MDOT - SHA - OHD - PSD
PLAT DRAFTING CHECKLIST

The undersigned certify that they have reviewed the submitted plat for compliance with this checklist.

Plat Number: _____ Drafter: _____

Surveyor of Record: _____

BASELINE

☐ ☐ 1. Station all Base Lines to show whole and +50 stations; bearing to 0.1 second; and position curve data on the inside of the curve. If the plat is 100 scale or larger use of +50 stations is optional as space allows.

☐ ☐ 2. All Base Line equalities should be labeled and correctly positioned for back and ahead stations.

☐ ☐ 3. All Base Line types should be labeled. (i.e. Base Line of Right of Way, Center Line of Survey, Center Line of Construction and Base Line of Survey, Base Line of Right of Way and Base Line of Construction, etc.)   Source of base line should be labeled i.e.: (SHA PLAT 12546).

☐ ☐ 4. All Base Line curves should have corresponding curve data, delta, and degree of curve angles to a 0.1 tenth of a second.

☐ ☐ 5. All components of curves should be labeled. (i.e. PC's, PT's, SC's, CS's, PRC's, PCC's, TS's, ST's)

☐ ☐ 6. The Curve Data on the plat should be consistent with the computer output curve data and/or the curve data of record, as appropriate.

☐ ☐ 7. There should be (2) sets of **MD NAD 83/91** coordinates per Base Line per plat that are determined from GPS Survey and carried out to the 4th decimal place 0.1234 (ten thousandth of a foot).

RIGHT OF WAY
EXISTING AND PROPOSED

☐ ☐ 8. All angle breaks in Existing Right of Way Lines and Right of Way Lines should have station/offset ties.

☐ ☐ 9. All angle breaks in Existing Right of Way Lines of Through Highway and Right of Way Lines of Through Highway should have station/offset ties.

☐ ☐ 10. All Right of Way Line labels should be placed outside the right of way line.

☐ ☐ 11. All Right of Way Line of Through Highway labels should be placed inside the right of way line.

☐ ☐ 12. All End Right of Way Line of Through Highway should be labeled, stationed and the road name correctly indicated.

☐ ☐ 13. All County Right of Way Line labels should be placed outside the right of way line.

☐ ☐ 14. All Railroad Right of Way Line labels should be placed outside the right of way line.

☐ ☐ 15. All curved Right of Way Line and Right of Way Line of Through Highway should have the radii labeled when not concentric with the Base Line. Label the radius where the curve begins and ends.

☐ ☐ 16. All Private Utility Right of Way Line labels should include source deed and plat reference, as applicable.

☐ ☐ 17. All Lines of Division, Dedication Lines, Reservation Lines and Lease Lines should be labeled as such and when monumentation justifies, show bearings for those lines that intersect new SHA Right-of-Way Line.

☐ ☐ 18. All Fee areas and Perpetual Easement areas should have a Point of Beginning. Use one common Point of Beginning for multiple parcels if possible.

☐ ☐ 19. All Point of Beginning labels should be on a *NEW* Right of Way Line and have a deed and plat reference, as applicable, with bearings and distances, to a deed or plat call.

EASEMENTS
EXISTING AND PROPOSED

☐ ☐ 20. All angle breaks in Existing Easement Lines and Easement Lines should have station/offset ties. Exception: if an existing easement is being merged into new fee right of way or an expanded easement of the same type then station/offset ties are not shown for the easement lines.

☐ ☐ 21. All New (proposed) Easement areas should be labeled and hatched appropriately.

☐ ☐ 22. All Existing Easement areas should be labeled and include source plat reference in parentheses and associated deed reference, if available, positioned under the plat reference. For example, SHA Plat 95482 would be shown as:

<div align="center">

(SHA PLAT 95482)
MDR 5287/522

</div>

☐ ☐ 23. All Temporary Easements should be labeled with correct "see Note A" or "see Note B", etc.

☐ ☐ 24. All Perpetual Discharge Easement arrows should be identified as either Perpetual Discharge Easement or Existing Perpetual Discharge Easement.

☐ ☐ 25. All County Easement labels should include source deed and plat reference.

☐ ☐ 26. All Private and Public Utility Easement labels should include source deed and plat reference.

ACCESS CONTROL NOTES
THROUGH HIGHWAY, CONTROL BREAKS

☐ ☐ 27. All Limit of Denial labels should contain correct stations and the leader should not terminate with an arrowhead.

☐ ☐ 28. All Overpass and Underpass labels should contain the correct station and the leader should not terminate with an arrowhead.

☐ ☐ 29. Confirm that the appropriate Right of Way Line of Through Highway Control note is used in the border note at the bottom of plat.

PROPERTY LABELS
   NAME, PLAT REFERENCE, ITEM NUMBER
ACQUISITION PROPERTY LABELS
   METES & BOUNDS BOX, NUMBER BUBBLES, POB

☐   ☐   30. All subdivisions should be labeled with the appropriate subdivision plat name, recording information (Plat Book/Page), block number and/or section number, and lot number.

☐   ☐   31. Confirm bearings and distances match on adjacent parcels.

☐   ☐   32. All Properties being Acquired should be labeled within the property boundary on the plat and within the header of the Metes & Bounds box with the full property owner's name and item number.

☐   ☐   33. The Metes & Bounds box should be located on the plat where the Point of Beginning appears.

☐   ☐   34. All Metes & Bounds should be run in a clockwise direction.

☐   ☐   35. All Metes & Bounds should mathematically close as listed; square footage reported to the nearest foot and acreage reported to three decimal places 0.123 (thousandth of a foot).

☐   ☐   36. When Metes & Bounds box or TCE area box are shown on a separate plat use the "cross reference" note: "For Metes and Bounds See Plat No. xxxxx ". placed in a rectangular box within the subject parcel.

☐   ☐   37. Line number bubbles should be clear of any shading or hatching if located within a fee or easement area or any topographic feature.

☐   ☐   38. Line number bubble leaders should not cross each other or any other line.

PLAT BORDER
   TITLE BOX, SURVEY CONTROL BOX, CERTIFICATE

☐   ☐   39. Confirm that the termini and contract number listed in the title box match what is reported in OREMS and that the termini and contract number for construction match the construction project name and number.

☐   ☐   40. Confirm with the Project Manager if there is a federal aid number.

☐   ☐   41. Confirm plat number.

☐ ☐ 42. List all plat numbers used in "Part of Plat" along with the latest revision date shown for each plat.

☐ ☐ 43. Indicate appropriate survey book number(s), containing base line, center line, topography, metes & bounds and control traverse and traverse information, as appropriate.

☐ ☐ 44. Fill in the appropriate file/directory references for. dgn and .ics. as provided by the SHA plat reviewer.

☐ ☐ 45. Fill in the Drafted By, Computed By, and Checked By lines.

☐ ☐ 46. Confirm scale and bar scale match and are correct.

☐ ☐ 47. Confirm plat border corner coordinates for GIS georeferencing. (To the nearest foot). They should be in X, Y format. (E over N)

☐ ☐ 48. Confirm the Registered Surveyors License number and expiration date in the Surveyor's Certification Note.

☐ ☐ 49. Confirm Control Note depicting the controlling stations have correct NAD 83/91 coordinate values, name and book/page reference.

GENERAL

☐ ☐ 50. All shading for Fee areas, Conveyed areas, Easement areas and Extra Land areas should comply with the legend.

☐ ☐ 51. Confirm parallel bearings and distances with ties to base lines.

☐ ☐ 52. Confirm correct location of metes & bounds bubbles especially in crowded areas. Use detail cookie as needed.

☐ ☐ 53. Confirm there are circles at line breaks on Fee areas, Perpetual Easement areas, and at deed references.

☐ ☐ 54. Confirm accuracy of cross-reference notes "Match Mark See Plat No. xxxxx ".

☐ ☐ 55. Confirm all Route Numbers, Road Names and Ramps are labeled.

☐ ☐ 56. Confirm all topography is labeled or removed, as appropriate.

☐ ☐ 57. Confirm directional arrows indicating direction to nearest intersecting street

or road include a distance to nearest 10 foot. County roads may be used as an intersecting street.

☐ ☐ 58. Confirm the north arrow is located on the plat, labeled with the datum, and in the correct orientation. The north arrow should generally be placed in the upper left corner of the plat.

☐ ☐ 59. Check for correct text size, line style and line weight for all plat elements.

☐ ☐ 60. Check for general **NEATNESS, LEGABILITY** and **APPEARANCE** of plat.

☐ ☐ 61. Confirm all text "falls on its feet" or is normal to the page.

☐ ☐ 62. There should be no overlapping leader lines.

☐ ☐ 63. Use appropriate label when labeling property ownership:
ET AL. – and others
ET UX. – and wife
ET VIR. – and husband
Note that there is a period after the AL. UX. and VIR. because these are abbreviations like sta. or conc.

ADDITIONAL CHECKS FOR REVISION AND REPLACEMENTS PLATS

☐ ☐ 64. Make sure all areas of revision are labeled with the appropriate numbered Box, for example, ☐1 even in areas that now become vacant (i.e.: complete removal of an easement or fee area).

☐ ☐ 65. Confirm statement in revision box reflects all changes made.

☐ ☐ 66. Confirm if multiple plats are impacted that the revision notes are placed on all associated plats.

☐ ☐ 67. Confirm match mark plat numbers are revised as appropriate. If the only change to a plat would be the match mark number, do not indicate a revision for that plat.

☐ ☐ 68. Confirm the plat you are replacing is referenced in the Part of Plats on the replacement plat.

COMMENTS: Use this area to detail special considerations for non-compliance.