



**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](mailto: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: \_\_\_\_\_

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

\*check fee schedule