

Minor Subdivision Application

Queen Anne's County Department of Planning and Zoning
110 Vincit Street, Suite 104, Centreville, MD 21617
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Project Information:

Project Name: _____
Subject Property Street Address: _____
City/Town: _____ State: MD Zip: _____
Tax Map # _____ Block _____ Parcel(s) _____ Lot(s) _____ Tax Acct. #: _____
Total Acreage: _____ Zoning Designation: _____ Election District #: _____

Purpose:

Intent and Purpose of Submittal: _____

Calculations:

of Existing Lots: _____ # of Proposed Lots: _____ # of Total Lots: _____
_____ #Large lots _____ #Sliding Scale lots _____ #Cluster lots
Net buildable permitted: _____ proposed: _____ Open space required: _____ provided: _____
Is an Administrative Subdivision included with this project? No Yes If yes, _____ #Administrative lots

Owner/Applicant/Agent:

Property Owner(s) Name(s): _____
Property Owner(s) Mailing Address: _____
City/Town: _____ Zip: _____ Telephone #: _____
Electronic Mail Address: _____

Applicant(s) Name(s): _____
Applicant's Mailing Address: _____
City/Town: _____ Zip: _____ Telephone #: _____
Electronic Mail Address: _____

Owner's Agent/Engineer/Surveyor Name: _____
Firm's Name: _____
Mailing Address: _____
City/Town: _____ Zip: _____ Telephone #: _____
Electronic Mail Address: _____

Property Information:

Is Property Currently Encumbered by an Easement: No Yes

(if yes, please check all applicable easement types, provide the total acreage, and provide the easement document):

- Deed Restricted Open Space: _____ ac.
- Transfer of Development Rights (TDR) Open Space: _____ ac.
- Non-Contiguous Open Space: _____ ac.
- Agricultural Preservation Easements (*approval or acknowledgment from these agencies should be provided*):
 - MD AgLand Preservation Foundation (MALPF): _____ ac.
 - Maryland Environmental Trust (MET): _____ ac.
 - Rural Legacy: _____ ac.
- Conservation Reserve Program (CRP): _____ ac.
- Utility
- Forest Conservation _____ ac.
- Other (Specify type): _____

Is the property within or impacted by a Habitat Protection Area: No Yes (if yes, specify): _____

Growth Area: No Yes If yes, check the applicable Growth Area Designation:

- Centreville Chester Grasonville Kent Narrows Queenstown Stevensville

Priority Funding Area (PFA): No Yes (if yes, number of lots inside PFA): _____

Is a Comprehensive Water & Sewerage Plan (CWSP) Amendment Required? No Yes

If so, Current CWSP Designation: _____ Proposed CWSP Designation: _____

Sewage Disposal: Not Applicable Public Sewer On-site Septic

Water Supply: Not Applicable On-site Well Water Public Water Community Well Water

New Road Proposed: Not Applicable County Dedicated Privately Maintained

Provide supporting documents for maintenance, easements, etc.

Is/Are there existing structure(s) on the site 50 years old or older? No Yes

If applicable, provide the MD Inventory of Historic Places (MIHP) No. QA #: _____

To identify the MIHP information, use the *Heritage* layer via gis.qac.org/propertyviewer

Are there any previous applications, subdivisions or related projects? No Yes

If yes, P&Z File/Application#/Documents: _____

Chesapeake Bay Critical Area Information:

Is the project within the Chesapeake Bay Critical Area? No Yes If yes, check the Critical Area Designation(s):

- Resource Conservation Area (RCA) Limited Development Area (LDA) Intensely Developed Area (IDA)

Critical Area Acreage: _____ Upland Acreage: _____ Total Acreage: _____

Buffer Width (if applicable): 50ft. 100 ft. 200ft. Expanded Buffer Exempt Area: No Yes

Does this project require Critical Area review? Use this chart: [Threshold for Project Review](#)

Resource information available at: <http://qac.org/1068/Chesapeake-Bay-Critical-Area>

Agency Review and Submittal Checklist (check all applicable):

Provide a set of the following information for each of the applicable reviewing agencies. Planning & Zoning always gets a copy of documents required for other agencies:

Required Information (minimum 2 complete sets required):

Staff Verification:

- Completed application
- Cover letter detailing and describing project
- Plat of subject site (must be sealed for approval)
- Deed for subject site (one (1) copy only)
- Adjacent Property Owner(s) Notification (use [the form](#) and attach copies)
- Department of Public Works, Engineering Division

Additional information, if applicable to project (additional complete sets needed):

- Department of Public Health, Environmental Health Division, for projects on private well and/or septic
- Department of Planning & Zoning Attorney, provide a copy of the deed, plat, and any legal documents
- Critical Area Commission, provide [CA worksheet](#) (2 copies), Environmental Assessment
- Heritage Review, for projects involving or adjacent to structures/landmarks 50 years of age or older
- Department of Parks, for projects within ¼ mile of any parkland, trail, or county-owned land
- Department of Public Works, Sanitary District, for projects on public sewer and/or public water
- MD State Highway Administration, for projects adjacent to a state maintained highway
- Economic Development & Tourism Department, Business Liaison
- Forest Conservation, include plats, [worksheets](#), documents, and/or easements
- Documents for any proposed easements/agreements regarding access, open space, and/or maintenance
- Soil Conservation District
- Department of Emergency Services, Fire Marshall Office
- Local Volunteer Fire Department
- Sliding Scale letter per [§18:1-13.K\(4\)](#)
- Utility letters for power and telephone companies
- Incorporated Town, if the project is within 1 mile
- Bay Bridge Airport, if within ½ mile
- Any other supporting documents or departments as may be necessary (List): _____

Review Fees

\$ _____ Department of Planning & Zoning Fee*:
Minor Subdivision: \$500 base fee + \$100 per lot
Sliding Scale Subdivision**: \$350 base fee + \$75 per lot

\$ _____ Department of Public Works Fee*:
Minor Subdivision: \$500 base fee + \$25 per lot
Sliding Scale Subdivision**: \$250 base fee + \$25 per lot

\$ _____ **TOTAL REVIEW FEE FOR PROJECT** (Please make checks payable to Queen Anne's County)

* The Director of Planning & Zoning and/or Public Works may waive part/all fees that are determined to be duplicative or significantly in excess of the cost to provide the Department(s) review services.

** This fee only applies if this is the only type of lot proposed otherwise the fee for a minor subdivision applies.

Certifications/Signatures:

I hereby certify to the best of my knowledge that the information presented in this application is technically correct and accurate to the extent necessary for meeting the Queen Anne’s County requirements for this land use application. *A typed signature will not be accepted.*

Owner

OR

Applicant

AND

Surveyor/Engineer and/or Owner’s Agent

Date: _____

Date: _____

Date: _____

Completeness Review:

The applicant’s failure to address any and all application and checklist items, and those specifications in accordance with the *Queen Anne’s County Code*, may result in a submittal being considered incomplete. Any such deficiencies will cause the submittal to not proceed for review and may result in the return of the submittal. Only that information provided with the original submittal and in compliance with applicable submittal deadlines will be reviewed. The submittal will be reviewed for completeness within ten (10) days of receipt. Applicants will receive notification by mail.

For Staff Use Only:

Received By: _____

Date: _____

Submittal Reviewed for Completeness By: _____

Date: _____

Complete Submittal.

Incomplete Submittal. If so, list deficiencies: _____

Complete Re-submittal:

Received By: _____

Date: _____

Submittal Reviewed for Completeness By: _____

Date: _____

Owner and/or Applicant Notified (Date): _____

Mailed Notification on (Date): _____

Project Application #: _____

Date Stamp Received: