

# 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 \_\_\_\_