

M E M O R A N D U M

To : Surveyors and Engineers	From : Ronald A. Church, Manager
Re : Method of Showing Easements on Record Plats	Date : February 13, 2002

The purpose of this memorandum is to address several questions which have arisen in the fairly recent past as to the proper use, terminology, and graphic representation of easements on record plats. The Dept. of Public Works, on pages 2-52 and 2-53 of the Design Manual, provides standards for the various types of easements normally involved in road and storm drain construction. There are also standard symbols for other types of information normally found on record plats. While it is acknowledged that these may not cover every possible situation, they should be sufficient for most normal applications. It would be preferred that a legend be shown all record plats which indicates the standard graphics and labeling. This way it is necessary to show only the proper graphic and the appropriate dimension. If easements are shown with the proper symbol, labeling would not have to be repeated.

The one exception is the graphic symbol for Proposed Right-of-Way. There are often other items of information, labeling and dimensioning which are placed within the right of way area and which would be obscured if the right-of-way area was shaded as shown. Therefore it has been and will continue to be the policy that no shading or hatching is required for new right of way. A perpendicular dimension should be given wherever right of way lines are parallel, along with a note stating the exact acreage and that the right of way is to be conveyed in-fee to the County Commissioners of Carroll County. It has also been and will continue to be the policy that ditches which run with the bottoms of road slopes can be contained within the slope easement, it is not required that separate drainage easements be established in these instances. In those instances where the ditch is not an integral part of the road slope or where drainage facilities are constructed across lots or along lot lines these should be shown and labeled as "Perpetual Easement For Drainage Facility."

Please note that there are no such designations as "Drainage and Utility Easement," "Revertible Easement" or "Revertible Slope Easement" in Dept. of Public Works standards. Therefore these designations for easements should not be used in conjunction with construction of public roads.

Finally, it is also important that the record plat contain statements as to the disposition of all parcels which are being created. Whether parcels are to be conveyed to an HOA, the County, a private individual, some other entity, or retained by the developer must be clearly stated on plats. This is especially important when easements are being established on those parcels.

If there are any questions please feel free to call, extension 2143. Thank You

cc: Howard Noll, Chief, Bur. of Engineering
Ralph Green, Dir. Dept. of Permits Inspections and Reviews
Dick Owings, Chief, Bur. of Development Review
Tim Burke, Assistant County Attorney
Steve Ford, Developer Review Supervisor
Bruce Waldron, Bur. of Dev. Review
Clay Black, Bur. of Dev. Review
Brett Gosnell, Bur. of Dev. Review
Cathy Frock, Engineering Reviewer