

Recording Package Submission Checklist

	<p><b>St. Mary's County Department of Land Use and Growth Management</b> <i>23150 Leonard Hall Drive, Leonardtown, Md. 20650</i> <i>Phone (301) 475-4200, ext. 1530 Fax (301) 475-4672</i></p> <p><b>RECORDING PACKAGE SUBMISSION CHECKLIST</b></p>	
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**Items to be submitted upon transmittal of plat for recording:**

- Black ink on transparent mylar or linen OR black line photo process (high-quality mylar preferred)
- Required number of paper/mylar copies for signature (5 record mylars, 7 paper copies minimum)
- Original signatures affixed to each copy in BLACK INK.
- Seal affixed on all copies
- Health Department approval slip
- DPW approval slip
- Land Use & Growth Management Approval
- State Highway Approval
- Metcom Approval
- R-20 Entrance Bond
- Road Maintenance Covenant Instrument
- Forest Conservation Easement Agreement Instrument
- Transfer Development Rights Instrument of Transfer
- Declaration of Intent
- Recording fee's \$60.00 Review Fee (Check payable to Board of County Commissioners)  
\$60.00 per Instrument \$5.00 Recording Package  
(check(s) payable to Clerk of the Circuit Court)