance of real property to Howard County. These methods are:

- Final Subdivision Plan/Revision Plat Method
- Transmittal Sheet, Plat, and Description Method

SECTION TWO- Reviews the requirements for both the “Final Subdivision Plan”/ “Revision Plat” methods and related materials.

SECTION THREE, FOUR AND FIVE- Outlines the requirements for the Transmittal Sheet, Plat and Description method. (The Plat and Description method cannot be used to create or extinguish easements on subdivided lots.)

501.4.2.1 FINAL SUBDIVISION PLAN (FINAL PLAT)

The Final Subdivision Plan (“Final Plat”) is the culmination of the subdivision process by the developer.

The Final Plat becomes the official record concerning the division of land within a subdivision after being reviewed and approved for recordation by the Department of Planning and Zoning and the Howard County Health Department.

The procedures for filing and processing a subdivision plan and application are covered in the “Howard County, Maryland Subdivision and Land Development Regulations with Adequate Public Facilities, Forest Conservation, Cemetery Preservation & Scenic Roads” and need not be reiterated in this procedure.

A copy of the regulations can be obtained at:

http://www.co.ho.md.us/DPZ/Regulations/dpz_regulations.htm

Or from:

Department of Planning and Zoning
George Howard Building, First Floor
3430 Court House Drive
Ellicott City, Maryland 21043

Public Works Requirements: Included in most subdivision plans submitted are existing and proposed water, sewer, storm drainage, stormwater management facilities, forest conservation, tree maintenance and utility easements, open space lots, one hundred year floodplains, roads and road widening strips. The title of the easements should be labeled as follows:

- Initial capitalization for titles.
- The first word of any easement or right of way dedication to the County must be “Public” (not in parentheses).
- Any easement or fee simple dedication which has expressed dimensions must use the symbol rather than spelling “foot” or “feet.” Dimensions should precede the word “public” (ex.: 20’ Public Water & Utility Easement).
- Use “&” rather than “and.”
- Use “Easement” rather than “Esmt.”

- Use “Maintenance” rather than “Maint.”
- If an indicated area is encumbered by more than one type of easement, the rights are to be listed alphabetically (ex.: Public Drainage, Sewer & Utility Easement). EXCEPTIONS to this rule are Stormwater Management Easements, 100-Year Floodplain Easements, and Stormwater Management Credit Easements. (Note that “stormwater” and “floodplain” are each one word for consistency with State and local Codes). In the first two instances, the exceptional easement is the first easement mentioned by any other easements alphabetically (ex. Public Stormwater Management, Drainage, Sewer & Utility Easement). In the case of Stormwater Management Credit Easements, they should be listed last.
- Under no circumstances should initials be used to identify an easement.

501.4.2.2 REVISION PLATS

Developer Projects, which require county acquisitions or the release of easements on previously subdivided property must use the Revision Plat method (see SECTION 8, EXHIBIT A). The procedures for filing and processing a Revision Plat are covered in the “Howard County, Maryland Subdivision and Land Development Regulations with Adequate Public Facilities, Forest Conservation, Cemetery Preservation & Scenic Roads”.

Subdivision or Revision Plats may not solely extinguish County acquisitions, which have been previously recorded by a legal document in the Howard County Land Records. The type of easement and how the County acquired it, determines the procedure that must be followed to release the easement. For more details, please contact the Real Estate Services Division.

501.4.2.3 SUBMISSION OF DOCUMENTATION ON DEVELOPER PROJECTS

If the documentation being prepared pertains to a developer contract, submit the referenced material to the Development Engineering Division, Department of Planning and Zoning, along with the construction drawings, record plat and other related material for review and preliminary approval. Upon approval, the Development Engineering Division will submit the applicable documentation to the Real Estate Services Division for review.

501.4.2.4 REAL ESTATE SERVICES DIVISION PROCEDURES

The Real Estate Services Division utilizes the following procedure for the processing of easements on Developer projects.

1. Upon receipt of the documentation from the Development Engineering Division, the developer project is assigned to a Land Acquisition Agent for processing.

2. The Land Acquisition Agent shall review the water and sewer plans, road construction plans and/or other right-of-way plats and associated plans to determine the easements to be acquired on the contract.

3. The developer shall be contacted in writing that certain items must be completed prior to the preparation of the Developer's Agreement package. The following items are specifically required for the land acquisition documents.

a. A complete title report, with a sixty-year chain of title, signed by a title attorney shall be submitted for all properties (on-site and offsite) affected by easements on the project no more than thirty (30) days prior to preparation of the legal documents. The title report shall include complete copies of all deeds, mortgages, liens, easements, encroachments and other matters of record which have an impact on title.

b. If there is a Contract of Sale on the property, the developer shall advise the Land Acquisition Agent of the contract purchaser, as they too must join in the conveyance of the land and/or easements. A copy of the Contract of Sale should be given to the agent who has been assigned the developer project.

c. A copy of the most recent version of the subdivision plat and road construction drawings.

d. If there is a Preservation Parcel, completion of the Checklist and Information Sheets.

e. If an acquisition is required on a utility company's property, it is suggested the consulting firm submit documentation to the Development Engineering Division as early as possible. Acquisitions through a utility company property can average six months for approval.

4. The Real Estate Services Division shall prepare the necessary legal documents for all public onsite and offsite acquisitions and developer agreements for execution. It is the developer's responsibility to obtain all onsite and offsite acquisitions needed to construct the project.

5. Upon receipt of the executed legal documents, the Real Estate Services Division provides the developer with a receipt to submit to the Department of Planning and Zoning so the original subdivision plat can be submitted for recordation.

6. Upon receipt of the recorded subdivision plat, the Real Estate Services Division records all the legal documents among the Land Records.

SECTION THREE

501.4.3 TITLE SEARCH OF PROPERTY

The Howard County Land Records should be thoroughly reviewed no more than thirty (30) days prior to the submission of Transmittal Sheets, Acquisition Plats and Descriptions to determine the current owner of the affected property.

501.4.3.1 SUBMISSION OF “TRANSMITTAL OF DESCRIPTION” SHEET

Each Plat and Description prepared for an individual property requires completion of a TRANSMITTAL OF DESCRIPTION SHEET. The transmittal sheet should be legibly typed on 8-1/2x11 paper.

Two copies each of the Transmittal Sheet, Plat and Description must be submitted to the Bureau of Engineering for processing and approval.

501.4.3.2 COMPLETING THE “TRANSMITTAL OF DESCRIPTION” SHEET

The following comments are included to aid in completing the “Transmittal of Description” Sheet (see Section Eight Exhibit B):

Plat numbers have three components:

- A. Contract Number : Assigned by the Bureau of Engineering
- B. Type of project: See following examples
- C. Sequence Number: Starts with 1 and runs consecutively.

Examples:

Capital Water & Sewer Contracts

Contract Number	Type of Project	Plat Number
44-0323-	W	1

Other Capital Projects

Type of Project	Project Number	Plat Number
J-	4014-	1

Identify projects using the abbreviations listed below:

Type of Project	Abbreviation	Type of Project	Abbreviation
Water	W	General County	C
Sewer	S	Fire Stations	F
Storm Drains	D	Urban Renewal	U
Bridges	B	Library	L
Roads	J	Police	P
Intersection	I	Traffic	T
Sidewalks	K		

If a revision is made to a Plat, an alpha character series is added to the original Plat number to differentiate the correction.

For example, Plat number 44-0323-W-1, after its first revision would be denoted as 44-0323-W-1a.

An exception to this rule occurs when a utility easement is being released.

In that case, a new Plat number should be assigned to eliminate any possible confusion with the original Plat. (Reference SECTION SIX, 501.4.6).

A. TYPE OF ACQUISITION: Most acquisitions will fall into one or more of these categories.

1. Fee Simple: Includes all the property rights to be transferred to Howard County ownership, whether the acquisition is partial or total.
2. Utility Easements: Includes land acquisitions, which perpetually grant to the County use of property for utility purposes. For example:
 - ◆ Sewer & Utility Easement ◆ Water & Utility Easement ◆ Storm Drainage & Utility Easement ◆ Stormwater Management Facility & Utility Easement
3. Pedestrian Access Easement: Includes acquisitions on intersection and sidewalk projects not directly associated with County capital road projects.
4. Revertible Slope Easement (Grading): Includes adjustments to driveways, blending of lawns with new roads and any additional grading required on the property owner's land.
5. Temporary Grading Easement: Includes acquisitions to be used when utility contracts require a temporary grade change during construction.

6. Construction Strip: Includes acquisitions to be used in conjunction with utility and pedestrian access easements for storing dirt or equipment during construction—no excavation is performed in a construction easement. Trees and shrubs in the strip are usually not damaged or removed.
7. Release Of Utility Easement: Release of an easement no longer required by Howard County. Refer to Section 6, 501.4.6 for details.

B. NAME OF PROJECT: All County projects shall use the title assigned by the Department of Public Works. If it is a developer's project, the project name shall include section, area and lot and/or parcel number(s), if applicable.

C. UTILITY CONTRACT NUMBER: Obtained from the Howard County Bureau of Engineering.

D. PLAN NUMBER: The construction drawing sheet number (example: sheet 3 of 12), showing the applicable fee acquisition and/or utility easement.

E. GRANTOR: Full name of all persons who have title to the property.

F. ADDRESS: Number, street, (P.O. Box number, if applicable), City, State and Zip Code.

G. LOCATION OF ACQUISITION: Describe where the acquisition is located.

Examples:

- Property is southwest of Old Annapolis Road near Phelps Luck Drive and Luckpenny Place.
- Property is located north of Tamar Drive on Sweetwind Place.
- Property is located in the Annetta Gardens Subdivision near Alien Lane.

H. DESCRIPTION OF ACQUISITION

Types of Public Works projects where land acquisition is required, for example:
◆ WATER ◆ SEWER ◆ STORM DRAIN ◆ HIGHWAY ◆ WATER OR SEWER PUMPING STATION ◆ INTERSECTION IMPROVEMENT ◆ BRIDGE ◆ URBAN RENEWAL ◆ FIRE STATION ◆ SIDEWALK

PART: If an individual property requires that the acquisition be denoted by separate descriptions—for example, if more than one fire hydrant easement is required, or the easement is not a continuous line but transverses the property in several sections or parts—it is then required that each separate acquisition be listed as Part I, Part II, Part III, etc.

LENGTH: Denoted in feet to an accuracy relative to the accuracy of the Plat or deed of the property from which the land is being acquired. Generally, to the nearest 100th of a foot if part of an accurate subdivision Plat or to the nearest 10th of a foot for most deeds. The accuracy of areas in square feet and acres should relate to the accuracy of the length.

WIDTH: Denoted in feet to an accuracy relative to the accuracy of the Plat or deed of the property from which the land is being acquired. Generally, to the nearest 100th of a foot if part of an accurate subdivision Plat or to the nearest 10th of a foot for most deeds. The accuracy of areas in square feet and acres should relate to the accuracy of the width.

AREA: Area shall denote the total area affected by the acquisition in square feet. Generally, to the nearest 100th of a square foot if part of an accurate subdivision Plat or to the nearest 10th of a square foot for most deeds.

ACRES: Total area computed in Acres.

SECTION FOUR

501.4.4 PREPARATION OF DESCRIPTION OF ACQUISITION: (see EXHIBIT C in SECTION EIGHT for sample)

The DESCRIPTION OF ACQUISITION shall be typed on 8-1/2"x11" size paper. In the upper right hand corner of the title page shall include the Contract Number/Project Number and Plat Number. The upper left hand corner of the title page shall include the name and address of the consulting engineer. The bottom of each page shall denote the page number and the date the description was prepared.

Consulting Firms shall submit two (2) copies of the Description of Acquisition, along with the Transmittal Sheet and Plat to the Bureau of Engineering. These descriptions should be fully reviewed to ensure that they agree fully with the Land Acquisition Plat.

501.4.4.1 EXAMPLE OF TITLE PAGE:

The title page heading of the description shall follow the format as suggested by the following examples:

Example 1:

DESCRIPTION OF A WATER AND UTILITY EASEMENT

(FULL NAME OF GRANTOR)
TO
HOWARD COUNTY, MARYLAND

Example 2:

DESCRIPTION OF FEE SIMPLE ACQUISITION

(FULL NAME OF GRANTOR)
TO
HOWARD COUNTY, MARYLAND

501.4.4.2 DESCRIPTION OF ACQUISITION:

A. All acquisition areas must be described by either (A) centerline, (B) along the line, or (C) metes and bounds description and must be in complete agreement with the area shown on the plat and the construction drawing prepared for the Howard County Bureau of Engineering.

The acquisition of the area to be acquired (excluding boundaries of property) must be based on a survey and not deed references.

B. A separate description shall be prepared for each type of acquisition required on the property (i.e., storm drainage, fee-simple, slope, temporary grading, etc). If a property owner owns more than one parcel, (acquired at different times) a separate description should also be prepared on each parcel, including a separate being clause.

C. Each description shall contain a BEING clause which describes how the property owner acquired the property. This clause shall include the date of the deed, recording reference, plat references (if required), and the parties involved. See SECTION EIGHT, EXHIBIT C, for sample of BEING clause wording.

501.4.4.3 STANDARD WIDTH OF UTILITY EASEMENT:

The required widths of utility easements are contained in Section 5.3 of the Howard County Design Manual Volume II Water and Sewer. If any unusual conditions do exist, contact the project engineer within the Howard County Bureau of Engineering.

501.4.4.4 FIRE HYDRANT EASEMENT AND APPURTENANCES:

Refer to Howard County Standard Water Detail W-1.13.

501.4.4.5 STANDARD WIDTH OF CONSTRUCTION STRIPS:

A. The width of a construction strip is generally ten (10) feet wide on each side of the utility easement, except in instances where additional or smaller widths are warranted. Where unusual conditions exist, the construction strip is then located on the most useable side of the utility easement.

B. The construction strip is considered a temporary easement during the period of original construction only, which reverts back to the Grantor after the cleanup of the area is completed. **NO EXCAVATION IS PERFORMED IN A CONSTRUCTION STRIP AREA.** Trees and shrubs located within the construction strip are not to be damaged or removed unless it is determined to be unavoidable.

C. The construction strip language usually appears at the end of the description. The exception is where the utility easement description is divided into more than one (1) part. Where this is the case, the appropriate construction strip terminology appears at the end of each part. The last paragraph of the description should include the following statement: "See Plat attached hereto and marked Plat No. (Example: 44-1949-W-1).

D. Trees: No trees will be removed within a construction strip area without specific mention of their removal on the easement plat or construction drawings. See Section 107.14.07, Design Manual, Volume 4, for additional information concerning trees in construction strips.

SECTION FIVE

501.4.5 PREPARATION OF PLAT AND CONSTRUCTION DRAWINGS

501.4.5.1 PREPARATION OF PLAT-See EXHIBIT F in SECTION EIGHT for sample

A. Number of Copies Submitted: Two copies of the Acquisition Plat are submitted to the Bureau of Engineering for review and approval along with the Transmittal Sheet and Description of Acquisition for each type of acquisition. The original linen or Mylar will be submitted to the County upon acceptance of the final Acquisition Plats by the Bureau of Engineering for signatures.

B. Standard Size and Type of Plat: Standard Plat size is 8-1/2" x 11". Copies made from the Plat shall be black lined. If the acquisition area is too large to be shown on one 8 1/2" x 11" Plat, use match lines.

C. Delineation of Land Acquisitions, Construction Strips, Revertible Slope Easements or Grading Easements: All subject areas to be acquired as shown on the Plat shall be hatched or marked to emphasize the distinction between the easement, the construction strip, the revertible slope easement and/or the grading easement, Refer to EXHIBIT D in SECTION EIGHT for standard symbols. The delineation must be clearly visible on the original Plat as well as reproductions of the Plat. When there is a fee simple acquisition adjacent to an existing Prescriptive County Road Right of Way, the portion of the property within the Prescriptive Right-of-Way must be shown on the Plat as a fee simple acquisition. It should be labeled and included within the legend as "Fee Simple area within existing Prescriptive Right of Way".

When more than one area is to be acquired for a project, make certain to:

1. Note the different areas or parts to be acquired as “PART I,” “PART II,” “PART III,” etc.
2. Clearly define each part with a Point of Beginning and hatch or mark each area using the symbols outlined in EXHIBIT D, in SECTION EIGHT. Coordinates of at least two corners shall be identified for fee simple and permanent easements.
3. Show construction strips, revertible slope easements and/or grading easements using the symbols illustrated in EXHIBIT D in SECTION EIGHT.

D. State The Purpose of the Plat: The main purpose of the Plat is to show graphically and clearly “any and all” acquisition areas required to adequately build the capital project. Provide enough information on all Acquisition Plats so that other surveyors can accurately stake out acquisitions.

E. When preparing Plats and writing the required notations on them follow these rules: Refer to “Check List for Survey Data” EXHIBIT E in SECTION EIGHT.

1. All plats must be sealed and signed by a Registered Professional Land Surveyor (PS) or Property Line Surveyor (PLS). (Article 56 of the Annotated Code of Maryland). The date used when the Plats or description are sealed by the PS or PLS should be the date of the survey not the date of signature.
2. Whenever possible, show the entire property. Detail all physical features in the area of acquisition to identify it. Physical features can include property markers, monuments, iron pipes, ponds, houses, driveways, wells, septic systems, drain fields, trees, shrubs, existing easements, utility poles, fences and etc.
3. Name the streets, alleys, adjoining property owners, deed references and/or recorded subdivision names and recording references, along with Acquisition Plat numbers of contiguous parcels.
4. Show on the Plat—reference lines that appear on construction plans such as “traverse base line of survey” or “base line of construction.”
5. In the Legend, above the Title Block, show the dimensions of the Land Acquisition, Construction Strip, or Revertible Slope Easement (Grading Easement). Provide the square footage and acreage of each.
6. Delineate the subject land acquisition as demonstrated in EXHIBIT D. Emphasize the difference between the various types of land acquisitions, construction strips, revertible slope easements, temporary grading easements or grading easement for driveway adjustments. Show all metes and bounds references.

7. Note all applicable parcel and/or lot numbers.
8. Within the boundary of the parcel, note the deed liber and folio references, parcel size in acres, and the full name of each Grantor.
9. Show the “Point of Beginning” notation for each part of the acquisition.
10. In the left hand corner of the title block at the bottom of the Plat, indicate the Project Number, Plat number, Date and Scale.
11. In the center of the title block at the bottom of the Plat, show the type of acquisition, property owner’s name, and the Election District.
12. In the right-hand corner of the title block at the bottom of the Plat, place the approval block for the Bureau of Engineering and Real Estate Services Division, plus date lines for each. If it is a developer project, place the approval block for the Development Engineering Division and the Real Estate Services Division.
13. Directly above the title block, in the lower left hand corner of the Plat, enter the name of the person who prepared the Plat. Use a statement like “Prepared by (name)” or “Drawn by (name)”. Also include the name of the person who verified the information in the Plat. Use “Checked by (name)_____” The person who verifies the information shown on the Plat *may not* be the same person who prepared the Plat.
14. Above the title block, in the lower left hand corner of the Plat, place the name and address of the consulting firm.
15. Indicate Plat Scale and North arrow (Maryland Reference System NAD ‘83/’91).
16. Include in the plat at least two coordinate points on the boundary of each fee simple acquisition or permanent easement and at least two coordinate points on the boundary of each parcel or lot to be recorded. Base the coordinate points on the Maryland Reference System NAD ‘83/’91 as projected from Howard County Geodetic Control Stations. Include at least 3 Grid Ticks with North and East reference values. (See EXHIBIT E)

To receive information on the location and coordinate value of Howard County Geodetic Control Stations contact:

Department of Public Works
Bureau of Engineering
Survey Division
9250 Bendix Road
Columbia, MD 21045
Voice: 410-313-6103
e-Mail: rmercado@co.ho.md.us
Fax: 410-313-6106

17. Legend: See EXHIBIT “D” for the map symbols to be used.
18. Use a Vicinity Map when the entire parcel is too large to be shown on the Plat. When possible, place the Vicinity Map in the upper right hand corner of the Plat, noting the scale of the Vicinity Map as well. Show the entire parcel, and shade the Land Acquisition area.
19. To ensure a clear and uncluttered plat, plats may be submitted with more than one lot or parcel only when said lots or parcels are contiguous and are owned by the same party.
20. Revision Block: When a Plat revision is necessary, include the following information:

Revisions

Revision By Date _____

F. Curve Data: In many instances the Description will contain curvilinear segments. One method of reflecting these courses and related information is to include at the top of the Plat a “Table of Curve Data” information. Organize this information as follows:

NO.	RADIUS	LENGTH	TANGENT	DELTA	CHORD BEARING	CHORD LENGTH
C-1	25.00'	38.60'	24.34'	88° 28' 10”	S 39° 45' 50” E	34.88'

501.4.5.2 PREPARATION OF CONSTUCTION DRAWINGS

The following items are minimum requirements for construction drawings which will assist the Real Estate Services Division in their negotiations with property owners.

If any point of these procedures imposes conflicting or contradictory requirements among any County divisions, bureaus or departments, the point imposing the higher standard or requirement will apply.

- A. Show all acquisitions on the drawing. On road projects, the drawing will include the area to be acquired for road widening, storm drain, revertible slope, driveway adjustment, etc. The area of each acquisition should be clearly defined. See EXHIBIT “G” in SECTION EIGHT for example.
- B. Show all buildings and other structures within and immediately adjacent to the project limits, together with all improvements, including wells, septic tanks, drainfields, drywells, etc.
- C. Indicate proposed and existing property and right-of-way lines, including right-of-way widths. Show road names. On road projects, show the base line or centerline, and note if the road is prescriptive or County owned.

- D. Property information must include:
- A list of all owners.
 - All applicable deed and recording references, including parcel number, lot number, subdivision name, section, area and record Plat references.
 - All property pipes, monuments or markers.
- E. Show all roadway pavements, curb lines, driveway entrances, walkways, fences, walls, etc., including type of construction materials, widths, heights and all other descriptive data.
- F. Show horizontal and vertical location of all existing and proposed surface and subsurface utilities determined by field surveys or other proposed plans, and fully coordinated with existing record drawings, and applicable utility companies.
- G. Show the location of streams and other water courses; and show swales and ditch areas. Include width, depth, and water depth data if applicable. Contour water courses from field data together with the 100 year flood plain and wetland buffers and elevation shown on the drawings. Show contours on both sides of the water course and extend contours at least 100 feet beyond the parallel alignment of the proposed facility. Floodplain data shall be determined by the Engineer or Professional Land Surveyor with criteria based on existing zoning and full future development of the drainage area.
- H. Show embankments and other irregularities of terrain including roadside drainage and spot elevations of top and bottom of bank. Indicate terrain for every 50 feet.
- I. Identify vehicular access routes for off road or undeveloped areas for use during construction.
- J. Identify and reference Contract Numbers and the Capital Project Number of all existing and proposed facilities within and adjacent to the project limits.
- K. Show “North” compass arrow (Maryland Reference System NAD 83’/’91).

SECTION SIX

501.4.6 RELEASE OF UTILITY EASEMENT

In certain instances, it may be necessary to prepare a Transmittal sheet, Description, and Plat for the purpose of releasing a utility easement which is no longer required. The format is the same as the original submission with certain minor exceptions. NOTE: Lots that have been previously subdivided must use the Revision Plat Method (SECTION TWO).

- A. Description: Include the words “Type of Land Acquisition to be Released” in the title page heading.
- B. Construction Strip: The temporary construction strip notation is not required.

- C. Plat: Delineate area of acquisition to be released. All applicable points of Section 501.4.5.1(E) shall be followed (See EXHIBIT D for symbols to be utilized).

A new Plat number shall be assigned to eliminate possible confusion with the original Plat.

An example of the Description is shown in SECTION EIGHT as EXHIBIT G.

SECTION SEVEN

501.4.7 SPECIAL PROVISION

A “special provision” is considered a reservation, term, condition, limitation, special direction, or requirement peculiar to the project under consideration and not otherwise thoroughly or satisfactorily detailed or set forth in an agreement and/or the contract specifications prepared.

This additional provision is often imposed in the Land Acquisition process as an expressed condition for granting an easement and must be included in the contract specifications prepared by the engineering firm for the particular project.

Inclusion of these provisions into the contract specifications is considered mandatory when forwarded in writing to the consulting firm by the Bureau of Engineering or the Real Estate Services Division.

SECTION EIGHT

501.4.8 EXHIBITS

The following Exhibits are only samples. If you are uncertain whether something should be shown on a Plat or Description, contact the Real Estate Services Division for guidance.

EXHIBIT NO.	CONTENT
A	Plat of Revision
B	Transmittal of Description
C	Example of Description Format
D	Standard symbols to be utilized in Howard County
E	Checklist for Survey Data Right-of-Way Acquisition Plat
F	Example of Acquisition Plat
G	Example of Description—Release of Utility Easement

SECTION NINE

501.4.9 AMENDMENTS

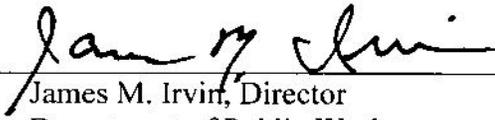
This procedure may be amended as required. All amendments will be entered as dated additions to this Document and until this procedure is revised.

501.4.9.1 COORDINATION

Those sections of this procedure calling for and prescribing coordination within the Department of Public Works or with other agencies of Howard County, Maryland have been coordinated with and approved by those agencies prior to adopting and publishing this procedure.

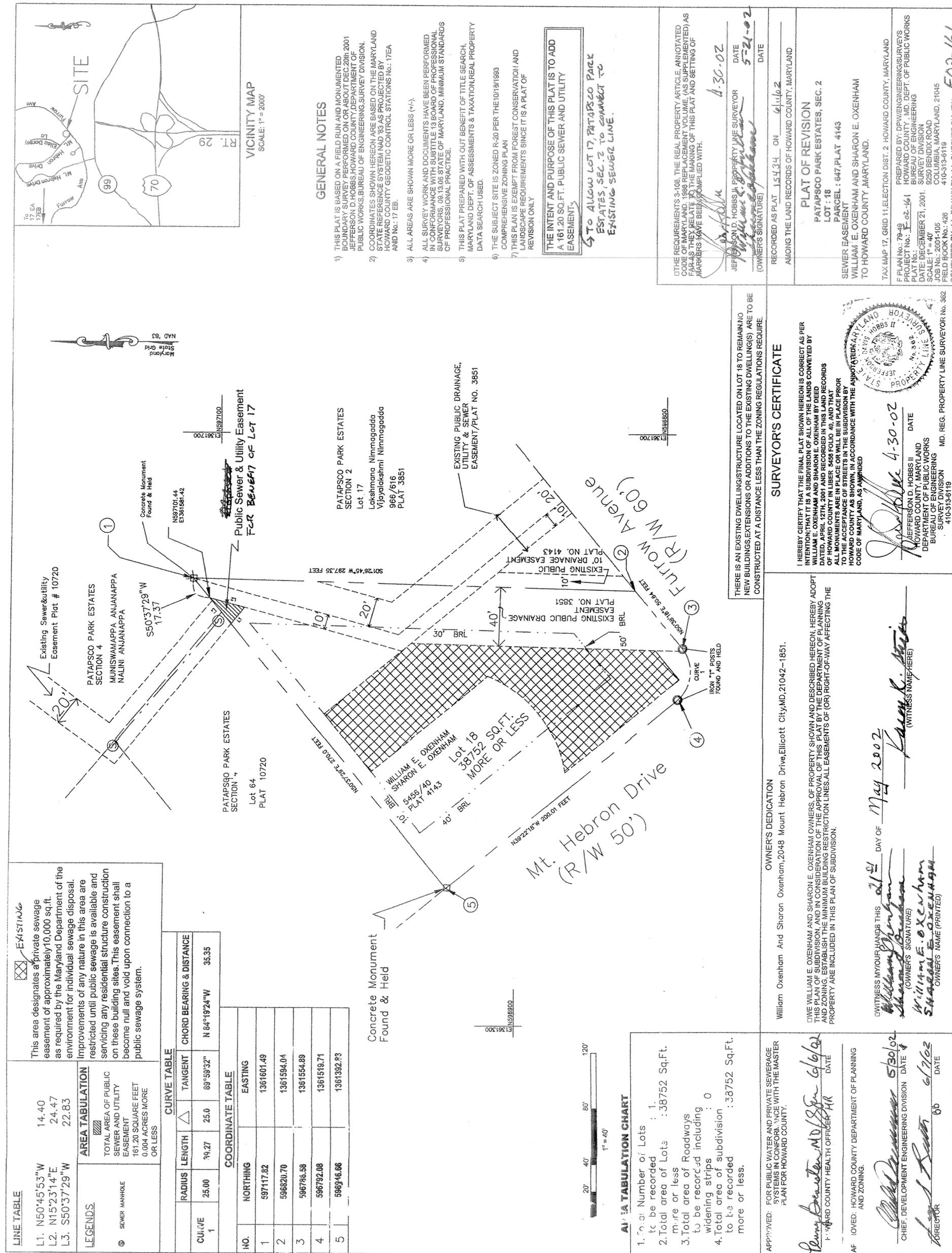
501.4.9.2 EFFECTIVE DATE OF PROCEDURES

This procedure is effective December 13, 2004 and will remain in force as stated and amended until it is formally revoked or rescinded by the Director of Public Works. Deviations from this procedure may be authorized by the Director of Public Works on a case by case basis.

Approved: 
James M. Irvin, Director
Department of Public Works

To obtain further details contact the Real Estate Services Division @ 410-313-2330

EXHIBITS



GENERAL NOTES

- 1) THIS PLAT IS BASED ON A FIELD RUN AND MONUMENTED BOUNDARY SURVEY PERFORMED ON OR ABOUT DEC. 20th, 2001 BY JEFFERSON D. HOBBS, HOWARD COUNTY DEPARTMENT OF PUBLIC WORKS, BUREAU OF ENGINEERING, SURVEY DIVISION.
- 2) COORDINATES SHOWN HEREON ARE BASED ON THE MARYLAND STATE REFERENCE SYSTEM NAD 83 AS PROJECTED BY HOWARD COUNTY GEODETIC CONTROL STATIONS No.: 17EA AND No.: 17EB.
- 3) ALL AREAS ARE SHOWN MORE OR LESS (±).
- 4) ALL SURVEY WORK AND DOCUMENTS HAVE BEEN PERFORMED IN CONFORMANCE WITH SUBTITLE 13 BOARD OF PROFESSIONAL SURVEYORS, 08.13.06 STATE OF MARYLAND, MINIMUM STANDARDS OF PROFESSIONAL PRACTICE.
- 5) THIS PLAT PREPARED WITH OUT BENEFIT OF TITLE SEARCH, MARYLAND DEPT. OF ASSESSMENTS & TAXATION, REAL PROPERTY DATA SEARCH USED.
- 6) THE SUBJECT SITE IS ZONED R-20 PER THE 10/18/1983 COMPREHENSIVE ZONING PLAN.
- 7) THIS PLAN IS EXEMPT FROM FOREST CONSERVATION AND LANDSCAPE REQUIREMENTS SINCE IT IS A PLAT OF REVISION ONLY.

THE INTENT AND PURPOSE OF THIS PLAT IS TO ADD A 161.20 SQ. FT. PUBLIC SEWER AND UTILITY EASEMENTS
 TO ALLOW LOT 17, PATAPSCO PARK ESTATES, SEC. 2 TO CONNECT TO EXISTING SEWER LINE.

OTHER REQUIREMENTS 3-108, THE REAL PROPERTY ARTICLE, ANNOTATED CODE OF MARYLAND, 1988 REPLACEMENT VOLUME (AS SUPPLEMENTED) AS FAR AS THEY RELATE TO THE MAKING OF THIS PLAT AND SETTING OF MARKERS HAVE BEEN COMPLIED WITH.

JEFFERSON D. HOBBS II, PROPERTY LINE SURVEYOR
 DATE: 5-21-02
 (OWNER'S SIGNATURE)

RECORDED AS PLAT 15434 ON 6/16/02
 AMONG THE LAND RECORDS OF HOWARD COUNTY, MARYLAND

PLAT OF REVISION
 PATAPSCO PARK ESTATES, SEC. 2
 LOT: 18
 PARCEL: 647, PLAT: 4143

SEWER EASEMENT
 WILLIAM E. OXENHAM AND SHARON E. OXENHAM
 TO HOWARD COUNTY, MARYLAND.

TAX MAP 17, GRID 11, ELECTION DIST. 2, HOWARD COUNTY, MARYLAND

F PLAN No.: 78-49
 PROJECT No.: E-02-161
 PLAT No.: 15434
 DATE: DECEMBER 21, 2001
 JOB No.: 2001-105
 FIELD BOOK No.: 426
 COMPUTED BY: AA, DRAWN BY: AA, CHECKED BY: JDH
 F02-161

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE FINAL PLAT SHOWN HEREON IS CORRECT AS PER INTENT AND PURPOSE OF ALL OF THE LANDS CONVEYED BY WILLIAM E. OXENHAM AND SHARON E. OXENHAM DATED APRIL 12TH, 2001 AND RECORDED IN THE LAND RECORDS OF HOWARD COUNTY IN LIBER 2458 FOLIO 40, AND THAT ALL MONUMENTS ARE IN PLACE OR WILL BE IN PLACE PRIOR TO THE ACCEPTANCE OF STREETS IN THE SUBDIVISION BY HOWARD COUNTY AS SHOWN, IN ACCORDANCE WITH THE ANNOTATED CODE OF MARYLAND, AS AMENDED

JEFFERSON D. HOBBS II
 DATE: 4-30-02
 HOWARD COUNTY, MARYLAND
 DEPARTMENT OF PUBLIC WORKS
 BUREAU OF ENGINEERING
 SURVEY DIVISION
 410-313-6119
 MD. REG. PROPERTY LINE SURVEYOR No. 362

OWNER'S DEDICATION

William Oxenham And Sharon Oxenham, 2048 Mount Hebron Drive, Ellicott City, MD, 21042-1851.

WE, WILLIAM E. OXENHAM AND SHARON E. OXENHAM, OWNERS, OF PROPERTY SHOWN AND DESCRIBED HEREON, HEREBY ADOPT THIS PLAN OF SUBDIVISION, AND IN CONSIDERATION OF THE APPROVAL OF THIS PLAT BY THE DEPARTMENT OF PLANNING AND ZONING, ESTABLISH THE MINIMUM BUILDING RESTRICTION LINES, ALL EASEMENTS OF (OR) RIGHT-OF-WAY AFFECTING THE PROPERTY ARE INCLUDED IN THIS PLAN OF SUBDIVISION.

WITNESS MY OWN HANDS THIS 21st DAY OF May 2002
 William Oxenham (OWNER'S SIGNATURE)
 Sharon Oxenham (WITNESS NAME HERE)
 William E. Oxenham (OWNER'S SIGNATURE)
 Sharon E. Oxenham (OWNER'S NAME (PRINTED))

APPROVED FOR PUBLIC WATER AND PRIVATE SEWERAGE SYSTEMS IN CONFORMANCE WITH THE MASTER PLAN FOR HOWARD COUNTY.

FOR HOWARD COUNTY HEALTH OFFICER: MR. [Signature]
 DATE: 6/6/02

FOR HOWARD COUNTY DEPARTMENT OF PLANNING AND ZONING: [Signature]
 DATE: 5/30/02

DIRECTOR: [Signature]
 DATE: 6/10/02

AREA TABULATION CHART

1. Total Number of Lots to be recorded: 1
2. Total area of Lots more or less: 38752 Sq.Ft.
3. Total area of Roadways to be recorded including widening strips: 0
4. Total area of subdivision to be recorded more or less: 38752 Sq.Ft.

CURVE TABLE

CURVE	RADIUS	LENGTH	TANGENT	CHORD BEARING & DISTANCE
1	25.00	39.27	25.0	89°59'32" N 84°19'24"W 35.35

COORDINATE TABLE

NO.	NORTHING	EASTING
1	597117.82	1361601.49
2	596820.70	1361594.04
3	596786.58	1361554.89
4	596792.08	1361519.71
5	596946.66	1361392.83

EXISTING

This area designates a private sewage easement of approximately 10,000 sq. ft. as required by the Maryland Department of the Environment for individual sewage disposal. Improvements of any nature in this area are restricted until public sewage is available and servicing any residential structure construction on these building sites. This easement shall become null and void upon connection to a public sewage system.

LEGENDS

SEWER MANHOLE

SEWER AND UTILITY EASEMENT

161.20 SQUARE FEET OR LESS

EXHIBIT B

TRANSMITTAL OF DESCRIPTION

PLAT NUMBER _____ **DATE** _____

TYPE OF ACQUISITION _____

NAME OF PROJECT _____

Contract # _____	Plan # _____	Election District _____
Liber/Folio # _____	Tax Map _____	Parcel # _____
Grantor Name _____		
Address: _____ _____ _____		
Location of Acquisition _____ _____		

DESCRIPTION OF ACQUISITION:

USE	PART	LENGTH	WIDTH	AREA (in Sq. Ft.)	ACRES
_____	_____	_____	_____	_____	_____

Survey Firm Name _____

Firm Address _____

Phone _____ **e-mail address** _____

Prepared by: _____

EXHIBIT C

CONSULTING ENGINEER
ENGINEER ADDRESS

PROJECT # _____
PLAT # _____

DESCRIPTION OF SEWER AND UTILITY EASEMENT

**Elizabeth Barrett Brownville
To
Howard County, Maryland**

BEING a strip of land 20 feet wide, as described as follows, in through, over and across the property of the Grantor acquired from Robert Doe Frostling and Margaret Frostling, his wife, by deed dated February 29, 2000, and record among the Land Records of Howard County, Maryland, in Liber Z.M.P. 666 at Folio 999.

BEGINNING for the same at a point having a coordinate of North 566,771.43 feet East 1,365,430.81 feet in the Maryland State Reference System NAD '83/'91 as projected by Howard County geodetic control stations No. _____ and No. _____, on and distant 147.30 feet from the beginning of the Second of North 29° West 167 feet line of the hereinabove mentioned deed recorded among the Land Records of Howard County, Maryland in Liber Z.M.P. 666 at Folio 999 and running with and binding on a part of the Second Line and along the Third Line and along part of the Fourth (last) line of the hereinabove mentioned deed, the three following courses and distances, as now surveyed by name of surveyor, company and date, referring to the true meridian, viz:

- (1) North 36° 34' 50" West 20.00 feet to a point.
- (2) North 53° 25' 10" East 291.90 feet to a point.
- (3) South 61° 49' 50" East 22.11 feet to a point thereon, thence leaving said outlines and running within the outlines of the property of the Grantor, as now surveyed, referring to the true meridian South ° 25' 10" West 301.33 feet to the point of beginning.
Containing 5,932 square feet or 0.136 acres of land, more or less.

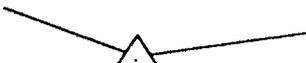
AND ALSO:

The said Grantor does hereby grant unto the said Grantee the right to use 1 additional construction strip or parcel of land 20.00 feet wide, on the southeast side of the Fourth (last) course of the hereinabove described strip or parcel of land adjacent, contiguous and parallel thereto, during the period of the original construction of the said sewer only within the above described easement and right of way for any and all purposes pertinent thereto.

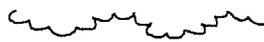
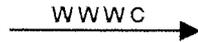
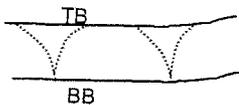
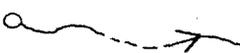
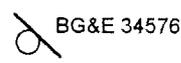
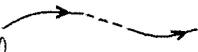
Intended to be recorded herewith as Plat No 10-0905-S-2

Please use these standard symbols on all Plats submitted to Howard County's Department of Public Works'

LEGEND

<p>SUBJECT PROPERTY LINES </p> <p>RIGHT-OF-WAY, EASEMENT LINES </p> <p>FEE SIMPLE ACQUISITION LINES </p> <p>INCIDENTAL PROPERTY OR RIGHT-OF-WAY LINES  (MAKE LINE THINE)</p> <p>TRAVERSE LINE AND TRAVERSE STATION </p> <p>BENCH MARK  BM - 368</p>	<h4>PROPERTY MARKERS</h4> <p>FOUND MONUMENT OR STONE </p> <p>FOUND IRON PIPE, IRON BAR, R.R. SPIKE, PK NAIL, ETC. </p> <p>SET MONUMENT </p> <p>SET IRON PIPE, IRON BAR, R.R. SPIKE, PK NAIL, ETC. </p>
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ADDITIONAL MAPPING SYMBOLS

WOODS, UNDERGROWTH OR BRUSH 	FLOW ARROW  OR 
MARSH OR SWAMP 	GULLIES AND WET WEATHER WATER COURSES 
TREES: DECIDUOUS 	SIDE SLOPES, BANKS (NOTE TOP AND BOTTOM) 
EVERGREEN 	SPRING 
WALL 	UTILITY POLE (NOTE POLE NUMBER) 
UNDERGROUND TANK: SEPTIC, FUEL, ECT. 	WOOD FENCE 
STREAM / RIVERS (NOTE DIRECTION OF FLOW) 	WIRE FENCE 
DITCHES, CHANNELS (NOTE DIRECTION OF FLOW) 	

AREA DESIGNATIONS

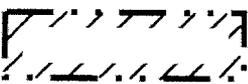
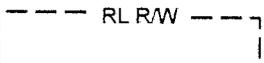
RIGHT-OF-WAY TO BE ACQUIRED 	SLOPE / GRADING EASEMENT 
RIGHT-OF-WAY EXISTING 	TEMPORARY CONSTRUCTION STRIP 
RIGHT-OF-WAY TO BE RELEASED 	EXISTING DRAINAGE OR UTILITY RIGHT-OF-WAY 

EXHIBIT E

**RIGHT-OF-WAY ACQUISITION PLATS
CHECKLIST FOR SURVEY DATA**

The following information must be shown on all Plats. Place a checkmark next to each line to verify.

- Point of Beginning (each fee simple or easement parcel. Construction Strips if Metes and Bounds
- Scale (recommended minimum 1 inch = 50 feet
- Seal and Signature of a Professional Land Surveyor or Property Line Surveyor
- Monuments and Markers found in general location of all corners (notation of Marker not found and not held and relationship to actual corner)

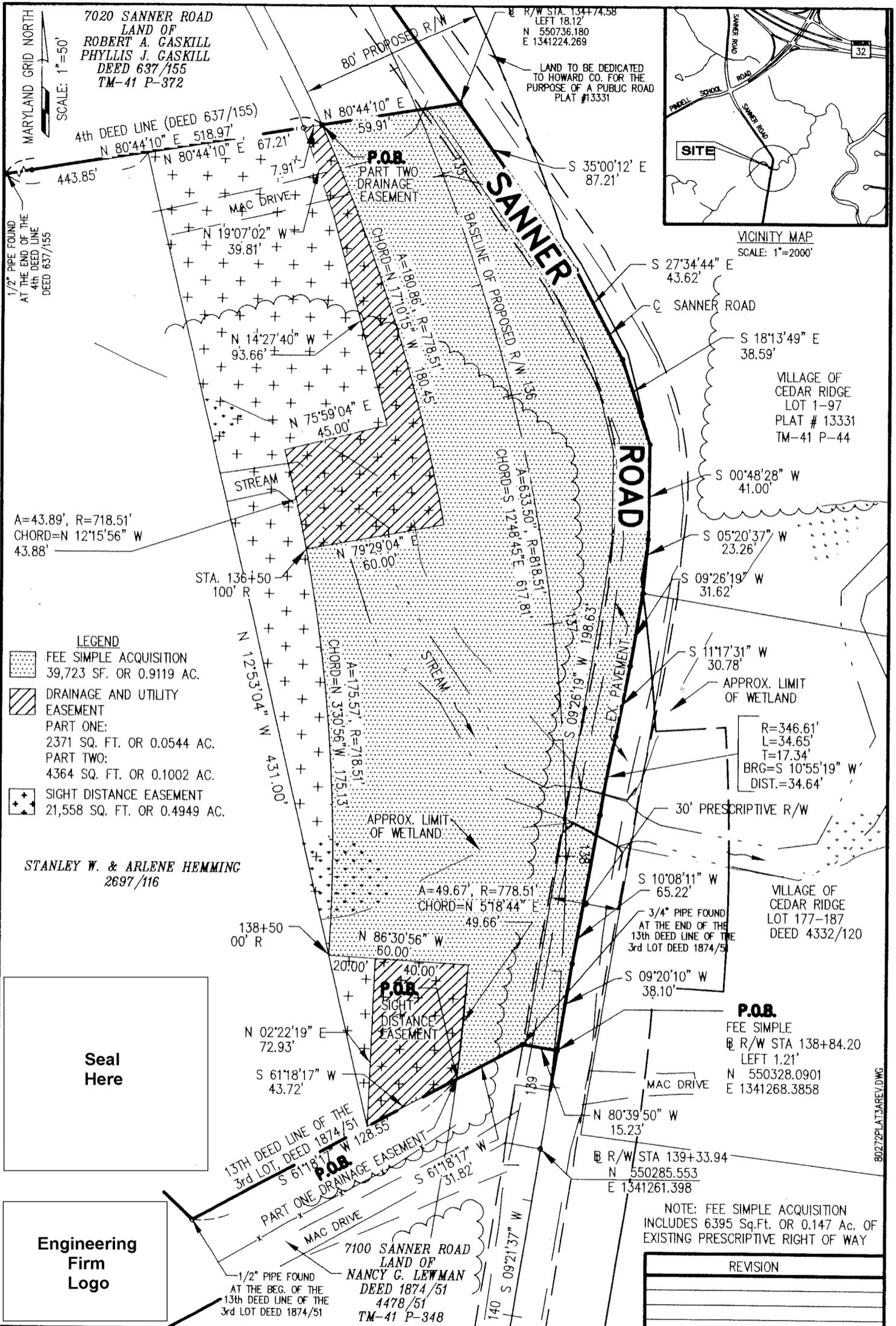
- Coordinates of at least 2 corners (each fee simple acquisition or permanent easement) Maryland Reference System NAD 83'
- Side Property Lines extended away from right-of-way easement must be indicated by a "Z" line (to show broken line) or direction to the marker found (if applicable) at other end of line.

- Improvements in or near parcel or easement (ponds, houses, driveways, wells, shrubs, trees, septic system drainfields, poles, fences, etc.

- Existing easements
- Street names, owners names, adjoining owner names, deed references, parcel #, Lot #, subdivision name and record Plat reference, acreage.
-
- Traverse AND baseline-(or centerline) bearings, distances and coordinates
- Tabulation of parcels showing areas of: fee simple, easements of various types) Construction strips. Legend as shown in 501.4 Procedures, Exhibit H.

- In title block: Project #, Plat #, Scale, Date, Description, Owner's name, Election district
- Approval Block (see 501.4 Procedures, Section 501.4.5.1E)
- Consulting firm name, address, etc.
- North Arrow showing meridian (Normally Maryland Reference System NAD 83')
- Vicinity Map (for partial properties)
- Revision block
- Curve Table
- Show at least 3 Grid ticks w/North & East Reference Values
-
- Stations and offsets from baselines or centerlines for all easements and rights-of-way.
- No dimensions on backs of slope or drainage easements
- No plus or minus distances
- Properties not in a recorded subdivision shall show the deed call and reference of all title lines crossed, i.e. "5th line of 2nd parcel 504/620"

- Title Reference of Subject Property
- Drawn by: (Name) _____
- Checked by: (Name) _____



REVISION

NOTE: FEE SIMPLE ACQUISITION INCLUDES 6395 Sq.Ft. OR 0.147 Ac. OF EXISTING PRESCRIPTIVE RIGHT OF WAY

APPROVED:
 BUREAU OF ENGINEERING
[Signature] DATE 9/27/00
 REAL ESTATE SERVICES DIVISION
[Signature] DATE 11/2/00

PLAT NO. B-3842-3
 PROJECT NO. B-3842
 SCALE: 1"=50'
 DATE: SEPT. 18, 2000

HOWARD COUNTY DEPARTMENT OF PUBLIC WORKS
 FEE SIMPLE ACQUISITION, SIGHT DISTANCE AND DRAINAGE AND UTILITY EASEMENTS
 STANLEY W. HEMMING AND ARLENE A. HEMMING
 TAX MAP 41 PARCEL 406 LIBER 2697 FOLIO 116
 FIFTH ELECTION DISTRICT
 HOWARD COUNTY, MARYLAND

EXHIBIT G

NAME OF CONSULTING FIRM
CONSULTING FIRM ADDRESS

**DESCRIPTION FOR
RELEASE OF UTILITY EASEMENT
HOWARD COUNTY, MARYLAND
TO
ROBERT D. AND JANE FROSTLING**

BEING a triangular parcel of land, hereinafter described, in, through, over and across the property of the Grantees acquired from Harvard Hillside Development Corporation, by deed dated August 21, 1962 and recorded among the Land Records of Howard County, Maryland, in Liber 333 at Folio 111, said property being shown as Lot 12 on a plat of Oak-Lea recorded among the aforesaid Land Records in Plat Book 7 at Folio 94.

The said triangular parcel of land, lying on U.S. Route 40 and at the northwest corner of said Lot 12 and extending from said northwest corner of Lot 12, along U.S. 40 South, 84° 48' 48" East 20.00 feet to a point thence, through said Lot 12, S. 5° 11' 37" West 20-75 feet to the southwesterly line of said Lot 12 and thence, along said line North 38° 45' 05" West 28.82 feet to the point of beginning, containing 207.5 square feet or 0.0047 acre.

See Plat marked Plat No. 767-W-5