



# Plat Recordation Application

Town of La Plata  
 305 Queen Anne Street • P.O. Box 2268  
 La Plata, MD 20646  
 301-934-8421 Fax: 301-934-3965  
[www.townoflaplata.org](http://www.townoflaplata.org)

Please fill out this application and submit to the Planning Department, along with all of the required copies and related fees. When your application has been reviewed and determined to be complete, staff will notify you that all plat(s) copies are ready to be picked up and delivered to the Health Department (*please contact the Health Department for fee information*). Following the Health Department approval and signature, all remaining copies are to be returned to the Town for recordation and signature of the Clerk to the Planning Commission. **Once the plat has been recorded you will be notified that your copies of the plat(s) are available for pick up at the front counter of Town Hall.**

				<i>Staff use only. Do not write in this section.</i>				
<b>Date of Application:</b>								
<b>Project/Subdivision Name:</b>								
<b>Tax Map, Grid, Parcel/Block &amp; Lot:</b>								
<b>Property owner's name, address, email and phone number:</b>								
<b>Primary contact name, address, email and phone number:</b>								
<b>Planning Commission Final Plat Approval Date:</b>								
				<b>Number</b>	<b>Rate</b>	<b>Total</b>		
<b>Number of plats to be recorded:</b>					\$310.00 (per plat)			
<b>Number of total lots:</b>					\$16.50 (per lot)			
<b>Total amount due with application:</b>								
<b>Number of copies included with application.</b>								
<b>Department</b>				<b>Mylar</b>	<b>Paper</b>	<i>Number received.</i>	<b>Town Manager Approval:</b>	
<b>Health Department:</b> <i>Not applicable for boundary line adjustment plats.</i>				<b>1</b>	<b>1</b>		<i>Date of letter to Health Department (copy attached).</i>	
								<i>Date received with Health Department Approval.</i>
<b>Town:</b>				<b>1</b>	<b>2</b>		<b>Date of recordation:</b>	
<b>Land Records:</b>				<b>1</b>	<b>1</b>			
State Department of Assessments and Taxation (SDAT):				<b>1</b>	<b>1</b>			
<b>Number to be returned to applicant:</b>							<b>Book</b>	<b>Page</b>
<b>Total Copies:</b>								