



**MAYOR AND CITY COUNCIL OF LAUREL
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

8103 Sandy Spring Road • Laurel, Maryland 20707 • (301) 725-5300
Internet Address <http://www.cityoflaurel.org> • E-mail: ecd@laurel.md.us

Application No. _____
Date Filed _____
PC Meeting _____
Decision _____
Date of Decision _____
Planner Assigned _____
Zoning Sign Issued _____
EnerGov No. _____

RECORD PLAT APPLICATION

☐ PLAT OF CONSOLIDATION
☐ PLAT OF CORRECTION
☐ PLAT OF SUBDIVISION

☐ COMMERCIAL/INDUSTRIAL
☐ RESIDENTIAL

*Check all that apply.

1. SUBJECT PROPERTY

Project/Subdivision Name: _____
Street Address/Location: _____
Acreage: _____ # of Lots: _____ Zoning: _____
Tax Identification No.: _____

2. APPLICANT

Name: _____
Street Address: _____ Suite No.: _____
City: _____ State: _____ Zip Code: _____
Work Phone: _____ Home Phone: _____
Email: _____

3. PROPERTY OWNER (IF DIFFERENT FROM APPLICANT) If more than one property owner, list additional owners on a separate page.

Name: _____
Street Address: _____ Suite No.: _____
City: _____ State: _____ Zip Code: _____
Work Phone: _____ Home Phone: _____
Email: _____

4. ENGINEER/SURVEYOR

Name: _____
Street Address: _____ Suite No.: _____
City: _____ State: _____ Zip Code: _____
Work Phone: _____ Home Phone: _____
Email: _____

5. PROPERTY DESCRIPTION(S)

Describe the type of plat change (consolidation, subdivision, etc.) as well as the subdivision name, lot number, block, and tax account number of the original parcel(s) and the number and size of the new lot(s).

6. RECORD PLAT CHECKLIST

The submitted record plat **MUST** contain the following items. Sec. 20-33.2 of the Unified Land Development Code contains a detailed listing of the pertinent informational items required for review. Three (3) copies of the record plat need to be submitted with the application. Required plan size is: 24"X36" must be folded to 8½" X 11".

Two (2) mylars originals with the following Signature Blocks:



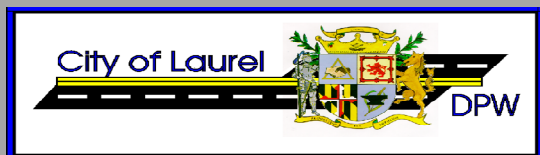
City of Laurel Planning Commission

Approved: _____

Date

Chairman

Secretary



DATE RECEIVED BY DPW: _____

DATE RETURNED TO ECD: _____

DPW REVIEWER: _____

DATE: _____

DPW DIRECTOR (OR DESIGNEE): _____

DATE: _____

APPROVED: _____ APPROVED W/COMMENTS: _____ REVIEWED: _____ REJECTED: _____

An electronic copy of the plat in AutoCAD showing all property lines and building footprints is also required.

- ✓ subdivision name
- ✓ minimum scale of 1" = 100'
- ✓ name(s) and address(es) of record owner, subdivider, and surveyor
- ✓ location of all easements, reservations and right-of-ways provided for public services and utilities
- ✓ name and location of all adjoining property including lot and block numbers, plat references, and liber/folio
- ✓ location of all survey monuments (i.e. iron pipes)

- ✓ date, north arrow, and site location map
- ✓ deed and/or legal description of boundary
- ✓ lot lines with dimensions, lot and block numbers, and land area of each lot
- ✓ delineation of any areas reserved for common use or mandatory dedication
- ✓ location, width, and name of all existing or proposed right-of-ways located in the subdivision/development
- ✓ location of all building restriction lines for each lot

7. PLAT RECORDATION

Plat corrections and consolidations approved by the City of Laurel Planning Commission must be officially recorded with Prince George's County Land Records Office. Once the plat is recorded with the Land Record Office, the applicant must provide 15 copies of the plat containing the date recorded, plat book and plat number to the City of Laurel Department of Economic and Community Development for distribution to state, local, and federal agencies.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

APPLICANT:

Signature: _____

Date: _____

Print Name _____

PROPERTY OWNER (if different than applicant)

Signature: _____

Date: _____

Print Name: _____

Fees (please fill out)	Amount	Account #
Filing Fee		10-43105
Total:		

*check fee schedule