

Minor Subdivision Distribution Cover Sheet

Queen Anne's County Department of Planning and Zoning

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Project Name:

Submittal Date:

Please check all boxes for additional information that you are submitting that is applicable to your project. Use this sheet and highlight each department and provide as the top document with each submittal package.

| Items to be Distributed | Planning & Zoning | Dept. of Public Works | Environmental Health | Heritage Review | Economic Development | Department of Parks | Sanitary District | State Highway Admin. | Volunteer Fire Department | Fire Marshall | Soil Conservation | Critical Area * | P&Z Attorney** | Bay Bridge Airport*** | Finance Department | Incorporated Town**** | 911 Addressing***** | Total Copies Required | Total Copies Submitted |
|----------------------------------|-------------------|-----------------------|----------------------|-----------------|----------------------|---------------------|-------------------|----------------------|---------------------------|---------------|-------------------|-----------------|----------------|-----------------------|--------------------|-----------------------|---------------------|-----------------------|------------------------|
| Application Form | 1 | 1 | 1 | * | * | * | * | * | 1 | 1 | 1 | * | * | * | * | * | * | 6 | |
| Cover Letter | 1 | 1 | 1 | * | * | * | * | * | 1 | 1 | 1 | * | * | * | * | * | * | 6 | |
| Plans/Plats | 1 | 1 | 1 | * | * | * | * | * | 1 | 1 | 1 | * | * | * | * | * | * | 6 | |
| Deed to Property | 1 | | | | | | | | | | | | * | | | | | 1 | |
| Review Fees | 1 | | | | | | | | | | | | | | | | | 1 | |
| Property Notification | 1 | | | | | | | | | | | | | | | | | 1 | |
| Utility Letters | 1 | | | | | | | | | | | | | | | | | 1 | |
| Critical Area Worksheet | * | * | | | | | | | | | | * | | | | | | | |
| Easement Documents (list below): | * | * | | * | | * | * | * | | | * | * | * | | | | | | |
| Forest Conservation | * | | | | | | | | | | | * | * | | | | | | |
| Other Items (list below): | * | * | * | * | * | * | * | * | | | | * | * | * | * | * | * | | |

Easement documents being submitted:

Other Items:

- * If applicable to the property – provide necessary documents
- **If legal documents are required or revised
- *** If within ½ mile – FAA & MAA approval may be necessary
- **** If within 1 mile radius
- ***** If a new road is proposed