



# NOTICE

**NOTICE #:** 20-11    **NOTICE RELEASE DATE:** 07/24/2020    **CONTACT:** Tetchiana Anderson: 301-645-0648  
andersot@CharlesCountyMD.gov

## Final Plats Recorded Copies for Distribution

Currently, the Planning Division requests eleven (11) paper copies of a final recorded plat containing the recording references and recording date for distribution to other government divisions and agencies. As we continue to utilize electronic capabilities, there is less need for paper copies.

To that end, effective immediately, the Planning Division is now requesting:

- Four (4) paper copies of the recorded plat; and
- One (1) electronic copy (PDF) of the recorded plat

The electronic copy should be uploaded to the Citizen Self Service (CSS) account for the associated plat. Once the recorded plat is uploaded, please email the case manager associated. The associated case manager is listed on the CSS portal, under Assigned to in the Plan Details section (see image below).

Plan Number: PLAT- XXXXXX



[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

|               |                  |                  |                  |                  |            |
|---------------|------------------|------------------|------------------|------------------|------------|
| Type:         | Minor Final Plat | Status:          | Recorded         | Project Name:    |            |
| Applied Date: | XX/XX/XXXX       | Expiration Date: |                  |                  |            |
| District:     | Charles County   | Assigned To:     | CCG STAFF MEMBER | Completion Date: | XX/XX/XXXX |
| Description:  | XXXXXX           |                  |                  |                  |            |

- Summary
- Locations
- Fees
- Reviews !
- Inspections
- Attachments
- Contacts
- Sub-Records
- Holds
- Meetings
- More Info