

## ***FLOODPLAIN EASEMENT PLAT CHECKLIST***

**GENERAL INFORMATION:**

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_

Subdivision No. : \_\_\_\_\_ Project No.: \_\_\_\_\_

Permit No.: \_\_\_\_\_

**CONSULTANT'S CERTIFICATION:**

I hereby certify, with my signature and seal, that I have personally reviewed the materials submitted with this checklist and to the best of my ability have insured that the submittal is complete and accurate.

Signature: \_\_\_\_\_ Seal & Date: \_\_\_\_\_

**The consultant must place a designation in the column below as follows:**

1. **Y** which means that the item in question is required and has been adequately provided on the plat, or
2. **N/A** which means the item in question is not required and has not been provided on the plat.

**The county reviewer must place a designation in the column below as follows:**

1. **Y** which means that the item in question is required and has been adequately provided on the plat,
2. **N** which means the item in question is required but has not been adequately provided on the plat, or
3. **N/A** which means the item in question is not required and has not been provided on the plat.

<b><i>FLOODPLAIN EASEMENT PLAT CHECKLIST</i></b>		
<b><i>Consultant</i></b>	<b><i>Reviewer</i></b>	<b><i>Item Description</i></b>
		<b><i>A. 8.5"x11" paper Exhibits provided (mylars are not required)</i></b>
		<b><i>B. Complete County portion of Title Block</i></b>
		1) <i>Anne Arundel County Department of Inspections &amp; Permits title block</i>
		2) <i>Scale</i>
		3) <i>Date</i>
		4) <i>Engineer Manager -Signature and Date Block</i>
		<b><i>C. Complete Easement Title Block</i></b>
		1) <i>Name of Project</i>
		2) <i>Type of Easement (100-year/ FEMA Non-Tidal Floodplain)</i>
		3) <i>Project Address</i>
		4) <i>County, State &amp; Zip Code</i>
		5) <i>Assessment District</i>
		<b><i>D. Complete Easement Plat</i></b>
		1) <i>Seal, Signature and Date of Professional Land Surveyor or Property Line Surveyor</i>
		2) <i>Graphic Scale</i>

**FLOODPLAIN EASEMENT PLAT CHECKLIST**

		3) Easement Location Map (if necessary to provide location)
		4) North Arrow with appropriate NAD North labeled
		5) Grid Tics (minimum of three required)
		6) Point of Beginning labeled; coordinates being provided
		7) Easement limits <u>and</u> area designated
		a) Floodplain limits being defined with appropriate line-symbol
		b) Bearings & distances provided (on floodplain limits or in table)
		c) Easement area shaded or hatched
		d) Easement area shown in square feet <u>and</u> acres
		8) All adjacent properties labeled, including tax#
		9) Adjacent Property Lines shown and labeled
		a) Bearings Distances provided (on property line or in table)
		b) Critical points labeled ; coordinates being provided
		10) Road Right-of-Way, as applicable
		a) Road name(s) clearly labeled
		b) Road right-of-way width shown and labeled
		c) Bearings and distances provided (on ROW limit or in table)
		10) Curve Data shown (on Arc or in table), as applicable
		a) Radius
		b) Arc Length
		c) Chord Bearing
		d) Chord Length
		11) Label as: <b>Exhibit 'B'</b>

**FLOODPLAIN EASEMENT DESCRIPTION CHECKLIST**

<b>Consultant</b>	<b>Reviewer</b>	<b>Item Description</b>
		1) Company Name/Address/Letterhead
		2) Name of Project
		3) Project Address
		4) County, State & Zip Code
		5) Assessment District
		6) Type of Easement (100-year/ FEMA Non-Tidal Floodplain)
		7) Legal Easement Description by Surveyor
		8) Easement area in square feet <u>and</u> acres
		9) Seal, Signature and Date of Professional Land Surveyor or Property Line Surveyor
		10) Label as: <b>Exhibit 'A'</b>

**Document location:** <http://www.aacounty.org/departments/planning-and-zoning/development/forms-and-publications/FloodplainEasementChecklist.pdf>