



Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor

James T. Smith, Jr., Secretary
Melinda B. Peters, Administrator

Mr. David DeMaine, Real Property Supervisor
Records and Research Section – 2nd Floor, M-202
State Highway Administration
211 East Madison Street Baltimore, Maryland 21202
Telephone No. (410) 545-0034 or (410) 545-2835
Email Address: ddemaine@sha.state.md.us

Date:

PLEASE SEND ALL REQUESTS BY EMAIL OR FAX

Email: ORERecordsAndResearch@sha.state.md.us

Fax No. (410) 209-5023

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 showing the area of interest and I understand you will forward this material as soon as possible.

Thank you, _____

Print Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Additional Remarks: _____

**WE CANNOT PROCESS YOUR REQUEST WITHOUT A VICINITY MAP
IT IS NECESSARY TO IDENTIFY THE PRECISE PROPERTY LOCATION**

PLEASE NOTE EACH OFFICE IS REGULATED BY SEPARATE PROCEDURES
ORDER CONSTRUCTION PLANS, CROSS SECTIONS, ETC. FROM:

Office of Highway Development - Design Technical Services – 1st Floor, C102
707 North Calvert Street Baltimore, Maryland 21201
Telephone No. (410) 545-8798 Fax No. (410) 209-5001

My telephone number/toll-free number is _____
Maryland Relay Service for Impaired Hearing or Speech 1.800.735.2258 Statewide Toll Free



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ORDER FORM FOR PLATS ONLY

Please furnish the plats listed below:

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of Copies ea. _____ R/W Contract _____ County _____

Send Hard copies _____ Email .tiff files _____

Thank you, _____

Print Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Additional Remarks: _____

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IMPORTANT INFORMATION REGARDING PLAT REQUEST

Please be advised that, by law, if a plat is recorded or reflects any State Highway Administration acquisition, it is available to the general public. Phone requests for same day service should be placed by twelve noon.

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

If the latest existing right of way information is needed, a request in writing, including a vicinity map highlighting the area desired, should be sent to this office. In person requests are not encouraged because of the complex nature of the research and the volume of similar requests. Please allow a minimum of three to four weeks for a response.

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
Fax: (410) 209-5023
Email: ORERecordsAndResearch@sha.state.md.us

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

Very truly yours,

David DeMaine
Real Property Supervisor
Records and Research Section

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