

## PLAT SUBMISSION REQUIREMENTS

1. Title with:
  - a. Plat Number
  - b. Lots, parcels and blocks
  - c. Approved subdivision name
  - d. "City of Gaithersburg"
  - e. Previous lot number(s), if it is a resubdivision
  - f. County Election District
2. City record plat identification number (R- \_\_\_\_\_) in lower-right and lower-left corners
3. Surveyor's name and address
4. Surveyor's Certificate in conformance with Section 20-10 of the City Code
5. Owner's Dedication, in conformance with Section 20-10 of the City Code
6. Plat tabulation including number and area of lots, parcels, outlots, and dedication areas
7. Total area of plat
8. Graphic scale and date; relational unit scale (x units = y units) or ratio scale (x units: x units)
9. North arrow with datum reference and coordinate units (feet or meters)
10. Minimum of three (3) geospatial coordinates, which shall be located along the boundary of the platted area, in: - Maryland State Plane HPGN (NAD 83/91), or newer Datum
11. Lot numbers (numerical order) and block numbers (alphabetical order)
12. Lot area and dimensions in appropriate units (feet/acres or meters/hectares)
13. Distance from ROW to center line if a street forms a boundary of the plat
14. Utility and telecommunication easements, public improvement easements, stormwater management easements, conservation easements, etc., where applicable, with bearings and distances
15. Grading and drainage easements from adjacent property owners, where applicable
16. Recording information (Liber/folio) for all easements, noted in the easement area and included in the Owner's Dedication
17. Adjacent subdivisions or property owners, including liber/folio and county plat numbers
18. Original subdivision information in dotted lines, if plat is a resubdivision
19. Curve information table including bearing, chord, radius, arclength, delta and tangent information
20. Iron Pipes at all angle points and curves in plan; monuments where applicable
21. Cluster development note (where applicable)
22. A note stating the current zoning and additional notes for any other relevant development information
23. Pedestrian pathway system and/or proposed common areas
24. Key map showing all plats in subdivision with subject plat shown more prominently
25. Approval block: "City of Gaithersburg Planning Commission" with space for signatures "Chair" and "Vice Chair" and date
26. All signatures to be indelible (permanent) archival quality acid-free ink
27. Plat recordation block: "Date Recorded \_\_\_\_\_" and "Plat Number \_\_\_\_\_"
28. Any additional standards as set forth by the Maryland State Board for Professional Land Surveyors
29. Drawings and Plans
  - a. (1) folded paper copy 18"x18" or 18"x24" and electronic copy in PDF format for review process
  - b. (1) mylar original, when requested