

NOTICE

Issued by the Department of

Planning & Growth Management

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Charles County
Government

Department of
Planning & Growth
Management

Peter Aluotto
Director



Equal Opportunity
County
Say No To Drugs

Lot Line Adjustments (Boundary Line Adjustments), Maintenance and Access Agreements, Home Owners Association (HOA) Documents Effective January 4, 2016

1. Applicants are required to provide properly executed HOA documents and/or common maintenance (and/or access) agreements to be recorded by Planning Staff in conjunction with the recordation of the final plats. The reference(s) to the Plat Book and Page recordation information can be left blank on the HOA documents and/or common maintenance (and/or access) agreements and Planning Staff will add these references after the associated final plats are recorded and the Plat Book and Page recordation information is available. Staff will then record the HOA documents and/or common maintenance (and/or access) agreements. All easements, HOA documents and deeds shall be reviewed and approved by an attorney for legal sufficiency and verification of such submitted with the documents for recordation.
2. Applicants are required to provide a new deed (signed, dated and notarized) that describes the new adjusted lot area for each affected lot. It is to be included with the plat Mylar packet to be recorded at the same time. The reference(s) to the Plat Book and Page recordation information can be left blank on the deeds and Planning Staff will add these references after the associated final plats are recorded and the Plat Book and Page recordation information is available. Staff will then record the deed(s). All easements, HOA documents and deeds shall be reviewed and approved by an attorney for legal sufficiency and verification of such submitted with the documents for recordation.
3. Lot Line Adjustment (Boundary Line Adjustment) plat projects are now required to provide an illustration of the existing (before) lot configuration for each affected lot on a separate exhibit, or the existing lot configuration(s) can be shown on the new plat as a dashed line and clearly labeled that it has been adjusted by this plat (and will be abandoned). All easements, HOA documents and deeds shall be reviewed and approved by an attorney for legal sufficiency and verification of such submitted with the documents for recordation.

"Those citizens with special needs, please contact Theresa Pickeral, Charles County Department of Planning and Growth Management, Planning Division, voice phone number @ (301)645-0540 or Maryland Relay Service TDD 1-800-735-2258."