

Checklist for Easement and Right of Way Package Review

Submittal Complete?

Transmittal (1) ____
Schedule A (2) ____
Schedule B (3*) ____ * B/W paper, Color paper, B/W mylar (or 2nd B/W paper if A size)
Plan Sheets (2*) ____ * 2 per owner, colored
Supporting Deed(s) ____
Supporting Plat(s) ____

Transmittal:

Boxes all filled in ____
Contract # matches plan ____
Liber & Folio match description ____
Plat matches description ____
200' Sheet # matches plan ____
Location of Easement makes sense ____
Sketch #s match sketch(es) ____
Sketch #s belong to consultant submitting package ____
Areas match description ____
PM initialed and dated ____

Plan:

Proposed easement area labeled ____
Proposed water line, sewer line, MH, WMV, FH,... is within adequate easement ____
Streets are public or covered by easement if private ____
Easement area matches sketch ____
Existing water line, sewer line, MH, WMV, FH,... is within adequate ex.easement ____
Existing easement is labeled with L/F ____

Description - Schedule A:

Tax ID # in upper right corner ____
Owner name and address ____
WSSC and address ____
"Being" paragraph, reference to owner deed (L/F, from, date) ____
Owner deed information matches deed ____
"Being" paragraph, reference to lot, block, plat ____
Plat information matches recorded plat ____
"Beginning" paragraph, POB reference to recorded plat and/or deed ____
Coordinates on POB (if p/o acreage vs. recorded plat) & match sketch ____
Metes and Bounds match sketch(es) ____
References in metes and bounds match deed and/or plat ____
References and ties to existing WSSC easements when applicable ____
Area matches sketch(es) ____
COMAR statement with Surveyor signature and seal ____
Signature dated and License expiration date ____

Sketch(es) - Schedule B (C, D, ...)

North Arrow ____
Scale ____
Datum ____
Sketch # ____
Owner and deed information correct ____
Lot, Block, Plat information labeled correctly ____
Point of Beginning labeled ____
Ties to POB shown ____
Coordinates on POB (if applicable) match description ____
Metes and bounds match description ____
Area matches description ____
Existing streets labeled (width and private/public) ____
Existing WSSC easements labeled ____
Ties to existing easements, plat, deed labeled ____

Colored Sketch and Plan:

Property boundary and owner info in Red ____
Proposed easement limits and info in Green ____
Point of Beginning label in Blue ____
Existing easement limits and info in Brown ____
Proposed construction strip and info in Orange ____