



Prince George's County
Department of Permitting, Inspections
and Enforcement
SITE/ROAD PLAN REVIEW DIVISION



**Right-of-Way Process and Requirements for
Dedications, Easements and Covenants**

If a project has any recording activities such as an easement, dedication, or maintenance agreement with the county, files must be uploaded in ePlan (Easements, Right of Way, Deeds Folder) and should be organized as follows:

Maintenance Agreements/Declaration of Covenants –

1. Complete Declaration of Covenant and upload to the Easements, Right of Way, Deeds Folder in ePlan
 - a. Include an Exhibit or Schedule, if necessary
 - b. If the property is owned by a business entity, provide organization docs that show the authorized signatory.
2. Once the form is complete and approved for signature by the Right of Way Specialist, the owner needs to sign and have the document notarized.
3. Bring the form to DPIE, Site/Road Plan Review Division and request for the Engineer of the Day to sign and date the bottom of the third page.
 - a. DPIE, Site/Road Plan Review Division
9400 Peppercorn Place, Suite 230
Largo, MD 20774
4. The form needs to be stamped at The Office of Finance
 - a. Office of Finance
1301 McCormick Dr.
Largo, MD 20774
5. Record the form at Land Records
 - a. Land Records
14701 Gov. Oden Bowie Drive
Upper Marlboro, MD 20772
 - b. \$60 to record
6. Upload the recorded version to the Recorded Easements, RW, Deed Documents Folder in ePlan

Easements and Dedications –

1. Complete the following documents and upload to the Easements, Right of Way, Deeds Folder in ePlan
 - a. Right of Way Survey Transmittal Form
 - i. If the property is owned by a business entity, provide organization docs that show the authorized signatory.
 - b. Schedule A – a typed legal description of the area to be acquired, signed, sealed and dated as correct by a Registered Land Surveyor or Property Line Surveyor on letter sized paper (8.5x11).
 - i. The type of easement or dedication must be labeled
 - ii. Must have the owner's name to Prince George's County, Maryland
 - iii. Must include the current deed information, including the current owner, who they acquired the property from, the date of the deed and the liber and folio
 - c. Schedule B – a plat/sketch drawing that reflects the area described in the legal description, signed, sealed and dated by a Registered Land Surveyor or Property Line Surveyor on letter sized paper (8.5x11).

- i. Must include the Point of Beginning label
 - ii. Northing Arrow
 - iii. The owner's name
 - iv. The quantity of the area labeled by SF or acreage
2. Once approved, the Right of Way Specialist will send you the easement/dedication with the following instructions
 - a. Print out the file on letter paper (8.5x11). Please print single-sided.
 - b. Have the document executed by the owner and notarized
 - c. Attach the original legal description and sketch to the easement/document
 - d. Drop off the package at the DPIE Site/Road Suite 230, attention to Right of Way
3. The document will be reviewed for final processing and recordation. The document can only be recorded by Prince George's County personnel.
4. Upload the recorded version to the Recorded Easements, RW, Deed Documents Folder in ePlan

Please contact the Right of Way Specialist for any other inquiries.



PRINCE GEORGE'S COUNTY GOVERNMENT
Department of Permitting, Inspections and Enforcement
(301) 636-2060



RIGHTS-OF-WAY SURVEY TRANSMITTAL
(for submittal and processing of easements and deeds)

Name of Project: _____

Date Submitted: _____

Name of Street: _____
(For Street Dedication)

Subdivision Plat Ref: _____

DPIE Case #: _____

DPIE Engr District: Nor ☐ Cen ☐ Sou ☐

Lot(s) Block(s): _____

Tax Account #(s): _____
(Use Sep Sheet For Lot/Block/ Acct. #'s If Needed)

Election District: _____

Tax Map/Grid/Parcel: _____

Owner/Grantor: _____

**** IMPORTANT:**
If owned by an Entity, provide documentation which confirms the organization, signatory, and the individual's title/capacity.

Signatory Name**: _____

Title/Capacity**: _____

Submitted/Prepared By: _____

Consultant Name: _____

Contact Person: _____

Address: _____

Email: _____

City/State/Zip: _____

FOR COUNTY PURPOSES ONLY:

Seen and accepted by: _____

Date: _____

Log# _____

NOTE: ALL RIGHTS-OF-WAY SHALL BE PROVIDED GRATIS TO PRINCE GEORGE'S COUNTY PER SECTION 23 OF THE PRINCE GEORGE'S COUNTY CODE

IMPORTANT

SUBMIT A SEPARATE TRANSMITTAL FORM AND COMPLETE PACKAGE FOR EACH EASEMENT/DEED SUBMISSION

SCHEDULE "A"

DESCRIPTION OF THREE (3) STORM DRAIN EASEMENTS

GATEWAY WEST HOMEOWNERS ASSOCIATION, INC.

TO

PRINCE GEORGE'S COUNTY, MARYLAND

Being three (3) pieces or parcels of land, hereinafter described as running in, through, over and across the land conveyed to Gateway West Homeowners Association Inc., from the Blumberg Landy Family Trust, by a deed dated August 8, 2023 and recorded September 7, 2023, among the Land Records of Prince George's County, Maryland in Liber 49125 at folio 452, said pieces or parcels of land being a part of Parcel X and Parcel II as shown on two (2) plats of subdivision entitled "Plat Ten and Plat Eleven, Landy Property", said plats recorded among the aforesaid Land Records in Plat Book ME 261 at Plats No. 1 and 2, respectively; and being more particularly described in Maryland State Plane Coordinates (NAD83/91) as follows:

Part 1

Beginning at a point located 21.30 feet along the arc from the south end of Curve No. 4 as shown on a plat entitled "Plat Ten, Landy Property", and recorded in Plat Book ME 261 at Plat No. 1, said point located on the northeastern right of way line for Northwest Drive, 60 feet right of way as shown on the aforesaid plat; thence binding, in part on said right of way line

- 1) 9.05 feet along the arc of a curve deflecting to the left, having a radius 614.35 feet, subtended by a chord bearing and distance of North 30° 44' 10" West, 9.05 feet; thence departing the said right of way line so as to cross and include a portion of Parcel X thereof
- 2) North 46° 48' 30" East, 35.89 feet; thence
- 3) North 64° 38' 07" East, 32.60 feet; thence
- 4) South 25° 21' 53" East, 20.00 feet; thence
- 5) South 64° 38' 07" West, 65.92 feet to the Point of Beginning, containing 1,144 square feet or 0.0263 acre of land as shown on Schedule "B" attached hereto and made a part hereof by this reference.

Part 2

Beginning at a point located 4.73 feet along the arc from the south end of Curve No. 7 as shown on a plat entitled "Plat Eleven, Landy Property" and recorded in Plat Book ME 261 at Plat No. 2, said point located on the southeastern right of way line for Dean Drive, 60 feet right of way as shown on the aforesaid plat; thence binding, in part on said right of way line

- 1) 20.18 feet long the arc of a curve deflecting to the left, having a radius of 465.67 feet, subtended by a chord bearing and distance of North 57° 09' 21" East, 20.18 feet; thence departing the said right of way line so as to cross and include a portion of Land Unit 1 thereof

- 2) South 25° 17' 19" East 34.63 feet; thence
- 3) South 64° 42' 40" West, 20.00 feet; thence
- 4) North 25° 17' 19" West, 31.97 feet to the Point of Beginning, containing 665 square feet or 0.0153 acre of land as shown on Schedule C attached hereto and made a part hereof by this reference.

Part 3

Beginning at a point located 9.47 feet along the arc from the north end of line 1 of Part 2 above, as shown on the plat entitled "Plat Eleven, Landy Property recorded in Plat Book ME 261 at Plat No. 2, said point located on the southeastern right of way line for Dean Drive, 60 feet right of way as shown on the aforesaid plat; thence binding, in part on said right of way line

- 1) 26.63 feet along the arc of a curve deflecting to the left, having a radius of 465.67 feet; subtended by a chord bearing and distance of North 53° 06' 40" East, 26.62 feet; thence departing the said right of way line so as to cross and include a portion of Land Unit 1 thereof
- 2) South 56° 59' 36" East, 76.29 feet; thence
- 3) South 33° 00' 24" West, 25.00 feet; thence
- 4) North 56° 59' 36" West, 85.44 feet to the Point of Beginning, containing 2,018 square feet or 0.0463 acre as shown on Schedule C attached and made a part hereof by this reference.

The licensee below was in responsible charge of the preparation of this metes and bounds description and the survey work reflected in it. All compliance with the requirements set forth in COMAR Title 09, subtitle 13, chapter 06, regulation .12 of the minimum standards of practice for Land Surveyors, as to the establishment of easement lines.



01/09/24

Christopher J. Valltos Date
Professional Land Surveyor
Md. Reg. No. 21986
License Expires: August 26, 2024



SCHEDULE "B"

PLAT TEN
LANDY PROPERTY
P.B. ME 261
PL. NO. 1

PROPERTY OF:
GATEWAY WEST
HOMEOWNERS ASSOCIATION, INC.
L. 49125 F. 452

PARCEL X

PARCEL "A"
TOLEDO TOWERS
P.B. WWW 30 PL. 70

C4
PB ME 261 PL. NO. 1

NORTHWEST DRIVE
60' R/W

LOT 313

STORM DRAIN
EASEMENT 1.14 S.F.
0.0283 AC.
PART #1
L2 L4

C1

P.O.B. PART 1

TIE: R=614.35' L=21.30'
CHD N 29°19' 141" W 21.30'

SCALE: 1" = 30'
MD STATE GRID NORTH
NAD 83

LINE TABLE PART 1

C1) R= 614.35' L= 9.05'
CHD= N 30° 44' 10" W 9.05'
L1) N 46° 48' 30" E 35.89'
L2) N 64° 38' 07" E 32.60'
L3) S 25° 21' 53" E 20.00'
L4) S 64° 38' 07" W 65.92'



THE LICENSEE BELOW WAS IN RESPONSIBLE CHARGE OF THE PREPARATION OF THIS METES AND BOUNDS DESCRIPTION AND THE SURVEY WORK REFLECTED IN IT, ALL COMPLIANCE WITH THE REQUIREMENTS SET FORTH IN COMAR TITLE 09, SUBTITLE 13, CHAPTER 06, REGULATION 12 OF THE MINIMUM PRACTICE FOR LAND SURVEYORS, AS TO THE ESTABLISHMENT OF EASEMENT LINES.

Chris Valltos
CHRISTOPHER J. VALLTOS
PROFESSIONAL LAND SURVEYOR
MD REG. NO. 21986
LICENSE EXPIRES: 08/26/2024

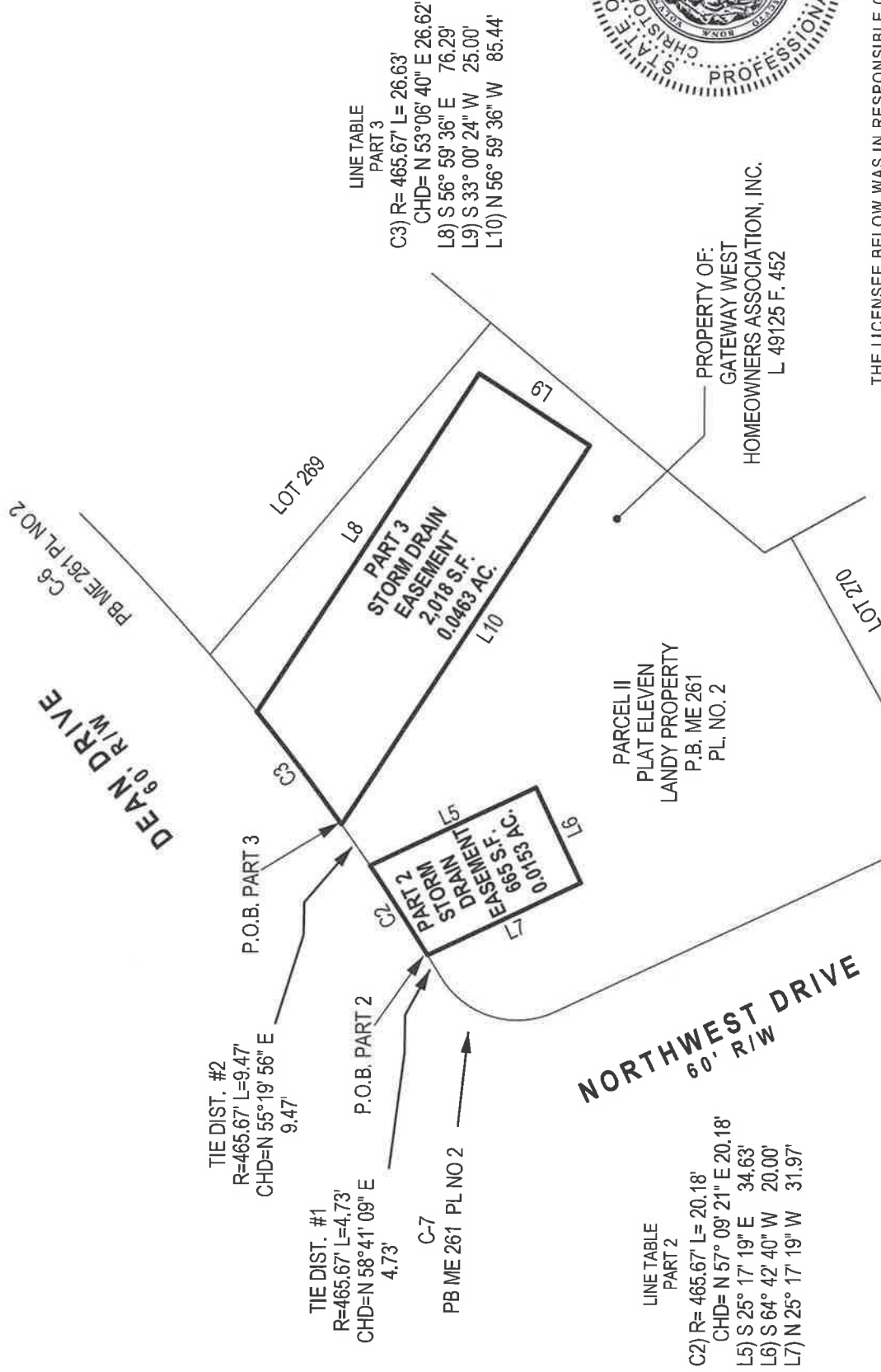
01/08/24

DATE
DATE
PROFESSIONAL LAND SURVEYOR
MD REG. NO. 21986
LICENSE EXPIRES: 08/26/2024



4300 Forbes Boulevard, Suite 230 Lanham, MD 20706 P.301.794.7555 F.301.794.7656
Engineering // Surveying // Planning // Environmental Sciences
www.solteszco.com

SCHEDULE "C"



THE LICENSEE BELOW WAS IN RESPONSIBLE CHARGE OF THE PREPARATION OF THIS METES AND BOUNDS DESCRIPTION AND THE SURVEY WORK REFLECTED IN IT. ALL COMPLIANCE WITH THE REQUIREMENTS SET FORTH IN COMAR TITLE 09, SUBTITLE 13, CHAPTER 06, REGULATION 12 OF THE MINIMUM PRACTICE FOR LAND SURVEYORS, AS TO THE ESTABLISHMENT OF EASEMENT LINES.

Christopher J. Valltos
 CHRISTOPHER J. VALLTOS
 PROFESSIONAL LAND SURVEYOR
 MD REG. NO. 21986
 LICENSE EXPIRES: 08/26/2024

01/08/24
 DATE



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