



County Commissioners:

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Confirmatory (Survey) Plat - Review Process & Procedures

What is a Confirmatory Plat?

- A plat that requires the surveying of a property to confirm or re-establish the location of the boundary lines, corners, survey markers, existing structures, septic reserve areas (SRAs), or wells, typically.
 - The plat may correct details on the record for an existing plat that are in error.
 - The plat is needed because it is necessary to establish the lots or parcels with a current survey.
 - The plat may need to establish the location or revise the location of certain features.
 - The plat may be used to show compliance with the zoning district.

What is the general procedure for submitting an application to the Department Planning & Zoning?

- The applicant may start with determining whether the plat needs to clarify or establish a SRA. The Department of Environmental Health should be contacted for more information if an SRA is involved.
- If there is a question regarding a property, an applicant should supply either the Tax Map information or the address of the property for the quickest and most accurate response from P&Z.
- A licensed surveyor is necessary to prepare this type of plat.
- The applicant must submit the required number of plats/documents for review. More information may be required during the review. If there are ever questions on the number of plats or information to be submitted, please contact P&Z.
- The application must be complete in order to be accepted for processing. It is the responsibility of the applicant to ensure that all paperwork and plats are submitted.

What happens next? The process for final approval.

- Once the application has been submitted, P&Z will review for completeness. Typically, given the limited amount of information required and the usually straightforward nature of this type of application, a time frame for review is a week.
- If there are any comments, letter will be sent to the applicant and the applicant's agent describing any revisions that are needed in order gain approval. Revised information will begin another week review. This process may occur more than once depending on the issues to be resolved.

- After the applicant has addressed all comments and the plat is otherwise ready for approval, three (3) mylar copies and five (5) paper copies must be submitted to P&Z for final signature.
- When the final signature has been received, a letter or email is sent to the applicant within 7 days to schedule an appointment to record the plat in the Queen Anne's County Land Records.