

MINOR SUBDIVISION CHECKLIST

FILE #: _____ MAP#: _____ BLOCK#: _____
PARCEL# _____ LOT #: _____ ZONING DESIGNATION: _____
CRITICAL AREA DESIGNATION: _____ TOWN: _____

APPLICATION

- _____ Application has been correctly completed and is consistent with plat
- _____ All submitted information has been stamped and dated "received"
- _____ Correct fee has been submitted
- _____ Project has been forwarded to Town if within 1 mile radius
- _____ Required number of copies of the plat and application have been submitted
- _____ Proof of notification to adjacent property owners and the Fire/EMS Commission
- _____ Contact has been made with the appropriate VFD per 18:1-160
- _____ Copy(s) of property deed(s), covenants, right-of-ways, and easement agreements have been submitted (any question on deed information should be discussed with PC Attorney)
- _____ The Bike & Pedestrian Comm. is notified if a trail or park is located in vicinity/adjacent to project (comments will come via Parks & Rec)
- _____ Any required Forest Conservation information – County worksheets, Forest Calculation worksheet, Forest Stand Delineation, Forest Conservation Plan, Cost Estimate, 2-Year Maintenance Agreement, Long-Term Protective Agreement. (Notarized Declaration of Intent if an Intra-family Transfer) * see new FCA regs and the Forest Conservation Manual for more information
- _____ If applicable, Critical Area Project Application and supporting information required per the county's Critical Area Ordinance (Environmental Assessment Report, Critical Area Forest Requirements)
- _____ Letter from power company indicating service is available and will be provided
- _____ Letter from telephone company indicating service is available and will be provided
- _____ Open Space Covenants and/or Long-Term Protective Agreements reviewed and signed by the Planning Commission attorney (if required)
- _____ Road Deed and Covenants (if required)
- _____ MPDUs have been addressed, if applicable (18:1-108)
- _____ If TDR's are being used, all appropriate information has been submitted (18:1-100 through 18:1-107)
- _____ If noncontiguous development, all requirements have been met (18:1-97 through 18:1-99)
- _____ If sliding scale, applicant/agent has provided information on the history of the original parcel and any future subdivision potential (18:1-13 (k))
- _____ GIS and Google map aerials

PLAT INFORMATION

- _____ Conservation Lands Map has been checked for MALPF, MET and other easements / restrictions
- _____ If MALPF easement, MALPF Coordinator has been notified and paperwork has been completed
- _____ Name of proposed subdivision
- _____ Name and address of property owners
- _____ Name and address of all engineers and surveyors responsible for subdivision design and the design of public improvements
- _____ Signature and date on seal of preparer
- _____ Revision block for all revisions and dates
- _____ Purpose and Intent Statement
- _____ Title block with tax map, parcel, lot(s), election district
- _____ A blow-up area of any metes/bounds descriptions that are very small for GIS department
- _____ For subdivisions in or adjacent to the Agriculture or Countryside zoning districts, the following "Right to Farm Plat Statement" must be included on the plat: "There shall be no basis, under this Ordinance, for recourse against the effects of any normal farming operations conducted in accordance with standard and acceptable best management practices. Normal agricultural effects include, but are not limited to, noise, odor, vibration, fumes, dust, spray drift or glare."
- _____ Scale is legible
- _____ North arrow is shown and the top of the plat shall be oriented north
- _____ Location map indicating location of subdivision in relation to municipal boundaries and State or County roads, with North arrow
- _____ Ownership, zoning and use of subject and all adjacent properties
- _____ Location of all easements which affect the property (including, but not limited to: rights-of-way, easements, restrictions, covenants, TDR restrictions, etc.)
- _____ Gross area of each lot proposed
- _____ Sequential numbering system of proposed lots
- _____ Any proposed flag lot has at least 35' of road frontage and a flag stem that is at least 20' wide
- _____ Site Statistics / capacity calculations must include the following information:
 - _____ Gross Site Area
 - _____ Base Site Area
 - _____ Total Area in Open Space
 - _____ Area of other dedicated portions of the subdivision (school sites, parks, etc)
 - _____ Area in bufferyard
 - _____ Total Permitted Net Buildable
 - _____ Proposed Net Buildable
 - _____ Maximum Number of Lots Allowed

- _____ Total Number of Lots Proposed
- _____ Area within the 100 Year floodplain
- _____ Resource protection lands chart

- _____ Existing nonconformities have been corrected and no new nonconformities have been created
- _____ Property line boundaries with metes, bounds, courses, distances, and curve data indicated and the location of all survey monuments for all lots, parcels, open space and public grounds
- _____ Proposed public improvements, including roads or other major improvements
- _____ Location and area of proposed open space, common areas and major utility easements (proper plat notes have also been provided)
- _____ Open space has been properly designated and required plat notes have been provided (18:1-12)
- _____ Areas dedicated to public use are defined and identified by descriptive language
- _____ Location and dimension of all existing and proposed structures, features and utilities have been located on plat

ROAD INFORMATION

- _____ Location, name and right-of-way widths of all existing and proposed adjacent, internal, alleyways, and road dedications
- _____ Proposed layout of roads and lots, alignment and right-of-way widths of proposed roads in relation to existing roads
- _____ Unique road names have been assigned
- _____ Location of entrance(s) and the manner of access to the subdivision with dimensions
- _____ Location of street entrances on the opposite side of any street adjacent to the proposed development

LAND DESCRIPTION INFORMATION

- _____ Contour lines shown at two (2) foot intervals for areas proposed for subdivision
- _____ Soils mapping units have been indicated
- _____ Location and method of sewerage disposal
- _____ Location and type of water supply (private well/public water)
- _____ Location of stormwater management facilities
- _____ Location and distance of all required setbacks
- _____ Location and distance of all required buffer yards
- _____ Vegetative buffer has been provided, if applicable (18:-1-76(d))
- _____ Location of historic sites, buildings or designated historic areas and natural features as noted in the historic inventory prepared by the Maryland Historical Trust

NATURAL RESOURCE INFORMATION ON THE PLAT (18:1-59 through 18:1-68)

- _____ Location, size, description and required buffers for all natural resources on site
- _____ Indicate if natural resources were field located or scaled from maps
- _____ If applicable, location of 100 year Floodplain
- _____ If applicable, location of steep slopes and/or erosion hazard areas
- _____ If applicable, location of streams (intermittent and perennial) and their associated buffers
- _____ Stream buffer note
- _____ If applicable, location of wetlands (tidal and nontidal) and their associated buffers
- _____ If applicable, location of woodland/forest
- _____ Woodland protection has been addressed, 18:1-66
- _____ If applicable, critical area boundaries and designation
- _____ If applicable, location of shore buffer
- _____ If applicable, location of habitat of threatened and endangered species
- _____ Location and aerial extent of all hydric soils and soils with hydric properties
- _____ A wetlands jurisdictional determination shall be made when ANY of the three following indicators are present on a lot proposed for development: hydric soils, a water source, hydrophytic vegetation
- _____ If nontidal wetlands are impacted, an Army Corp of Engineers permit been issued and submitted

FINAL REVIEW

- _____ GIS department review
- _____ Application & plat have been signed by the owners of all existing lots affected by project (for final signature)

REQUIRED CERTIFICATIONS ON THE PLAT (18:1-187)

The following required certifications are on the plat with signatures, typed name of the official and dated:

- _____ Owner's Certificate _____ Surveyor's Certificate _____ Public Works Certificate
- _____ Env. Health Certificate _____ P&Z Certificate _____ Fire Marshall Certificate
- _____ Uniform Acknowledgment Act _____ County Finance Officer's Certificate
- _____ Planning Commission Certificate (if Planning Commission Approval is required)
- _____ Planning Commission Attorney's Certificate (if Planning Commission Approval is required)

- _____ Once approved, 3 mylars, 8 paper copies and a CAD drawing on disc are required