

CALVERT COUNTY DEPT. OF PLANNING & ZONING SUBDIVISION FORMS

Form No.	Form Title	# of Pages	Submittal Requirements
SD-101	Concept Review & Fast-Track Request Form	1	Filed Prior to Concept Review Meeting
SD-102	Subdivision Application	3	Filed After Concept Review Meeting
SD-103	Supplemental Signature Form	1	Filed with Any Application Requiring Additional Signatures
SD-104	Subdivision Application Checklist	1	Filed with Form SD-102 (Subdivision Application)
SD-105	Preliminary Plan Checklist	3	Filed with Form SD-102 (Subdivision Application) and Preliminary Plan
DPW-101	Dept. of Public Works Traffic Impact Analysis (TIA) Requirements	1	Filed with Form SD-102 (Subdivision Application) and Preliminary Plan
FC-101	Forest Conservation Worksheet	2	Filed with Form SD-102 (Subdivision Application) and Preliminary Plan
FC-102	Forest Conservation Program – Commercial Forestry Declaration of Intent	1	Filed with Form SD-102 (Subdivision Application) and Preliminary Plan
FC-103	Forest Conservation Program – Agricultural Declaration of Intent	1	Filed with Form SD-102 (Subdivision Application) and Preliminary Plan
FC-104	Forest Conservation Program – Real Estate Transfer Declaration of Intent	1	Filed with Form SD-102 (Subdivision Application) and Preliminary Plan
FC-105	Forest Conservation Program – Intrafamily Transfer Declaration of Intent	1	Filed with Form SD-102 (Subdivision Application) and Preliminary Plan
FC-106	Forest Conservation Plan Checklist	1	Filed with Form SD-102 (Subdivision Application) and Preliminary Plan
FC-107	Forest Stand Delineation Checklists	2	Filed with Form SD-102 (Subdivision Application) and Preliminary Plan
FC-108	FRA Easement & Declaration of Covenants	3	Filed with Form SD-102 (Subdivision Application) and Preliminary Plan
SD-106	Subdivision Letter of Explanation	1	Filed with Form SD-102 (Subdivision Application) and Preliminary Plan
SD-107	Title History Worksheet	1	Filed with Form SD-102 (Subdivision Application) and Preliminary Plan
SD-108	Road Name Request Form	2	Filed with Form SD-102 (Subdivision Application) and Preliminary Plan
CA-101	Critical Area Form	3	Filed with Form SD-102 (Subdivision Application) and Preliminary Plan if property is located within the Critical Area
CA-102	Critical Area <u>Transmittal</u> Form (Project Notification Application)	2	Filed with Form SD-102 (Subdivision Application) and Preliminary Plan, Final Plat & Replattings if property is located within the Critical Area
SD-109	Final Plat Checkprint Checklist	4	Filed with Final Plat
SD-110	Final Plat Recording Checklist	1	Filed with Final Plat
SD-111	Adequate Public Facilities Road Recommendation Form	1	Filed with Final Plat
SD-112	Request for Determination of Adequacy of Schools	1	Filed with Final Plat
SD-113	Improvement Plan Checklist	1	Filed with Final Plat
SD-114	Replattng Procedures & Checklist	2	Filed with Revisions to Recorded Plats
SD-115	Road Name Change Application	3	Filed when requesting a Road Name Change
SD-116	FFD Density Worksheet	2	Filed with Form SD-102 (Subdivision Application) and Preliminary Plan
SD-117	RCD Density Worksheet	2	Filed with Form SD-102 (Subdivision Application) and Preliminary Plan
SD-118	RD Density Worksheet	1	Filed with Form SD-102 (Subdivision Application) and Preliminary Plan
SD-119	Historic & Archaeological Resources Referral Form	1	Filed and reviewed by staff prior to filing Form SD-102 (Subdivision Application)

Calvert County Department of Planning and Zoning
Concept Review & Fast-Track Request Form

Date:
Surveyor/Engineering Company:
Contact:
Phone:

We would like the following subdivision reviewed at the next Concept Review Meeting*:	
Tax Map:	Parcel:
Type of Subdivision: <input type="checkbox"/> Major <input type="checkbox"/> Minor	
Proposed Subdivision Name:	Property Owner(s)' Full Name(s):
Name of road/highway property fronts on:	
Type of road: County <input type="checkbox"/> State <input type="checkbox"/> Family-Conveyance <input type="checkbox"/>	
Has this property previously been submitted for concept review? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please fill in the assigned Planning and Zoning Case No.:	

Requirements for Concept Review

Please bring 6 sets of the following to the Concept Review Meeting:
<input type="checkbox"/> Subdivision application
<input type="checkbox"/> Tax map
<input type="checkbox"/> Soils map
<input type="checkbox"/> USGS map
<input type="checkbox"/> Forest Conservation Worksheet
<input type="checkbox"/> Conceptual Layout with topography
<input type="checkbox"/> Density Worksheet
Comments:

Planning and Zoning Use Only

Planning and Zoning Case Number: _____ (assigned by P&Z when this form is submitted).

<input type="checkbox"/> This project is being submitted for Fast-Track review for <u>preliminary approval</u> . Bring a complete preliminary subdivision package to the meeting for submittal for preliminary review (see standard checklists). Transmittals shall be marked "Fast-Track" in large red letters. The previously approved Fast-Track Request form shall be stapled to the transmittal. P&Z Case No.: _____
<input type="checkbox"/> This project is being submitted for Fast-Track review for <u>final approval</u> . Bring a complete final subdivision package to the meeting for submittal for final review (see standard checklists). Transmittals shall be marked "Fast-Track" in large red letters.

* Concept meetings are normally held the 2nd and 4th Thursdays of every month from 9 a.m. to 11 a.m. in the P&Z conference room. See schedule for deadline and meeting dates. The agenda is printed by the Wednesday prior to the meeting.



Subdivision Application

Calvert County, Maryland

Department of Planning and Zoning

150 Main Street, Prince Frederick, MD 20678

Phone: (410)535-2348 or (301)855-1243 TDD: (410) 535-6355

Fax: (410)414-3092 Email: pz@co.cal.md.us

Notice! Separate applications must be filed with the following agencies if applicable to the subdivision. Other agency permits may be necessary:

- Environmental Health for drain field percolation tests
- State and Federal wetland permits for developments involving wetlands
- State Highway Administration for access permits on state roads

Note: All information must be completed if applicable. Incomplete applications/forms/checklists, plans, etc. will result in the entire submittal package being returned to the engineer.

PROJECT INFORMATION

Project Name: _____

Type of Subdivision: Residential Commercial Industrial Mixed Use Institutional

Subdivision Type: Major Minor (Major subdivisions are defined as: (1) When the total number of residential lots derived from the Parent Tract (as of June 29, 1967) is six or more. (2) Any division of non-residential land for development purposes and/or the creation of any new public rights-of-way.)

Utilities: Public Sewer Septic System Public Water Well

Mandatory clustering per Section 5-2.01 yes no Clustered subdivision yes no

# of Exception Lots: _____	Total Parcel Acreage: _____	Average Lot Size: _____
# of Conventional Lots: _____	Wetlands Acreage: _____	Total Area in Lots: _____
# of Family Conveyance Lots: _____	Net Acreage: _____	Total Open Space* Acreage: _____
# of TDR Lots: _____		Public R/W Acreage: _____
# of Receiving Area Lots: _____		Private R/W Acreage: _____
TOTAL LOTS PROPOSED: _____		Widening Strip Acreage: _____
		Recreation Area Acreage: _____
		Residue Acreage: _____
		Total Platted Area: _____

Multi-Family Subdivision Information (if applicable). If subdivision involves multi-family units, provide the number of units and the density. To obtain the density, divide the total number of units by the acreage involved with each unit type):

# of Townhouses: _____	Density (units per acre): _____
# of Apartments: _____	Density (units per acre): _____
# of Duplexes: _____	Density (units per acre): _____
# of Condominiums: _____	Density (units per acre): _____

* Total acreage in open space shall include open space committed from previous cluster subdivisions, but shall not include lots or rights-of-way (see Section 5-2.01.C.2 of the Zoning Ordinance).

PROPERTY INFORMATION	
Location (Postal Area / City): Select from List	
Zoning District: Select from List If within a Town Center, specify sub-district of the Town Center: _____ Acreage within the Town Center: _____	
Is any portion of the property within the one-mile radius of a Town Center, as defined in Z.O. Section 2-10.02.C? Yes <input type="checkbox"/> No <input type="checkbox"/> If within the one-mile radius, indicate acreage: _____	
Road Frontage(s): _____	
Road Type: <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> Private	
Election District: _____	Community Planning District: _____
Is Subdivision within Critical Area?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, which district? <input type="checkbox"/> IDA <input type="checkbox"/> LDA <input type="checkbox"/> LDA3 <input type="checkbox"/> RCA	Acreage in Critical Area: _____

Parcel Information (parcels included in the subdivision):					
Tax Map No.	Parcel No.	Tax ID No.	Lot (if any)	Block (if any)	Section (if any)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Current or Past Applications ¹ (if any):			
Application Type	Case #	Resolution #	Action Date
<input type="checkbox"/> Rezoning	_____	_____	_____
<input type="checkbox"/> Board of Appeals	_____	_____	_____
<input type="checkbox"/> Subdivision	_____	_____	_____
<input type="checkbox"/> Transfer Zone	_____	_____	_____
<input type="checkbox"/> Agricultural Preservation District	_____	_____	_____
<input type="checkbox"/> Historic District	_____	_____	_____
<input type="checkbox"/> Historic Sites Survey	_____	_____	_____
<input type="checkbox"/> Site Plan Review	_____	_____	_____
<input type="checkbox"/> Replatting	_____	_____	_____
<input type="checkbox"/> Building or Grading Permit	_____	_____	_____
<input type="checkbox"/> Other (specify):	_____	_____	_____

Family Conveyance – Check any & all boxes if applicable:
<input type="checkbox"/> For access & rights-of-way*
<input type="checkbox"/> For creation of lots*
<input type="checkbox"/> Intra-family for forest conservation requirements (Declaration of Intent required with final plat)
<input type="checkbox"/> Intra-family transfer for critical area requirements*

¹ This shall include all applications, including those that may currently be pending. If, during the subdivision review process, other types of applications are submitted, this application shall be amended accordingly.

* Requires Family Conveyance Affidavit with preliminary plan application submittal.

OWNER AUTHORIZATION			
I/We the undersigned and the owners of the property described above do hereby submit this application for subdivision and authorize the agent(s) listed below to act on my/our behalf. I/We also grant any review agencies and/or board members permission to conduct site visits to the subject property. <i>(If there are more than two owners, please attach a supplemental signature form.)</i>			
Owner's corporation (if any): _____			
Print or type First Name: _____		Last Name: _____	
Signature: _____		Date: _____	
Print or type First Name: _____		Last Name: _____	
Signature: _____		Date: _____	
Address: _____		Phone: _____	
City: _____		State: _____	Zip Code: _____
Phone: _____	Fax: _____	Email: _____	

APPLICANT INFORMATION & AUTHORIZATION (if different than owner)			
I/We the undersigned do hereby submit this application for subdivision and authorize the agent listed below to act on my/our behalf. <i>(If there are more than two applicants, please attach a supplemental signature form.)</i>			
Applicant's corporation (if any): _____			
Print or type First Name: _____		Last Name: _____	
Signature: _____		Date: _____	
Print or type First Name: _____		Last Name: _____	
Signature: _____		Date: _____	
Address: _____		Phone: _____	
City: _____		State: _____	Zip Code: _____
Phone: _____	Fax: _____	Email: _____	

AGENT CERTIFICATION			
I certify that the information, attachments and plans submitted herewith are true and correct to the best of my knowledge and ability. I file this application and will act on behalf of the owner(s) and applicant(s) listed above.			
Agent's corporation (if any): _____			
Print or type First Name: _____		Last Name: _____	
Signature: _____		Date: _____	
Address: _____			
City: _____		State: _____	Zip Code: _____
Phone: _____	Fax: _____	Email: _____	
Agent Notes:			

SUPPLEMENTAL SIGNATURE FORM

Please indicate in the space below with which type of application this supplemental signature form is being submitted (e.g., subdivision application, family conveyance, site plan review).

Type of Application:

Signature:		Date:
Print or Type First Name:	M.I.:	Last Name:
Address:		Phone:
City:	State:	Zip Code:
Phone:	Fax:	Email:

Signature:		Date:
Print or Type First Name:	M.I.:	Last Name:
Address:		Phone:
City:	State:	Zip Code:
Phone:	Fax:	Email:

Signature:		Date:
Print or Type First Name:	M.I.:	Last Name:
Address:		Phone:
City:	State:	Zip Code:
Phone:	Fax:	Email:

Signature:		Date:
Print or Type First Name:	M.I.:	Last Name:
Address:		Phone:
City:	State:	Zip Code:
Phone:	Fax:	Email:

Signature:		Date:
Print or Type First Name:	M.I.:	Last Name:
Address:		Phone:
City:	State:	Zip Code:
Phone:	Fax:	Email:

Signature:		Date:
Print or Type First Name:	M.I.:	Last Name:
Address:		Phone:
City:	State:	Zip Code:
Phone:	Fax:	Email:

Signature:		Date:
Print or Type First Name:	M.I.:	Last Name:
Address:		Phone:
City:	State:	Zip Code:
Phone:	Fax:	Email:

Subdivision Application Checklist for Major and Minor Subdivisions

Planning & Zoning Case No.:	Project Name:
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REQUIRED ATTACHMENTS

Please check that you have reviewed the following attachments list and provided each attachment with the subdivision application:

	Applicant	P & Z
1. Application fee of \$60 per lot. Make check payable to Calvert County Treasurer .	<input type="checkbox"/>	<input type="checkbox"/>
2. One original Subdivision Application with original signatures	<input type="checkbox"/>	<input type="checkbox"/>
3. Copies of the subdivision application according to the list below. Check the number that applies to your subdivision:	<input type="checkbox"/>	<input type="checkbox"/>
a. MAJOR subdivision OUTSIDE the Critical Area - 9 COPIES <input style="float: right;" type="checkbox"/>		
b. MAJOR subdivision IN the Critical Area -13 COPIES <input style="float: right;" type="checkbox"/>		
c. MINOR subdivision OUTSIDE the Critical Area – 7 COPIES <input style="float: right;" type="checkbox"/>		
d. MINOR subdivision IN the Critical Area -11 COPIES <input style="float: right;" type="checkbox"/>		
e. 5 additional copies if on a State highway. <input style="float: right;" type="checkbox"/>		
f. 1 additional copy if in an existing or pending APD <input style="float: right;" type="checkbox"/>		
TOTAL COPIES SUBMITTED _____		
4. Preliminary Plan (folded) – Include the same number of copies as total of item # 3.	<input type="checkbox"/>	<input type="checkbox"/>
5. Supporting maps at 1"=600' scale: Include the same number of copies as in item # 3.	<input type="checkbox"/>	<input type="checkbox"/>
a. Tax Map showing outline of the property included (for any property zoned FFD or RCD, outline the parent tract as of June 29, 1967 and show any out conveyances)	<input type="checkbox"/>	<input type="checkbox"/>
b. FEMA map showing outline of property included	<input type="checkbox"/>	<input type="checkbox"/>
c. USGS topographic map showing outline of property included	<input type="checkbox"/>	<input type="checkbox"/>
d. Soils map showing outline of property included	<input type="checkbox"/>	<input type="checkbox"/>
6. Letter of Explanation (same total number as in #3) PLEASE PACKAGE ITEMS 3-6 INTO INDIVIDUAL COMPLETE PACKAGES FOR DISTRIBUTION.	<input type="checkbox"/>	<input type="checkbox"/>
7. Copy of deed(s) of ownership for all properties included in the subdivision – 1 COPY	<input type="checkbox"/>	<input type="checkbox"/>
8. Density Worksheet – 1 COPY	<input type="checkbox"/>	<input type="checkbox"/>
9. Forest Conservation Worksheet – 2 COPIES	<input type="checkbox"/>	<input type="checkbox"/>
10. Approved Wetland Waiver or Wetland Study - 2 COPIES	<input type="checkbox"/>	<input type="checkbox"/>
11. Referral from County Historic Preservation Planner	<input type="checkbox"/>	<input type="checkbox"/>
12. Forest Stand Delineation – 1 COPY	<input type="checkbox"/>	<input type="checkbox"/>
13. Stormwater Management Study – 2 COPIES	<input type="checkbox"/>	<input type="checkbox"/>
14. Traffic Impact Analysis Report or Traffic Study – 2 COPIES	<input type="checkbox"/>	<input type="checkbox"/>
15. Preliminary Road Plans (if new construction of public roads are involved) - 2 COPIES	<input type="checkbox"/>	<input type="checkbox"/>
16. Subdivision Application Checklist (this checklist) – 1 COPY	<input type="checkbox"/>	<input type="checkbox"/>
17. Preliminary Plan Checklist – 1 COPY	<input type="checkbox"/>	<input type="checkbox"/>

OTHER ATTACHMENTS

Please review the following optional requirements. Check and include ONLY those attachments that are applicable to the subdivision application:

18. Family Conveyance Affidavit – notarized original	<input type="checkbox"/>	<input type="checkbox"/>
19. Title History Worksheet with copies of all deeds/plats for property zoned FFD or RCD (Required for other zones to prove APFO, family conveyance, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
20. Forest Conservation Declaration of Intent (Required ONLY if exemption under Section 8-3.03 of the Zoning Ordinance is claimed) - 1 ORIGINAL	<input type="checkbox"/>	<input type="checkbox"/>
21. Critical Area Form & Critical Area <u>Transmittal</u> Form (Required ONLY if subdivision is located in the Critical Area) – 5 COPIES OF EACH	<input type="checkbox"/>	<input type="checkbox"/>
22. Proposed Road Name Request Form if new roads are proposed – 1 COPY	<input type="checkbox"/>	<input type="checkbox"/>

Preliminary Plan Checklist for Major & Minor Subdivisions		
The following is an excerpt from Section 7-1.07.B.3-5 of the Calvert County Zoning Ordinance, which lists the requirements for items to be included on a Preliminary Plan ¹ . Check each box under <u>Applicant</u> to indicate that you have reviewed each item and included it on the plan.		
Excerpt: Section 7-1.07.B	<u>Applicant</u>	<u>P&Z</u>
3. Drafting Standard		
a. The Plan shall be clearly and legibly drawn at one of the following scales:	<input type="checkbox"/>	<input type="checkbox"/>
i. One inch equals 20 feet (1" = 20'); one inch equals 40 feet (1" = 40'); one inch equals 100 feet (1" = 100'); one inch equals 30 feet (1" = 30'); or one inch equals 50 feet (1" = 50')		
ii. Other scales may be accepted where deemed appropriate by the Planning Commission or its designated representative.		
b. Dimensions shall be in feet and bearings in degrees and minutes. Lot sizes shall be shown in square feet where lot size is less than one acre, and in acres and decimal parts for larger lots.	<input type="checkbox"/>	<input type="checkbox"/>
c. Each sheet shall be numbered and shall show its relationship to the total number of sheets.	<input type="checkbox"/>	<input type="checkbox"/>
4. Information to be Provided. The Preliminary Plan shall show or be accompanied by the following information:		
a. The subdivision name shall be shown in the title block in the bottom right corner of the plat. The city or postal area shall also be included in the title block. The Planning & Zoning Case Number (if assigned) shall be shown above the title block.	<input type="checkbox"/>	<input type="checkbox"/>
b. Owner and developer's name and mailing and e-mail address.	<input type="checkbox"/>	<input type="checkbox"/>
c. Name, address, phone number and seal of the Registered Engineer, Registered Landscape Architect or Registered Land Surveyor (in each case, registered in the State of Maryland) responsible for the Plan.	<input type="checkbox"/>	<input type="checkbox"/>
d. Date, north point, and scale.	<input type="checkbox"/>	<input type="checkbox"/>
e. A vicinity map indicating the location of the site with relation to the area road system. The vicinity map shall also indicate the scale, the tax map number, the block and parcel number of the site and shall be shown in the top right corner of the plat.	<input type="checkbox"/>	<input type="checkbox"/>
f. All applicable Zoning Districts and Overlay Districts with acreages for each as well as gross tract acreage, wetland acreage, acreage in proposed rights-of-way and net tract acreage (gross tract acreage minus wetlands).	<input type="checkbox"/>	<input type="checkbox"/>
g. Existing Features		
i. Complete outline survey of the property to be subdivided showing all courses, distances, and area, and tie-ins to all adjacent road intersections (show parent tracts and parcel lines).	<input type="checkbox"/>	<input type="checkbox"/>

¹ Note: Minor changes made to reflect Dept. of Planning & Zoning policies and to clarify submittal requirements.

	<u>Applicant</u>	<u>P&Z</u>
ii. The location of property with respect to surrounding property and roads, the names of all adjoining property owners of record and their deed references or the names of adjoining developments; the names, widths, and centerline of adjoining roads; and/or other pertinent features being outside the property as determined by the Planning Commission or its designated representative.	<input type="checkbox"/>	<input type="checkbox"/>
iii. Location of all existing monuments or boundary markers.	<input type="checkbox"/>	<input type="checkbox"/>
iv. The location of existing buildings, structures, roads, driveways, easements, utility lines, bridges, cemeteries, water bodies, streams, swamps, marshes, areas within the 100-year floodplain and other areas listed in Section 8-2 and/or other pertinent features being within the property, as determined by the Planning Commission or its designated representative.	<input type="checkbox"/>	<input type="checkbox"/>
v. Topography on two-foot or five-foot contours as appropriate to the slope of the land. (Also indicate source of topography.)	<input type="checkbox"/>	<input type="checkbox"/>
vi. All information required of the Calvert County Forest Conservation Program including the requirements listed in Section 8-3 of the Zoning Ordinance and in the Maryland Forest Conservation Technical Manual.	<input type="checkbox"/>	<input type="checkbox"/>
vii. Buildings, roads, overhead power lines and rights-of-way for gas, electric, telephone and cable lines, abandoned railroad rights-of-way, cemeteries, trails, trash dumps and hazardous waste dumps and fences shall be shown. Buildings older than 50 years shall be designated as such. If buildings exist on-site, they are to be identified by type and whether the buildings are to remain or be removed as a result of site development.	<input type="checkbox"/>	<input type="checkbox"/>
h. Proposed Layout		
i. The layout of roads, numbered corresponding to the Road Name Request Form. Also include widths, centerlines and ownership (public or private).	<input type="checkbox"/>	<input type="checkbox"/>
ii. The layout and appropriate dimensions of lots (include lot lines to be abandoned) and lot numbers.	<input type="checkbox"/>	<input type="checkbox"/>
iii. A reference to any land offered for dedication or reservation for parks, schools, widening of roads, or other public uses. All open space, focal points, recreation areas and revertible parcels (when applicable).	<input type="checkbox"/>	<input type="checkbox"/>
iv. The average and minimum lot size.	<input type="checkbox"/>	<input type="checkbox"/>
v. Location and size of storm drains, sanitary sewers, culverts, water course and all appurtenances thereof, water mains and fire hydrants.	<input type="checkbox"/>	<input type="checkbox"/>
vi. Building Restriction Lines and minimum lot widths if used to determine front Building Restriction Lines, setbacks from floodplains, wetlands and front roadways.	<input type="checkbox"/>	<input type="checkbox"/>
vii. Rights-of-way and/or easements proposed to be created for all drainage purposes and utilities.	<input type="checkbox"/>	<input type="checkbox"/>

	<u>Applicant</u>	<u>P&Z</u>
viii. Typical cross-sections and centerline profiles for each proposed road (shown on Road Plans).	<input type="checkbox"/>	<input type="checkbox"/>
ix. Types of road surfaces to be provided (shown on Road Plans).	<input type="checkbox"/>	<input type="checkbox"/>
i. Community Water and Sewerage Facilities		<input type="checkbox"/>
i. The policies and requirements of the Water & Sewerage Plan shall be met.	<input type="checkbox"/>	<input type="checkbox"/>
ii. The Planning Commission may require the developer to prepare a feasibility study.	<input type="checkbox"/>	<input type="checkbox"/>
iii. The Planning Commission shall set as a condition of approval of the plat the extent to which water and sewerage and other utilities shall be installed.	<input type="checkbox"/>	<input type="checkbox"/>
j. Environmental Impact Statement		
i. The Planning Commission may require submission of an Environmental Impact Statement, prepared by a Registered Professional Engineer, for subdivisions which create more than 30 lots, or consist of more than 50 acres, or contain land which has more than the average in sensitive or extremely sensitive land categories (the average for the County being 17 percent extremely sensitive and 28 percent sensitive). <i>See Section 7-1.07.B.4.j of the Zoning Ordinance for specific requirements.</i>	<input type="checkbox"/>	<input type="checkbox"/>
5. Health Department Approval	<input type="checkbox"/>	<input type="checkbox"/>
Percolation tests must be performed and septic recovery areas must be shown on the preliminary plan and approved by the Department of Environmental Health prior to preliminary approval of any lot regardless of size. If the lots are to be connected to a proposed sewer system, then the construction plans for the new system must be approved by the appropriate agencies prior to final plat approval of the lots. If the lots are to be connected to an existing sewer system, then the allocation for the lots must be approved prior to preliminary approval.	<input type="checkbox"/>	<input type="checkbox"/>
Additional Information Required by the Department of Planning & Zoning		
The following information shall be shown in chart form on the preliminary plan:		
1. Total number of lots and breakdown for conventional lots, TDR lots, receiving area lots, and family conveyance lots. Also list average and minimum lot sizes for the subdivision.	<input type="checkbox"/>	<input type="checkbox"/>
2. Acreage tabulation: Lots, open space, public rights-of-way, private lanes, recreation area, widening strips, total.	<input type="checkbox"/>	<input type="checkbox"/>

CALVERT COUNTY DEPARTMENT OF PUBLIC WORKS TRAFFIC IMPACT ANALYSIS (TIA) REQUIREMENTS

SUBDIVISION/ SITE PLAN NO.: _____
 SUBDIVISION/ SITE PLAN NAME: _____

APPLICANT ENGINEER: _____
 DATE: _____

The Calvert County Road Ordinance requires that any existing and all proposed roadways and streets adequately accommodate the vehicular traffic predicted or projected by any proposed development or site plan as determined under the Road Ordinance Traffic Impact Analysis, Appendix 20-1.

To be "adequate", the County road(s) and intersection(s) within the study area shall maintain a LOS "C" after full project development except for Town Centers where a LOS "D" is acceptable. All State roads and intersections shall maintain a minimum LOS "D."

The following data will aid the Department of Public Works to determine the need and scope for a TIA. This form shall be submitted prior to preliminary subdivision/site plan submittal to determine the need for a TIA. If a TIA is required, it shall be submitted with the preliminary subdivision/site plan submittal.

List the existing roads and intersections within the study area that are directly affected by the proposed development, as requested in the Road Ordinance Traffic Impact Analysis, Appendix 20-1. Developments/sites that develop 400 ADT will require a TIA. An existing roadway which has a width of less than 18 feet from edge of surface to edge of surface is not considered adequate for any new or additional development whether a TIA is required or not.

Provide road descriptions within the study area, which will be impacted:

ACCESS ROAD & EXISTING INTERSECTING ROADS	NO. LANES	ROAD WIDTH	ROAD SURFACE TYPE	SHOULDER TYPE & WIDTH

ITE Trip Generation Rates:

Use Code	Description	#Units	AMPH Generator	AMPH Adj. St.	PMPH Generator	PMPH Adj. St.	ADT	Trips Generated					
								AMPH Generator	AMPH Adj. St.	PMPH Generator	PMPH Adj. St.	ADT	
TOTAL PROJECTED TRIPS:													

Specify any proposed/future improvements to the public facility that would reduce the traffic impact of the proposed development:

SIGNATURE OF DPW REVIEW ENGINEER _____ () NO TRAFFIC IMPACT ANALYSIS REQUIRED
 () NO TIA WITH PROPOSED IMPROVEMENTS
 DATE: _____ () TIA REQUIRED; SCHEDULE MEETING

FOREST CONSERVATION WORKSHEET

Project: _____ Application #: _____

Tax ID #: _____ Tax Map #: _____ Parcel #: _____ Lot #: _____

Watershed: Patuxent Bayside Subwatershed: _____

EXEMPTIONS:

This project is exempt per Section: 8.3.02_____ of the Forest Conservation Program. If applicable, Declarations of Intent must be attached. For projects which are exempt based on lot size, site area must be provided in (A) below. For projects which are exempt based on the 30,000 s.f. clearing threshold, total forest area to be cleared must be provided in (M) below.

FOR PROJECTS THAT ARE NOT EXEMPT, OR AS NOTED ABOVE:

- INPUT:**
- A) Total site area _____
 - B) Area within 100 yr. floodplain _____
 - C) Area of Ag. land (no change in status) _____
 - D) Net tract Area _____
 - E) Land Use Category _____
 - F) Afforestation Threshold (see Table on back) _____ %
 - G) Conservation Threshold (see Table on back) _____ %
 - H) Current Forest Cover _____
 - I) Forest Area above Afforestation Threshold _____
 - J) Forest Area above Conservation Threshold _____
 - K) Amount above Cons. Threshold to be cleared _____
 - L) Amount below Cons. Threshold to be cleared _____
 - M) Total Forested Area to be cleared _____
 - N) Forested Area above Cons Thresh to be saved _____

CALCULATIONS

Break-even Point

O) Acres above Cons. Threshold to be retained for no required reforestation: $J * 20\% + G$ _____

Afforestation Requirement

P) Forested Acres required: $D * F$ _____
 Q) Acres to be Afforested: $P - H$ _____

Reforestation Requirement

R) Acres cleared above Threshold: $K * 1/4$ _____
 S) Acres cleared below Threshold: $L * 2.0$ _____
 T) Reforestation Credit: $N * 1.0$ _____
 U) Total Reforestation Requirement: $R+S-T$ _____

Total Planting Requirement:

V) Afforestation and Reforestation: $Q + U$ _____

Total Forest Preservation:

W) Current Forest cover saved: $H - M$ _____

Mitigation Options

Forest to be retained and recorded as FRA: FRA acres: _____

Forested TDR purchase: Round up $(V * 2.0)$ Forested TDR(s) to be purchased: _____

Planting Fees-in-Lieu: $V * \$0.45/sf$ Amount: _____

Prepared by: _____
 Name Firm Date

Threshold Requirements for Items F & G of the Worksheet

Zoning District	Farm & Forest District, Wetlands	Rural Community	Institutional	Residential	Town Center & Employment Center	Rural Commercial, Marine Commercial, I-1 Light Industrial
Afforestation Threshold*	20%	20%	15%	15%	15%	15%
Conservation Threshold**	50%	30%	20%	20%	15%	15%

*Table 8-3.04.G.1 of Calvert County Zoning Ordinance

**Table 8-3.04.I.2 of Calvert County Zoning Ordinance

Calvert County Forest Conservation Program Commercial Forestry Declaration of Intent

Tax I.D. #:	Election District:	Tax Map:	Grid:	Parcel:
Name(s):				
Address:				
City:		State:	Zip:	
Phone:		E-mail:		

I (we), _____
the owners of the real property located at _____
as described as _____

hereby declare my (our) intention to continue and/or place into commercial forestry use the above property, in accordance with the provisions of the Calvert County Forest Conservation Program and COMAR 08.19.01.04, for a period of at least five (5) consecutive full taxable years following this date. (Attach sketch map of parcel and portion of parcel to be harvested and covered by this Declaration of Intent. Also, attach Forest Management Plan if available.)

This declaration grants an exemption for commercial forestry activities under the Calvert County Forest Conservation Program. If the land does not remain in commercial forestry use, the Owner must notify the Calvert County Department of Planning and Zoning. If the Owner makes application for an activity regulated under the Forest Conservation Program, on all or part of the parcel within the five (5) year period, Calvert County shall require the Owner to meet the requirements of the Calvert County Forest Conservation Program. Any forest area under the Forestry Declaration of Intent, whether harvested or not, will be considered as forest in application of the requirements.

I (we) declare that this declaration, including any accompanying forms and statements, has been examined by me (us) and the information contained herein, to the best of my (our) knowledge, information, and belief, is true, correct and complete.

Signature(s) _____ Date _____
_____ Date _____

Notary Seal _____

Calvert County Forest Conservation Program Agricultural Declaration of Intent

Tax I.D. #:	Election District:	Tax Map:	Grid:	Parcel:
Name(s):				
Address:				
City:		State:	Zip:	
Phone:		E-mail:		

I (we), _____, the owners of the real property located at _____, as described as _____ hereby declare my (our) intention to continue and/or place into agricultural use the above property, in accordance with the provisions of the Calvert County Forest Conservation Program and COMAR 08.19.01.04, for a period of at least five (5) consecutive full taxable years following this date. To qualify as an agricultural use, the area covered by the DOI must have a Farm Plan approved by Calvert Soil Conservation District. (Attach sketch map of parcel and portion of parcel covered by this Declaration of Intent.)

This declaration grants an exemption for agricultural activities under the Calvert County Forest Conservation Program. If the land does not remain in agricultural use, the Owner must notify the Calvert County Department of Planning and Zoning. If the Owner makes application for an activity regulated under the Forest Conservation Program, on all or part of the parcel within the five (5) year period, Calvert County shall require the Owner to meet the requirements of the Calvert County Forest Conservation Program, and shall also assess a noncompliance fee for forested areas cut in violation of the agricultural exemption.

I (we) declare that this declaration, including any accompanying forms and statements, has been examined by me (us) and the information contained herein, to the best of my (our) knowledge, information, and belief, is true, correct and complete.

Signature(s) _____ Date _____

_____ Date _____

Notary Seal _____

Calvert County Forest Conservation Program Real Estate Transfer Declaration of Intent

Tax I.D. #:	Election District:	Tax Map:	Grid:	Parcel:
Name(s):				
Address:				
City:		State:	Zip:	
Phone:		E-mail:		

I (we), _____
the owners of the real property located at _____
as described as _____
hereby declare my (our) intention to invoke the real estate transfer exemption for
the above property, in accordance with the provisions of the Calvert County
Forest Conservation Program and COMAR 08.19.01.04, for a period of at least
five (5) consecutive full taxable years following this date.

This declaration grants an exemption for a real estate transfer to provide a
security, leasehold or other legal or equitable interest, including transfer of title, in
a portion of a lot or parcel based on the Calvert County Forest Conservation
Program. The transfer does not involve a change in land use, or new
development or redevelopment, with associated land disturbing activities. If the
Owner makes application for an activity regulated under the Forest Conservation
Program, clears more than 30,000 square feet of forest, or violates the
requirements of a previous Forest Conservation Plan on all or part of the parcel
within the five (5) year period, Calvert County may require the Owner to meet the
forest conservation threshold established in the Forest Conservation Program,
and shall also assess a noncompliance fee for forested areas cut in violation of
this exemption.

I (we) declare that this declaration, including any accompanying forms and
statements, has been examined by me (us) and the information contained herein,
to the best of my (our) knowledge, information, and belief, is true, correct and
complete.

Grantor _____ Date _____

Grantee _____ Date _____

Notary Seal _____

Calvert County Forest Conservation Program Intrafamily Transfer Declaration of Intent

Tax I.D. #:	Election District:	Tax Map:	Grid:	Parcel:
Name(s):				
Address:				
City:		State:	Zip:	
Phone:		E-mail:		

I (we), _____ the owners of the real property located at _____ as described as _____ hereby declare my (our) intention to invoke the intrafamily transfer exemption for the above property, in accordance with the provisions of the Calvert County Forest Conservation Program and COMAR 08.19.01.04, for a period of at least five (5) consecutive full taxable years following this date.

This declaration grants an exemption for the purpose of constructing a dwelling intended for the use of the owner, a child, or a grandchild of the owner based on the Calvert County Forest Conservation Program. If the land does not remain in the possession of the owner, child, or grandchild, the owner must notify the Calvert County Department of Planning and Zoning and may lose the exemption. If the Owner makes application for an activity regulated under the Forest Conservation Program, clears more than 30,000 square feet of forest, or violates the requirements of a previous Forest Conservation Plan on all or part of the lot within the five (5) year period, Calvert County may require the Owner to meet the forest conservation threshold established in the Calvert County Forest Conservation Program, and shall also assess a noncompliance fee for forested areas cut in violation of this exemption. The land will be transferred to (check all that apply):

Owner

 Child

 Grandchild

Name(s): _____

I (we) declare that this declaration, including any accompanying forms and statements, has been examined by me (us) and the information contained herein, to the best of my (our) knowledge, information, and belief, is true, correct and complete.

Signature(s) _____ Date _____

_____ Date _____

Notary Seal _____

Forest Conservation Plan Requirements

Any project for which a Forest Stand Delineation or Simplified Forest Stand Delineation is required a Forest Conservation Plan prepared by a licensed forester, a licensed landscape architect, or a qualified professional who meets the requirements set by the Maryland DNR (CCZO Section 8-3.04.T) must also be submitted. In developing a Forest Conservation Plan, the applicant shall give priority to techniques for retaining existing forest on the site. Only with the approval of the County Environmental Planning staff, may the applicant choose other mitigation methods as listed in the following order of priority:

1 – Onsite afforestation/ reforestation; 2 – Offsite afforestation/reforestation; 3 – Purchase of Forest Conservation Transferable Development Right(s); 4 – natural regeneration of native vegetation Offsite; 5 – Landscaping of commercial property onsite under an approved landscaping plan which establishes a forested area at least 35 feet wide and 2,500 square feet in area or greater; and 6 – payment into the Forest Conservation Fees-in-lieu Fund at \$0.45 per square foot of required forested area.

<u>Applicant</u>	<u>P&Z</u>	<i>Preliminary Forest Conservation Plan Checklist:</i>
<input type="checkbox"/>	<input type="checkbox"/>	Approved Forest Stand Delineation or Simplified Forest Stand Delineation for the site
<input type="checkbox"/>	<input type="checkbox"/>	Completed Calvert County Forest Conservation Worksheet
<input type="checkbox"/>	<input type="checkbox"/>	Net tract area (square feet)
<input type="checkbox"/>	<input type="checkbox"/>	Area of forest conservation required
<input type="checkbox"/>	<input type="checkbox"/>	Area of forest conservation that the applicant proposes to provide, including both onsite and offsite areas
<input type="checkbox"/>	<input type="checkbox"/>	Clear graphic indication of the forest conservation provided on the site drawn to scale, showing areas where retention of existing forest or afforestation or reforestation is proposed
<input type="checkbox"/>	<input type="checkbox"/>	Explanation of how the provisions of Section 8-3.04.D of this Ordinance have been met
<input type="checkbox"/>	<input type="checkbox"/>	<i>In the case of afforestation or reforestation include a proposed afforestation or reforestation planting plan including:</i>
<input type="checkbox"/>	<input type="checkbox"/>	Construction timetable showing the sequence of forest conservation procedures
<input type="checkbox"/>	<input type="checkbox"/>	Limits of disturbance
<input type="checkbox"/>	<input type="checkbox"/>	Stockpile areas
<input type="checkbox"/>	<input type="checkbox"/>	A timetable and description of needed site and soil preparation, species, size, and spacing to be used (NOTE: Natural regeneration or use of whips or seedlings requires that <u>predevelopment</u> conditions on site will support these methods.)
<input type="checkbox"/>	<input type="checkbox"/>	Incorporate a proposed two-year maintenance agreement that shows how areas designated for afforestation or reforestation will be maintained to ensure protection and satisfactory establishment
<input type="checkbox"/>	<input type="checkbox"/>	Other information required in the Maryland Forest Conservation Technical Manual
<input type="checkbox"/>	<input type="checkbox"/>	<i>Final Forest Conservation Plan</i>
<input type="checkbox"/>	<input type="checkbox"/>	All items listed above for the <u>Preliminary Forest Conservation Plan</u> .
<input type="checkbox"/>	<input type="checkbox"/>	A topographic map delineating intermittent and perennial streams, and steep slopes over 25 percent
<input type="checkbox"/>	<input type="checkbox"/>	Locations and types of protective devices to be used during construction activities to protect trees and forests designated for conservation (FRA signs, fencing, flagging, etc)
<input type="checkbox"/>	<input type="checkbox"/>	Record plats that serve as long-term binding protective agreements

Calvert County Forest Stand Delineation Requirements

A Forest Stand Delineation (FSD) shall be submitted to the Department of Planning and Zoning at the initial stages of subdivision, site plan, grading permit application, or sediment control application. The delineation shall be prepared by a licensed forester, licensed landscape architect, or a qualified professional who meets the requirements set by the Maryland DNR. The delineation shall be used during the review process to determine the most suitable and practical areas for forest conservation (CCZO Section 8.3-04.C).

Simplified Forest Stand Delineation/Environmental Features Map Checklist:

For use in the following situations; otherwise, use the Standard FSD/EF Map Checklist:

1. *For minor subdivisions in which no priority retention areas (see Section 8-3.04H) are disturbed except for a single unavoidable roadway crossing;*
2. *For County roads concurrent with the road grading plan and Forest Conservation Plan submittal;*
3. *For cluster subdivisions with no afforestation/reforestation requirement, over 50% of the parcel is maintained in open space, no priority retention areas are disturbed except for a single roadway crossing and a minimum of 20% of the forest cover onsite is retained.*

<u>Applicant</u>	<u>P&Z</u>	<u>Required Information</u>
<input type="checkbox"/>	<input type="checkbox"/>	Lot or parcel area (acres);
<input type="checkbox"/>	<input type="checkbox"/>	Total forest canopy area (acres or square feet);
<input type="checkbox"/>	<input type="checkbox"/>	Location of existing forest cover;
<input type="checkbox"/>	<input type="checkbox"/>	A topographic map delineating intermittent & perennial streams, and steep slopes 25% or greater;
<input type="checkbox"/>	<input type="checkbox"/>	A soils map delineating hydric soils, SrE and ErE soils;
<input type="checkbox"/>	<input type="checkbox"/>	Designated rare, threatened, and endangered species habitat;
<input type="checkbox"/>	<input type="checkbox"/>	Trees associated with designated historic structures;
<input type="checkbox"/>	<input type="checkbox"/>	Location of trees having a diameter measured at 4½ feet above the ground of 30 inches or greater;
<input type="checkbox"/>	<input type="checkbox"/>	Trees having a diameter of 75% or more of the diameter, measured at 4½ feet above the ground, of the current State champion tree of that species
<input type="checkbox"/>	<input type="checkbox"/>	State, County or National champion tree(s).

Calvert County Forest Stand Delineation Requirements

A Forest Stand Delineation (FSD) shall be submitted to the Department of Planning and Zoning at the initial stages of subdivision, site plan, grading permit application, or sediment control application. The delineation shall be prepared by a licensed forester, licensed landscape architect, or a qualified professional who meets the requirements set by the Maryland DNR. The delineation shall be used during the review process to determine the most suitable and practical areas for forest conservation (CCZO Section 8.3-04.C).

Standard Forest Stand Delineation/Environmental Features Map Checklist:

<u>Applicant</u>	<u>P&Z</u>	<u>Required Information</u>
<input type="checkbox"/>	<input type="checkbox"/>	Lot or parcel area (acres);
<input type="checkbox"/>	<input type="checkbox"/>	Total forest canopy area (acres or square feet);
<input type="checkbox"/>	<input type="checkbox"/>	Location of existing forest cover;
<input type="checkbox"/>	<input type="checkbox"/>	A topographic map delineating intermittent & perennial streams, & steep slopes of 25% or greater;
<input type="checkbox"/>	<input type="checkbox"/>	A soils map delineating soils with structural limitations, hydric soils, SrE and ErE soils, and soils with a soil K value greater than 0.35 on slopes of 15% or greater;
<input type="checkbox"/>	<input type="checkbox"/>	Forest stand maps indicating species, location, and size of trees and showing dominant and co-dominant forest types;
<input type="checkbox"/>	<input type="checkbox"/>	Location of 100-year floodplains;
<input type="checkbox"/>	<input type="checkbox"/>	Rare, threatened and endangered species and their habitat as identified by the Department of Natural Resources;
<input type="checkbox"/>	<input type="checkbox"/>	Non-tidal wetlands and their buffers; and
<input type="checkbox"/>	<input type="checkbox"/>	Other Priority Retention Areas (as specified in Section 8-3.04.H); and
<input type="checkbox"/>	<input type="checkbox"/>	Trees, shrubs, and plants located in sensitive areas including the 100-year floodplain, intermittent and perennial streams and their buffers, steep slopes, nontidal wetlands and their buffers, and habitats for rare, threatened, and endangered species;
<input type="checkbox"/>	<input type="checkbox"/>	Contiguous forest that connects the largest undeveloped or most vegetated tracts of land within and adjacent to the site;
<input type="checkbox"/>	<input type="checkbox"/>	Trees, shrubs, or plants determined to be rare, threatened, or endangered;
<input type="checkbox"/>	<input type="checkbox"/>	Trees that are part of a designated historic site, or are associated with a designated historic structure
<input type="checkbox"/>	<input type="checkbox"/>	State, County or national champion trees;
<input type="checkbox"/>	<input type="checkbox"/>	Location and species of trees having a diameter measured at 4½ feet above the ground of 30 inches or greater;
<input type="checkbox"/>	<input type="checkbox"/>	Trees having a diameter of 75% or more of the diameter, measured at 4½ feet above the ground, of the current State champion tree of that species
<input type="checkbox"/>	<input type="checkbox"/>	Narrative – Summary of walk-through forest survey; past and present management of forested areas; potential of stands adjacent to disturbance to recover; management recommendations

**GRANT OF FOREST CONSERVATION AREA
EASEMENT AND RIGHT-OF-WAY
TO THE BOARD OF COUNTY COMMISSIONERS
OF CALVERT COUNTY, MARYLAND**

Made this [DAY] day of [MONTH], [YEAR],

by and between [OWNER(S)]

owners of the hereinafter described property and the BOARD OF COUNTY COMMISSIONERS OF CALVERT COUNTY, MARYLAND, a public body corporate and politic of the State of Maryland, hereinafter referred to as the "County".

WITNESSETH

In consideration of the issuance of a Grading Permit by the County, the Grantor(s) does/do hereby grant and convey to the County, its successors and assigns forever and in perpetuity, the forest conservation easement and right-of-way hereinafter described for the installation, maintenance, and inspection of a forest retention area, hereinafter referred to as the "forest", within said easement and right-of-way, together with the right of ingress and egress along, over, under, and through said right-of-way, for any and all such purposes; said right-of-way and easement being, described as follows:

Lot(s) [LOT(S)], Block(s) [BLOCK(S)], Section(s) [SECTION(S)]

Subdivision Name [SUBDIVISION NAME]

Subdivision Plat Reference(s) [PLAT REFERENCES(S)], Deed Reference(s) [DEED REFERENCES]

(SEE EXHIBIT A)

The said easement and right-of-way is hereby intended to be granted and conveyed, together with the rights, privileges, appurtenances, and advantages thereto belong or appertaining to their proper use and benefit forever by the County, its successors and assigns.

AND, the Grantor(s), for herself/himself/theirselves/itself, her/his/their/its, heirs, successors and assigns, covenant(s) and agree(s) as follows:

FIRST: That the Grantor(s) will never erect nor permit to be erected a building or structure of any nature, whatsoever, nor fill or excavate within said easement and right-of-way without the County's prior written consent.

SECOND: That the County, its successors and assigns, shall at all times have the right of ingress and egress over said easement and right-of-way for the purpose of installing, maintaining and inspecting the forest; said ingress and egress to be along the line herein designated and along such other lines as the Grantor(s) may designate; the foregoing right as ingress and egress in no way obligates the County to exercising said right for any of the aforementioned purposes.

THIRD: That the Grantor(s) will warrant specially said easement and right-of-way, and will execute such further assurances thereof as may be requisite.

IN WITNESS WHEREOF, the Grantor(s) have executed this GRANT OF FOREST CONSERVATION EASEMENT AND RIGHT-OF-WAY as of this [DAY] day of [MONTH], [YEAR].

Witness	Date	Signature [PRINT NAME AND TITLE]
---------	------	---------------------------------------

Witness	Date	Signature [PRINT NAME AND TITLE]
---------	------	---------------------------------------

Attest: _____ [COMPANY OR COPORATE NAME]
(Seal)

Approved: _____ Date _____

INSPECTION AND MAINTENANCE OF ON-SITE FOREST CONSERVATION EASEMENT

DECLARATION OF COVENANTS

This Declaration and Agreement made this [**DAY**] day of [**MONTH**], [**YEAR**] by and between [**OWNER(S)**] hereinafter referred to as the "Covenantor(s)", owner(s) of the property described as:
Lot(s) [**LOT(S)**], Block(s) [**BLOCK(S)**], Section(s) [**SECTION(S)**],
Subdivision Name [**SUBDIVISION NAME**]
Subdivision Plat Reference(s) [**PLAT REFERENCE(S)**]
Deed Reference(s) [**DEED REFERENCE(S)**]

hereinafter referred to as the "subject property", and the BOARD OF COUNTY COMMISSIONERS OF CALVERT COUNTY, MARYLAND, a public body corporate and politic, organized under the laws of the State of Maryland, hereinafter referred to as the "County":

WITNESSETH

WHEREAS, the Covenantor(s) desire(s) to develop or redevelop all of portions of the subject property; and

WHEREAS, prior to said developing or redeveloping, the Covenantor(s) is/are required by the Calvert County Forest Conservation Regulations to provide for certain forested areas and to obtain a Grading Permit, hereinafter alternatively referred to as "Permit"; and

WHEREAS, the Covenantor(s) has/have applied for a Permit for land disturbing activity at the subject property and desire(s) to create and/or retain afforested area located on the subject property (alternatively referred to hereinafter as the "on-site forest", or the "forest"); and

WHEREAS, the Calvert County Forest Conservation Regulations require that prior to the issuance of a Permit for development or redevelopment of properties, an inspection and maintenance agreement be executed by the applicant(s) for a permit; and

WHEREAS, Covenantor(s) has/have full authority to execute this Declaration and Agreement so as to bind the subject property and all of its current and future owners, successors and assigns.

NOW, THEREFORE, in consideration of the issuance by the County of a Grading Permit and in accordance with the requirements of the Calvert County Forest Conservation Regulations, the Covenantor(s) does/do hereby covenant and agree(s) as follows:

1. The Covenantor(s) shall install and/or provide for the maintenance of the on-site forest to insure that said forest is and remains in acceptable condition in accordance with approved standards and with applicable laws, rules and regulations. If necessary, the Covenantor(s) shall levy regular or special assessments against any and all present or subsequent owners of other property which contain the forest to insure that the forest is properly maintained.
2. The County may, but is not obligated to, inspect the facility. If, after reasonable notice by the County as per the Calvert County Forest Conservation Regulations, the Covenantor(s) shall fail to install and/or provide for the maintenance of the on-site forest in accordance with the approved standards and with the law and all applicable rules and regulations, the County may, but is not obligated to, enter onto the facility and perform all necessary installation and maintenance, and may assess the Covenantor(s) for the cost of said work. Said assessment shall be a lien against the subject property and may be placed on the property tax bill of said subject property and collected as ordinary taxes by the County.
3. The Covenantor(s) does/do hereby grant and shall continue to grant the County, its successors, agent(s) and contractor(s) the right of entry to the forest for the purpose of inspecting, and, if necessary, installing and or maintaining the forest, and shall provide and maintain perpetual access from public rights-of-way to the facility for the County, its successors, agent(s), and contractor(s) for said purposes. The Covenantor(s) shall also grant to the County easements and rights-of-way necessary for the foregoing purposes.
4. The Grantor acknowledges that the County may exercise its emergency authority provided for by the law.
5. The Covenantor(s) shall indemnify and save the County harmless from any and all claims for damages to persons or property arising from the installation and maintenance of the forest.
6. The Covenantor(s) shall notify the County of the legal and/or equitable transfer of any of the Covenantor(s)' responsibilities for the forest within thirty (30) days of such transfer and shall supply the County with a copy of any documents of transfer, executed by both parties.
7. This Declaration of Covenants and Agreement in no way relieves the Covenantor(s) of responsibility for providing, installing and or maintaining the forest as it may be deemed necessary by the County or other appropriate agency.

SUBDIVISION LETTER OF EXPLANATION

Sections 5-2.01.D & E of the Calvert County Zoning Ordinance allow the Planning Commission to, *“modify those provisions designated with an asterisk (*) to the minimum extent needed to resolve conflicts between individual provisions of this Ordinance or to address unique site constraints.”* The purpose of this form is to explain any modifications or waivers being requested.

1.	Reduction / waiver request for any of the following (please list with an explanation and justification): wetlands report, wetlands buffer, and/or stormwater management.
2.	Focal Point:
3.	Recreation Requirements:
	Recreation Proposed:
4.	Fencing and/or Buffer Requirement (list all adjacent parcels by tax map and parcel number that are in an Agricultural Preservation District or assessed as an agricultural use:
5.	List all structures, barns, houses, etc. that exist, note if any are 50 years or older, and specify retention or removal:
6.	Other comments/explanation for issues not listed above that need to be brought to the attention of any review agencies:

Title History Worksheet

Planning and Zoning Case No: _____

Complete if the subdivision involves property zoned Farm and Forest District (FFD) or Rural Community District (RCD). Make additional copies of the worksheet as needed for each parent tract. This form may also be used for other Zoning Districts to prove APFO, family conveyance, etc.

Parent Tract(s) included: (prior to June 29, 1967)

Type: Parent Tract 1 Current Parent Tract Tax Map: _____ Current Parent Tract Parcel No.: _____
Conveyance From: _____ Conveyance To: _____
Deed Reference: _____ Date: _____ Acreage Amount: _____

Conveyances from parent tract:

List below, *in chronological order*, **ALL** out conveyances or additions to the property since the parent tract's creation. List the type of out conveyance i.e. 1-acre grandfather lot, 3-acre grandfather lot, 5-acre density lot, family-conveyance, easement, right-of-way dedication, etc.:

Date: _____ Deed Reference: _____ Current Parcel/Lot #'s: _____ Type: _____
Grantor: _____ Grantee: _____ Acreage Amount: _____

Date: _____ Deed Reference: _____ Current Parcel/Lot #'s: _____ Type: _____
Grantor: _____ Grantee: _____ Acreage Amount: _____

Date: _____ Deed Reference: _____ Current Parcel/Lot #'s: _____ Type: _____
Grantor: _____ Grantee: _____ Acreage Amount: _____

Date: _____ Deed Reference: _____ Current Parcel/Lot #'s: _____ Type: _____
Grantor: _____ Grantee: _____ Acreage Amount: _____

Date: _____ Deed Reference: _____ Current Parcel/Lot #'s: _____ Type: _____
Grantor: _____ Grantee: _____ Acreage Amount: _____

Date: _____ Deed Reference: _____ Current Parcel/Lot #'s: _____ Type: _____
Grantor: _____ Grantee: _____ Acreage Amount: _____

Applies to FFD & RCD Properties Only:

The parent tract consisted of _____ acres, was entitled to _____ 1-acre lots, _____ 3-acre lots and _____ by 5-acre density for a total of _____ lots. As of this date _____ 1-acre lots, _____ 3-acre lots and _____ 5-acre lots have been created from the parent tract leaving a residue of _____ acres with _____ lots. After the build-out reduction (November 2003), the current density equates to _____ lots.

The tract has used to date _____ APFO exemptions.

Road Name Request Form¹	
1. Please see the attached excerpt from Section 10-1.04 of the Calvert County Zoning Ordinance for the requirements for naming roads.	
2. Please list at least three choices for each proposed new road. Make additional copies of this form as needed.	
	<u>P & Z Action</u>
Road Name # 1	
First Choice:	<input type="checkbox"/>
Second Choice:	<input type="checkbox"/>
Third Choice:	<input type="checkbox"/>
Road Name # 2	
First Choice:	<input type="checkbox"/>
Second Choice:	<input type="checkbox"/>
Third Choice:	<input type="checkbox"/>
Road Name # 3	
First Choice:	<input type="checkbox"/>
Second Choice:	<input type="checkbox"/>
Third Choice:	<input type="checkbox"/>
Road Name # 4	
First Choice:	<input type="checkbox"/>
Second Choice:	<input type="checkbox"/>
Third Choice:	<input type="checkbox"/>
Road Name # 5	
First Choice:	<input type="checkbox"/>
Second Choice:	<input type="checkbox"/>
Third Choice:	<input type="checkbox"/>
Road Name # 6	
First Choice:	<input type="checkbox"/>
Second Choice:	<input type="checkbox"/>
Third Choice:	<input type="checkbox"/>

¹ Note: This form is for the naming of new rights-of-way only. Please use the "Road Name Change Application" for approval of a change to the name of an existing road.

10-1.04 Road Names

- A. The Planning Commission shall assign or approve all names of existing or proposed rights-of-way except within the limits of incorporated Towns of the County. The Planning Commission may designate the authority to assign or approve names of private roads and RD14A roads to its secretary.
- B. Owners or developers of land to be dedicated for new public rights-of-way may name the proposed roads in accordance with the provisions of this Section.
- C. Owners of land fronting on an existing unnamed right-of-way may petition for naming of that road in accordance with Section 10-1.04.E Such requests may be denied by the Planning Commission if it is determined that the proposed road name conflicts with any requirement of this Section.
- D. Selection of Road Names. To avoid duplicating road names and to effect a uniform system of naming roads, the following principles of road name assignment procedures shall be followed:
 - 1. An extension of an existing right-of-way shall bear the same name as the existing right-of-way.
 - 2. The name assigned to a proposed right-of-way shall be the same name as that assigned to the right-of-way directly opposite it on an intersecting road unless the proposed right-of-way runs in a different direction. (See paragraphs '8' and '9' of this Section for exceptions.)
 - 3. Any road name assigned by the Planning Commission to an existing or proposed right-of-way shall not be a duplicate name, either in sound or spelling, of any road name already existing in the County.
 - 4. Road names selected by owners of premises fronting on existing or proposed rights-of-way must be approved by the Planning Commission to avoid duplicating road names. Proposed road names may be submitted to the Planning Commission by one of the following methods:
 - a. A petition signed by more than 75 percent of those owning property on the road; or
 - b. Selected names shown on a Road Name Request Form submitted with a preliminary subdivision plat.
 - 5. A one-intersection circular road shall bear one name.
 - 6. To maintain the hundred-block continuity within the Grid Address Numbering System, a circular road with more than one intersection may be designated "north" and "south" or "east" and "west" when its distance will encompass two or more hundred blocks. *Examples: "Drafter Circle-West" and "Drafter Circle-East"; or "Park Turn-North" and "Part Turn-South".*
 - 7. Rights-of-way entering or leaving the County from either Anne Arundel County or the incorporated towns shall bear the same name.
 - 8. Whenever an arterial road or historic right-of-way crosses the zero-grid hundred block (e.g., Solomons Island Road) within the Grid Address Numbering System, "north", "south", "east", or "west" may be designated as suffixes as it crosses the intersecting zero-grid right-of-way in order to distinguish between the same hundred block number on the arterial road or historic right-of-way.
 - 9. Whenever local or collector roads cross the zero-grid hundred block within the Grid Address Numbering System, they shall bear different names when they cross the zero-grid hundred block intersecting rights-of-way to avoid duplicating blocks on the same named right-of-way.
 - 10. When a choice is to be made between selection of "Avenue" versus "Street" as a suffix to a right-of-way, the following principles shall apply: rights-of-way going in a north-south direction may be called "Avenues"; rights-of-way going in an east-west direction may be called "Streets".
 - 11. Project road names may be applied to non-dedicated private rights-of-way through apartment, commercial, industrial, or manufactured home complexes whenever the quantity of structures to be erected therein will duplicate existing or projected hundred blocks within the Grid Address Numbering System.
 - 12. A right-of-way may be named after a family residing on the right-of-way if 75 percent of the owners along the right-of-way approve the proposed name.
 - 13. Names selected for rights-of-way shall not exceed 12 letters and spaces in order to maintain uniformity of County street signs.

CRITICAL AREA FORM

June 24, 2005

If your property is located within the Critical Area (land within 1,000 feet of the mean high water line of the Chesapeake Bay or Patuxent River, its tributaries, or the landward boundary of tidal wetlands), please complete the following information. Supplying this information will greatly expedite the processing time of your permit.

Owner's Name: _____ Address: _____

Phone: _____ Tax ID: _____ Tax Map: _____ Parcel: _____ Lot: _____ Block: _____ Section: _____

IDA LDA-3 LDA RCA Total square footage of property: _____

1. Purpose of the permit: _____
2. Total square footage of disturbance for the project: _____
3. Will any of the proposed disturbance occur within the 100 ft. buffer adjacent to a tidal waterway or wetland? Yes No
4. Do trees cover at least 15% of the property? Yes No
(Calculate: size of property _____ x 15% = _____ / 400 = _____ = approximate number of 6' tall and 1 1/2" caliper or larger trees required to meet the 15% tree cover requirement)
5. What is the square footage of the area of tree cover to be removed? _____ sq. ft.
6. Is the proposed building site on slopes of 15% or greater? Yes No (If yes, this information should be shown on the plat. Any development on 15% or greater slopes will require a variance from the Board of Appeals.)
7. Identify on the plat any waterways and wetlands which may be adjacent to or on the property. (This includes both tidal and non-tidal rivers, bays, creeks, streams, marshlands, swamps, bogs, etc.)
8. Identify on the plat and give the square footage of the impervious areas on the property. (Impervious areas are surfaces through which water cannot seep. For example, house, garage, shed, pool, or driveways which are constructed with concrete, asphalt, or CR 6 stone, etc. Wooden decks are not included unless there is no spacing between the boards, they are covered, enclosed, or have an impervious surface underneath.)

Total square footage of existing impervious area = _____

Square footage of proposed impervious area = _____

Note: *Lots under 1/2 acre may not have impervious area in excess of 25% of total lot area.*
Lots over 1/2 acre may not have impervious area in excess of 15% of total lot area.
If the recorded plat for this property indicates the impervious area limit to be different than indicated above, we will be required to use that amount.

9. In addition, if the property is in the IDA designation, then Section 8-1.02.F.2 "Stormwater" of the Calvert County Zoning Ordinance will need to be addressed.

ADDITIONAL INFORMATION REQUIRED FOR WATER DEPENDENT PROJECTS:

10. What type of water dependent project are you proposing?

- A. Private Pier
- B. Community Pier
- C. Revetment
- D. Marsh Creation
- E. Other (specify) _____

How many feet of shoreline exist on site? _____

11. The drawings/plats to be submitted with the building permit application must include the following:

- A. Show both existing and proposed water dependent facilities on the plat.
- B. Show the lateral lines and adjacent properties shorelines - must stay 25 feet from each lateral line
- C. Show harbor line if applicable (See Harbor Line map in the office of Planning and Zoning.)

12. A County Building Permit Application must be submitted with the following additional information if proposing a water dependent project which meets the requirements of the State of Maryland Pier and Piling Notification Form.

- A. A copy of the completed State of Maryland Pier and Piling Notification Form
- B. A copy of the approval letter from the State
- C. A completed County grading permit or grading exemption form if applicable

13. A County Building Permit Application must be submitted with the following additional information if proposing a water dependent project which does not meet requirements in #12 above.

- A. Copy of State approval(s)
- B. Copy of Federal approval letter(s)
- C. A completed County grading permit or grading exemption form if applicable

I hereby certify that I have the authority to make this application and the information given is correct.

DATE: _____ **SIGNATURE:** _____
(property owner or authorized agent)

See the Calvert County Zoning Ordinance and the Calvert County Critical Area Program for additional information and requirements.

Total Lot Size= 29,900 s.f.

This lot is 45% wooded

No trees to be removed for proposed addition

Proposed area of disturbance= 300 s.f.

No slopes greater than 15% to be disturbed



- Wooded Area

Impervious Area: (allowed 15% = 4,485 s.f.)

Existing:

House = 1,225 s.f.

Garage = 574 s.f.

Porch = 100 s.f.

Driveway = 610 s.f.

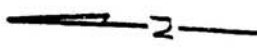
Shed = 225 s.f.

TOTAL = 2,734 s.f.

Proposed:

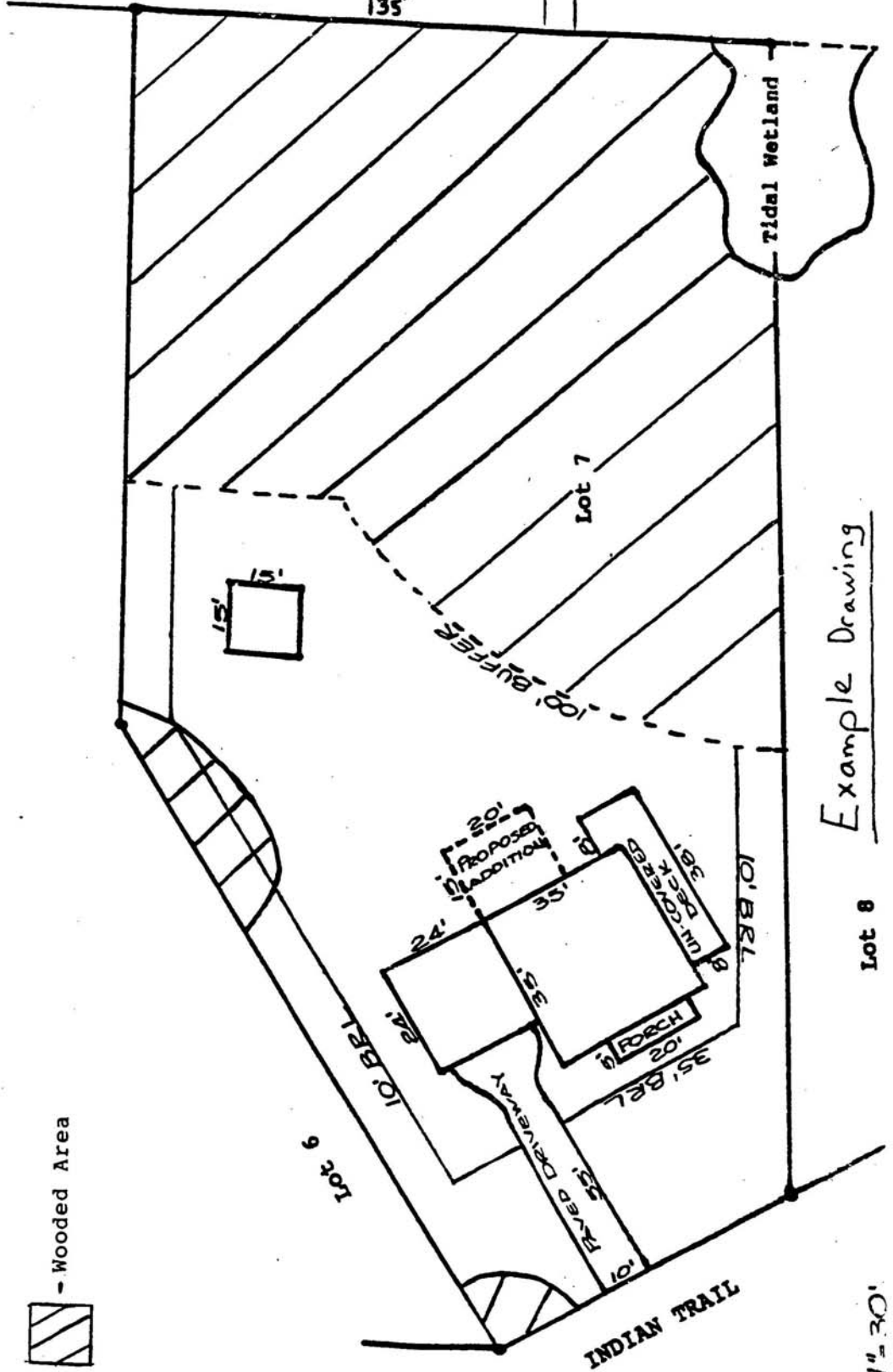
Addition = 300 s.f.

Total impervious area for entire lot = 3,034 s.f. or 10.1%



FALCON CREEK

135'



Example Drawing

Lot 8

1" = 30'

CRITICAL AREA COMMISSION
 FOR THE CHESAPEAKE AND ATLANTIC COASTAL BAYS
 1804 WEST STREET, SUITE 100
 ANNAPOLIS, MD 21401

PROJECT NOTIFICATION APPLICATION

GENERAL PROJECT INFORMATION

Jurisdiction: _____

Date: _____

Tax Map #	Parcel #	Block #	Lot #	Section

Tax ID: _____

FOR RESUBMITTAL ONLY	
Corrections	<input type="checkbox"/>
Redesign	<input type="checkbox"/>
No Change	<input type="checkbox"/>
Non-Critical Area	<input type="checkbox"/>
*Complete Only Page 1 General Project Information	

Project Name (site name, subdivision name, or other) _____

Project location/Address _____

City _____ Zip _____

Local case number _____

Applicant: Last name _____ First name _____

Company _____

Application Type (check all that apply):

- | | | | |
|---------------------------|--------------------------|-------------------|--------------------------|
| Building Permit | <input type="checkbox"/> | Variance | <input type="checkbox"/> |
| Buffer Management Plan | <input type="checkbox"/> | Rezoning | <input type="checkbox"/> |
| Conditional Use | <input type="checkbox"/> | Site Plan | <input type="checkbox"/> |
| Consistency Report | <input type="checkbox"/> | Special Exception | <input type="checkbox"/> |
| Disturbance > 5,000 sq ft | <input type="checkbox"/> | Subdivision | <input type="checkbox"/> |
| Grading Permit | <input type="checkbox"/> | Other | <input type="checkbox"/> |

Local Jurisdiction Contact Information:

Last name _____ First name _____

Phone # _____ Response from Commission Required By _____

Fax # 410-414-3092 Hearing date _____

SPECIFIC PROJECT INFORMATION

Describe Proposed use of project site:

--

Intra-Family Transfer Yes
 Grandfathered Lot

Growth Allocation Yes
 Buffer Exemption Area

Project Type (check all that apply)

Commercial
 Consistency Report
 Industrial
 Institutional
 Mixed Use
 Other

Recreational
 Redevelopment
 Residential
 Shore Erosion Control
 Water-Dependent Facility

SITE INVENTORY (Enter acres or square feet)

	Acres	Sq Ft
IDA Area		
LDA Area		
RCA Area		
Total Area		

Total Disturbed Area Acres Sq Ft

of Lots Created

	Acres	Sq Ft		Acres	Sq Ft
Existing Forest/Woodland/Trees			Existing Impervious Surface		
Created Forest/Woodland/Trees			New Impervious Surface		
Removed Forest/Woodland/Trees			Removed Impervious Surface		
			Total Impervious Surface		

VARIANCE INFORMATION (Check all that apply)

	Acres	Sq Ft		Acres	Sq Ft
Buffer Disturbance			Buffer Forest Clearing		
Non-Buffer Disturbance			Mitigation		

Variance Type

Buffer
 Forest Clearing
 HPA Impact
 Impervious Surface
 Expanded Buffer
 Nontidal Wetlands
 Setback
 Steep Slopes
 Other

Structure

Acc. Structure Addition
 Barn
 Deck
 Dwelling
 Dwelling Addition
 Garage
 Gazebo
 Patio
 Pool
 Shed
 Other

FINAL PLAT CHECKPRINT CHECKLIST

Submittal Requirements		
	<u>Applicant</u>	<u>P&Z</u>
Completed Final Plat Checklist (this form)	<input type="checkbox"/>	<input type="checkbox"/>
A point-by-point response on a copy of the Preliminary Approval Letter.	<input type="checkbox"/>	<input type="checkbox"/>
Number of Copies of Checkprints of Final Plats (folded): 4 copies unless on a State Highway, in the Critical Area or in an APD (see below): 1 additional copy if on a State Highway 1 additional copy if in the Critical Area (with Critical Area <u>Transmittal</u> Form) 1 additional copy if in a State or County APD Note: If the subdivision consists of more than 1 plat, the plats shall be folded and packaged as sets (i.e. plats 1-4, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Review fee (\$60.00 per lot).	<input type="checkbox"/>	<input type="checkbox"/>

The following is an excerpt from Section 7-1.07.C of the Zoning Ordinance, which lists the requirements for items to be included on a Final Plan¹. Check each box under Applicant to indicate that you have reviewed each item and included it on the plan.

<u>Standard Plat Requirements</u>		
	<u>Applicant</u>	<u>P&Z</u>
Excerpt: Section 7-1.07.C		
C. Final Plat Review		
1. General		
The Final Subdivision Plat shall consist of a drawing, intended for record, incorporating those changes or additions required by the Planning Commission in its approval of the Preliminary Subdivision Plan.	<input type="checkbox"/>	<input type="checkbox"/>
2. Drafting Standards		
Drafting standards for Final Subdivision Plat shall be as described in Section 7-1.07.B.3 (see excerpt below).		
<i>"a. The Plan shall be clearly and legibly drawn at one of the following scales:</i>		
<i>i. One inch equals 20 feet (1" = 20'); one inch equals 40 feet (1" = 40'); one inch equals 100 feet (1" = 100'); one inch equals 30 feet (1" = 30'); or one inch equals 50 feet (1" = 50')</i>		
<i>ii. Other scales may be accepted where deemed appropriate by the Planning Commission or its designated representative."</i>		

¹Note: Minor changes made to reflect Dept. of Planning & Zoning policies and to clarify submittal requirements.

3. Information to be Shown	<u>Applicant</u>	<u>P&Z</u>
a. The subdivision name shall be shown in the title block in the bottom right corner of the plat. The city or postal area shall also be included in the title block. The Planning & Zoning Case Number (if assigned) shall be shown above the title block.	<input type="checkbox"/>	<input type="checkbox"/>
b. Owner and developer's name and address.	<input type="checkbox"/>	<input type="checkbox"/>
c. Name, address, phone number and seal of the registered surveyor responsible for the plat. The surveyor must be registered in the State of Maryland.	<input type="checkbox"/>	<input type="checkbox"/>
d. Date, north point, scale and legend.	<input type="checkbox"/>	<input type="checkbox"/>
e. A vicinity map as described in Section 7-1.07.B.4.e. (see excerpt below).	<input type="checkbox"/>	<input type="checkbox"/>
<i>"A vicinity map indicating the location of the site with relation to the area road system. The vicinity map shall also indicate the scale, the tax map number, the block and parcel number of the site and shall be shown in the top right corner of the plat."</i>	<input type="checkbox"/>	<input type="checkbox"/>
f. Names, intended ownership (public or private), and centerline of all proposed and adjoining roads with their rights-of-way widths.	<input type="checkbox"/>	<input type="checkbox"/>
g. Accurate distances and bearings of all boundary lines of the subdivision.	<input type="checkbox"/>	<input type="checkbox"/>
h. Lines of all lots, including any and all parcel or lot lines to be abandoned or replatted (shown as dashed lines) and a simple method of numbering to identify all lots and sections.	<input type="checkbox"/>	<input type="checkbox"/>
i. Building Restriction Lines, minimum lot widths if used to determine front Building Restriction Lines, and all easements provided for public and private service together with their dimensions and any limitations of the easements.	<input type="checkbox"/>	<input type="checkbox"/>
j. All dimensions necessary for accurate location of the boundaries of the site to be developed and of all roads, lots, easements, and dedicated areas. All other parcels created as a result of the subdivision shall be included on the final plat and labeled so as to indicate intended use or disposition. These dimensions shall be expressed in feet and decimals of a foot.	<input type="checkbox"/>	<input type="checkbox"/>
k. All radii, arcs, points of tangence, central angles, and lengths of curves.	<input type="checkbox"/>	<input type="checkbox"/>
l. All required and existing survey monuments benchmarks (i.e., concrete monuments, pipe, trees, fences, etc.), together with their description.	<input type="checkbox"/>	<input type="checkbox"/>
m. Private, self-imposed and previously existing covenants, restrictions and/or easements and their period of existence are to be shown or referred to on the recorded Final Subdivision Plat. This is not to preclude future recording of new or altered covenants, restrictions and/or easements. (This includes APD covenants, open space covenants, Home Owners' Association covenants, etc.)	<input type="checkbox"/>	<input type="checkbox"/>

	<u>Applicant</u>	<u>P&Z</u>
n. The accurate outline, dimensions and purposes of all property which is offered for dedication or is to be reserved for acquisition for public uses or is to be reserved by deed covenant for the common use of the property owners in the subdivision.	<input type="checkbox"/>	<input type="checkbox"/>
o. Types of road surfaces to be provided. (Shown on Road Plans)	<input type="checkbox"/>	<input type="checkbox"/>
p. Location of storm drains, culverts, water courses, and all appurtenances thereof.	<input type="checkbox"/>	<input type="checkbox"/>
q. Notes or conditions clarifying requirements of the Planning Commission.	<input type="checkbox"/>	<input type="checkbox"/>
4. Space shall be provided on the Final Subdivision Plat for signature and dates indicating certificate of approval by the following:		
a. A Registered Surveyor (Signature and seal).	<input type="checkbox"/>	<input type="checkbox"/>
b. County Health Officer, or representative of State Health Dept.	<input type="checkbox"/>	<input type="checkbox"/>
c. Chairman or Secretary to the Planning Commission (located above Title Block).	<input type="checkbox"/>	<input type="checkbox"/>
d. Owner and all parties having proprietary interest in the property subdivided.	<input type="checkbox"/>	<input type="checkbox"/>
e. Family Conveyance Affidavit	<input type="checkbox"/>	<input type="checkbox"/>

<u>Additional Information Required by the Department of Planning & Zoning</u>		
a. Conservation areas (25% slopes or 15% slopes with Soil K valued 0.35) and 10' setback, 100-yr flood plains, wetlands and buffers.	<input type="checkbox"/>	<input type="checkbox"/>
b. Adjacent property deed/plat reference	<input type="checkbox"/>	<input type="checkbox"/>
c. Disposition of open space (see Section 5-2.01.E of the Zoning Ordinance for requirements).	<input type="checkbox"/>	<input type="checkbox"/>
d. Sight Distance Certification	<input type="checkbox"/>	<input type="checkbox"/>
e. Forest Retention Area chart w/total acreage	<input type="checkbox"/>	<input type="checkbox"/>
f. A minimum of four markers that are tied to the Maryland Coordinate System shall be shown along with the coordinates.	<input type="checkbox"/>	<input type="checkbox"/>

The following information shall be shown in chart form on the final plat, and the chart shall follow the format in the sample chart shown on page 4 of this checklist.

a. Total number of lots and breakdown for conventional lots, TDR lots, receiving area lots, and family conveyance lots. Also, number of APFO exempt lots included on each plat.	<input type="checkbox"/>	<input type="checkbox"/>
b. Acreage tabulation: Lots, open space, recreation area, public rights-of-way, private lanes, widening strips, outlots, residue, and total.	<input type="checkbox"/>	<input type="checkbox"/>

<u>Forms & Documents Required</u>		
	<u>Applicant</u>	<u>P&Z</u>
Request for Determination of Adequacy of Schools Form.	<input type="checkbox"/>	<input type="checkbox"/>
Adequate Public Facilities Recommendation Form -- Roads	<input type="checkbox"/>	<input type="checkbox"/>
Forest Conservation Declaration of Intent (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Improvement Plan Checklist and Required Improvement Plans and Cost Estimates (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Additional information requested per preliminary approval (list items)	<input type="checkbox"/>	<input type="checkbox"/>
Transfer Development Option Agreement – with extra copy of plat	<input type="checkbox"/>	<input type="checkbox"/>

SAMPLE CHART

The following information shall be shown on each record plat in chart form as shown below:

NUMBER OF LOTS SHOWN ON THIS PLAT	
No. of Conventional Lots:	
No. of TDR Lots:	
No. of Receiving Area Lots:	
No. of Family Conveyance Lots:	
Total No. of <u>New</u> Lots:	
Total No. of <u>Revised</u> Lots:	
ACREAGE TABULATIONS FOR THIS PLAT	
Acreage of All <u>New</u> Lots:	
Acreage of All <u>Revised</u> Lots:	
Acreage of All Open Space:	
Acreage of All Recreation Area:	
Acreage of All Public Rights-of-Way:	
Acreage of All Private Lanes:	
Acreage of All Widening Strips:	
Acreage of All Outlots:	
Acreage of All Residue:	
Total Acreage Shown on This Plat:	
OPEN SPACE INFORMATION FOR THIS PLAT	
Type of Open Space #1 (e.g., Farm Reserve, Woodland Reserve, etc.):	
Acreage of Open Space Type #1:	
Type of Open Space #2 (e.g., Farm Reserve, Woodland Reserve, etc.):	
Acreage of Open Space Type #2:	
Type of Open Space #3 (e.g., Farm Reserve, Woodland Reserve, etc.):	
Acreage of Open Space Type #3:	
APFO INFORMATION FOR THIS PLAT	
<i>As required by Planning Commission (specifying number of exemption lots shown on this plat).</i>	

Final Plat Recording Checklist

Planning and Zoning Case No: _____

REQUIRED ATTACHMENTS

Please check that you have included the following items as part of your final plat submission package.

	<u>Applicant</u>	<u>P & Z</u>
1. 18" x 24" plats		
• Final plat recording fee \$5.00 per plat	<input type="checkbox"/>	<input type="checkbox"/>
• Five (5) completed, certified and signed mylars of the final plats. (Three (3) originals (all with original signatures) and two (2) archival quality reproducibles) Maximum size for recording is 18" x 24". One reproducible mylar shall be returned to the agent.	<input type="checkbox"/>	<input type="checkbox"/>
• Paper copies for agency distribution according to below. Indicate the number that applies to your subdivision below:	<input type="checkbox"/>	<input type="checkbox"/>
• MAJOR subdivision – 17 COPIES (folded)	<input type="checkbox"/>	<input type="checkbox"/>
• MINOR subdivision – 17 COPIES (folded)	<input type="checkbox"/>	<input type="checkbox"/>
• One (1) Additional Paper Copy (folded) if within the Critical Area	<input type="checkbox"/>	<input type="checkbox"/>
2. 8 1/2" x 14" plats		
• One (1) original Recording of Plat form with all original signatures	<input type="checkbox"/>	<input type="checkbox"/>
• One (1) paper copy for plat and note pages	<input type="checkbox"/>	<input type="checkbox"/>
• Final plat recording fee - \$20.00 per plat <i>(make check payable to: Clerk of the Circuit Court)</i>	<input type="checkbox"/>	<input type="checkbox"/>
• Final Plat Recording Checklist (this checklist) –1 COPY	<input type="checkbox"/>	<input type="checkbox"/>

OTHER ATTACHMENTS / REQUIREMENTS

1. Open space conservation deed * (Required of all subdivisions creating open space)	<input type="checkbox"/>	<input type="checkbox"/>
2. Widening strip deed*. (Where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
3. Deeds* for <u>all</u> easements.	<input type="checkbox"/>	<input type="checkbox"/>
4. Treasurer's stamp on original for proof of paid taxes.	<input type="checkbox"/>	<input type="checkbox"/>

* all deeds must be accompanied by a completed Land Intake Sheet.

Agent responsible for submission:

Date:

**ADEQUATE PUBLIC FACILITIES
ROAD RECOMMENDATION FORM**

This form is required for ALL final plats and must be submitted with the recording package to the Department of Planning & Zoning.

Project Name:
Date of Request:
Requested By:
County Road Frontage:
State Highway Road Frontage:
Number of Lots in Subdivision:
Number of APFO Exempt Lots:

Calvert County Department of Public Works CERTIFICATION	
Per Section 7-1.05.C of the Calvert County Zoning Ordinance, I hereby certify that the roads listed above are deemed adequate.	
Signature of DPW Authorized Personnel:	Date ¹ :

¹ This date must be within 30 days prior to the date of final approval or the applicant will need to resubmit to the Department of Public Works for approval.

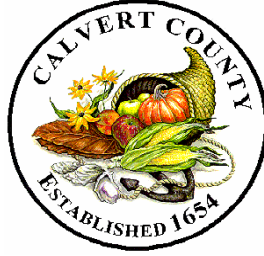
REQUEST FOR DETERMINATION OF ADEQUACY OF SCHOOLS

(To be submitted with application for final approval of subdivision)

Date:			
Name of Applicant:			
Name of Subdivision:			
Number of Lots in Subdivision:			
Number of APFO Exempt Lots:			
Schools Currently Serving Subdivision	For Dept. of Planning & Zoning Use Only		
	Verified	Adequate	Not Adequate
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elementary:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Middle:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPLICANT'S CERTIFICATION	
I certify that the information contained in this form is true.	
Signature of Applicant:	Date:

DEPARTMENT OF PLANNING & ZONING CERTIFICATION OF ADEQUACY OF SCHOOLS	
I hereby certify that I have evaluated the impact of the proposed subdivision on the above listed schools based on the pupil yields for existing homes and the pupil yield anticipated from this proposed subdivision.	
Signature of Planning Commission Secretary:	Date:



IMPROVEMENT PLAN CHECKLIST

Subdivision Name: _____

Planning & Zoning Case No. _____

- 3 copies of improvement plan
- 3 copies of cost estimate
- 1 copy of preliminary approval letter with the conditions related to the plan highlighted.

- If any revisions are sent back, submit the same number of plans and cost estimate as listed above along with the marked plans and/or cost estimate that you received.
- After receiving an approved plan and cost estimate and posting the bond, please call Olivia Vidotto, Subdivision Planner, at (410) 535-1600 ext. 2379 for an inspection after installation. All trees/shrubs must be in for one planting season and then re-inspected before a bond is released. If the project or the improvements are phased, call after each installation for an inspection. All improvements must be bonded. If a project has improvements that will not be bonded with a Public Works Agreement, those improvements must be bonded prior to recordation.

**CALVERT COUNTY DEPT. OF PLANNING & ZONING
REPLATTING PROCEDURES & CHECKLIST**

Submittal Requirements

Submit the information listed below to the Department of Planning and Zoning. Staff will respond via a Replatting Review Form.

	<u>Applicant</u>	<u>P&Z</u>
1. Replatting checklist completed (this form).		
2. One copy of the Recording of Plat Form and one copy of the revised plat. Note: One additional copy must be submitted for each instance that requires review by other agencies, as outlined below:		
a. If project is within the Critical Area, it must be reviewed by the Critical Area Commission. (Critical Area <u>Transmittal</u> Form must also be submitted.)	<input type="checkbox"/>	<input type="checkbox"/>
b. If changes to stormwater management, SDE, driveway access, etc. are proposed, it must be reviewed by the Department of Public Works.	<input type="checkbox"/>	<input type="checkbox"/>
c. If changes to the Forest Retention Area or other environmental issues/conditions are proposed, it must be reviewed by the Environmental staff of the Department of Planning & Zoning.	<input type="checkbox"/>	<input type="checkbox"/>
d. Other agency review may be required.	<input type="checkbox"/>	<input type="checkbox"/>
3. Review fee (\$60.00).	<input type="checkbox"/>	<input type="checkbox"/>

Standard Plat Requirements

The following is an excerpt¹ from Section 7-1.09.B of the Zoning Ordinance, which lists the requirements for replattings: *“Replattings are required for any changes to the record plat that affect a lot or parcel including, but not limited to: lot line adjustments, easements, lateral line revisions, removal of a previously recorded condition and/or note, etc. Such revisions shall be drawn by a licensed surveyor and reviewed by the Department of Planning and Zoning and other County, State and Federal agencies. After all approvals, the plat may then be recorded in the Land Records of Calvert County.”*

Check each box under Applicant below to indicate that you have reviewed each item and included it on the plat or with the replatting package.

	<u>Applicant</u>	<u>P&Z</u>
1. A Recording of Plat Form shall be included with the plat if the size of the plat is 8½ “ by 14”. (The form is not required for larger plats.) Recording of Plat Forms are available from the Department of Planning and Zoning. There are three types of Recording of Plat Forms: replatting, easement, and lateral line revision.	<input type="checkbox"/>	<input type="checkbox"/>
2. Drafting Standard		
a. The Plan shall be clearly and legibly drawn at one of the following scales:	<input type="checkbox"/>	<input type="checkbox"/>
i. One inch equals 20 feet (1" = 20'); one inch equals 40 feet (1" = 40'); one inch equals 100 feet (1" = 100'); one inch equals 30 feet (1" = 30'); or one inch equals 50 feet (1" = 50')		
ii. Other scales may be accepted where deemed appropriate by the Planning Commission or its designated representative.		

¹ Note: Minor changes made to reflect Dept. of Planning & Zoning policies and to clarify submittal requirements.

	<u>Applicant</u>	<u>P&Z</u>
b. Dimensions shall be in feet and bearings in degrees and minutes. Lot sizes shall be shown in square feet where lot size is less than one acre, and in acres and decimal parts for larger lots.	<input type="checkbox"/>	<input type="checkbox"/>
c. Each sheet shall be numbered and shall show its relationship to the total number of sheets.	<input type="checkbox"/>	<input type="checkbox"/>
3. The subdivision name shall be shown in the title block in the bottom right corner of the plat.	<input type="checkbox"/>	<input type="checkbox"/>
4. Owner and developer's name, phone number, mailing address and e-mail address.	<input type="checkbox"/>	<input type="checkbox"/>
5. Name, phone number, mailing address, e-mail address, and seal of the Registered Engineer, Registered Landscape Architect or Registered Land Surveyor (in each case, registered in the State of Maryland) responsible for the Plan.	<input type="checkbox"/>	<input type="checkbox"/>
6. Date, north point, legend, and scale.	<input type="checkbox"/>	<input type="checkbox"/>
7. A vicinity map indicating the location of the site with relation to the area road system. The vicinity map shall also indicate the scale, the tax map number, the block and parcel number of the site and shall be shown in the top right corner of the plat.	<input type="checkbox"/>	<input type="checkbox"/>
8. The location of property with respect to surrounding property and roads, the names of all adjoining property owners of record and their deed references or the names of adjoining developments.	<input type="checkbox"/>	<input type="checkbox"/>
9. The location of existing buildings, structures, roads, driveways, easements, utility lines, bridges, cemeteries, water bodies, streams, swamps, marshes, areas within the 100-year floodplain and other areas listed in Section 8-2 and/or other pertinent features being within the property, as determined by the Planning Commission or its designated representative.	<input type="checkbox"/>	<input type="checkbox"/>
10. The layout and appropriate dimensions of lots (include lot lines to be abandoned) and lot numbers.	<input type="checkbox"/>	<input type="checkbox"/>
11. Revised lots/parcels will be shown with an 'R' (if revised more than once, 'RR', etc.)	<input type="checkbox"/>	<input type="checkbox"/>
<u>Standard Notes</u>		
The following standard notes, if applicable, shall be included on the plat:		
	<u>Applicant</u>	<u>P&Z</u>
1. The purpose of this plat is to ... (list all reasons/changes being done as part of this replatting).	<input type="checkbox"/>	<input type="checkbox"/>
2. This lot was previously recorded at Liber ____, Folio ____. All notes and conditions previously recorded are still applicable with the exception of any changes by this replatting.	<input type="checkbox"/>	<input type="checkbox"/>
3. This plat was prepared without the benefit of a title report.	<input type="checkbox"/>	<input type="checkbox"/>
4. The perc test information is available at the Calvert County Health Department.	<input type="checkbox"/>	<input type="checkbox"/>
5. This plat is not a boundary survey and does not meet the minimum standards for a boundary survey as defined by COMAR regulations.	<input type="checkbox"/>	<input type="checkbox"/>
6. This plat is a "special purpose survey" per Section 09.13.06.10 of COMAR regulations.	<input type="checkbox"/>	<input type="checkbox"/>



Road Name Change Application

Calvert County, Maryland

Department of Planning and Zoning

150 Main Street, Prince Frederick, MD 20678

Phone: (410)535-2348 or (301)855-1243 TDD: (410) 535-6355

Fax: (410)414-3092 Email: pz@co.cal.md.us

Note: All information must be completed if applicable. Incomplete applications will be returned to the applicant.

APPLICANT INFORMATION & AUTHORIZATION

Print or Type First Name:		Last Name:	
Address:		Phone:	
City:	State:	Zip Code:	
Signature:		Date:	
Applicant's property fronting on the subject road: Tax Map:		Parcel:	Tax ID:

PROPOSED ROAD NAME:

Note: Please see the attached excerpt from Section 10-1.04 of the Calvert County Zoning Ordinance regarding the requirements for naming roads.

1 st Choice:
2 nd Choice:
3 rd Choice:

DESCRIPTION OF ROAD:

Current Road Name (if any):
Election District:
Subdivision or Community:
List All Roads That Intersect the Subject Road:
Description of location of subject road of sufficient accuracy to permit plotting or identification on official map at 1"=600' scale:
Length of Road:
Width of Right-of-Way:
Type of Surface: <input type="checkbox"/> Dirt <input type="checkbox"/> Gravel <input type="checkbox"/> Tar & Chip <input type="checkbox"/> Asphalt <input type="checkbox"/> Other (explain):
Ownership of Road: <input type="checkbox"/> Private <input type="checkbox"/> Public

OWNERS' SIGNATURES:

Note: Section 10-1.04.E of the Calvert County Zoning Ordinance requires that 75 percent of the owners of property fronting on the subject road must sign the application for a road name change. Each owner fronting on the subject road must provide a legal description of their property as well as a current mailing address.

(Use additional sheets if necessary.)

Print or Type First Name:				Last Name:			
Address:							
City:				State:		Zip Code:	
Phone:			Fax:			Email:	
Signature:				Date:			
Owner's property fronting on the subject road: Tax Map: Parcel: Tax ID:							
Print or Type First Name:				Last Name:			
Address:							
City:				State:		Zip Code:	
Phone:			Fax:			Email:	
Signature:				Date:			
Owner's property fronting on the subject road: Tax Map: Parcel: Tax ID:							
Print or Type First Name:				Last Name:			
Address:							
City:				State:		Zip Code:	
Phone:			Fax:			Email:	
Signature:				Date:			
Owner's property fronting on the subject road: Tax Map: Parcel: Tax ID:							
Print or Type First Name:				Last Name:			
Address:							
City:				State:		Zip Code:	
Phone:			Fax:			Email:	
Signature:				Date:			
Owner's property fronting on the subject road: Tax Map: Parcel: Tax ID:							
Print or Type First Name:				Last Name:			
Address:							
City:				State:		Zip Code:	
Phone:			Fax:			Email:	
Signature:				Date:			
Owner's property fronting on the subject road: Tax Map: Parcel: Tax ID:							

10-1.04 Road Names

- A. The Planning Commission shall assign or approve all names of existing or proposed rights-of-way except within the limits of incorporated Towns of the County. The Planning Commission may designate the authority to assign or approve names of private roads and RD14A roads to its secretary.
- B. Owners or developers of land to be dedicated for new public rights-of-way may name the proposed roads in accordance with the provisions of this Section.
- C. Owners of land fronting on an existing unnamed right-of-way may petition for naming of that road in accordance with Section 10-1.04.E Such requests may be denied by the Planning Commission if it is determined that the proposed road name conflicts with any requirement of this Section.
- D. Selection of Road Names. To avoid duplicating road names and to effect a uniform system of naming roads, the following principles of road name assignment procedures shall be followed:
 - 1. An extension of an existing right-of-way shall bear the same name as the existing right-of-way.
 - 2. The name assigned to a proposed right-of-way shall be the same name as that assigned to the right-of-way directly opposite it on an intersecting road unless the proposed right-of-way runs in a different direction. (See paragraphs '8' and '9' of this Section for exceptions.)
 - 3. Any road name assigned by the Planning Commission to an existing or proposed right-of-way shall not be a duplicate name, either in sound or spelling, of any road name already existing in the County.
 - 4. Road names selected by owners of premises fronting on existing or proposed rights-of-way must be approved by the Planning Commission to avoid duplicating road names. Proposed road names may be submitted to the Planning Commission by one of the following methods:
 - a. A petition signed by more than 75 percent of those owning property on the road; or
 - b. Selected names shown on a Road Name Request Form submitted with a preliminary subdivision plat.
 - 5. A one-intersection circular road shall bear one name.
 - 6. To maintain the hundred-block continuity within the Grid Address Numbering System, a circular road with more than one intersection may be designated "north" and "south" or "east" and "west" when its distance will encompass two or more hundred blocks. *Examples: "Drafter Circle-West" and "Drafter Circle-East"; or "Park Turn-North" and "Part Turn-South".*
 - 7. Rights-of-way entering or leaving the County from either Anne Arundel County or the incorporated towns shall bear the same name.
 - 8. Whenever an arterial road or historic right-of-way crosses the zero-grid hundred block (e.g., Solomons Island Road) within the Grid Address Numbering System, "north", "south", "east", or "west" may be designated as suffixes as it crosses the intersecting zero-grid right-of-way in order to distinguish between the same hundred block number on the arterial road or historic right-of-way.
 - 9. Whenever local or collector roads cross the zero-grid hundred block within the Grid Address Numbering System, they shall bear different names when they cross the zero-grid hundred block intersecting rights-of-way to avoid duplicating blocks on the same named right-of-way.
 - 10. When a choice is to be made between selection of "Avenue" versus "Street" as a suffix to a right-of-way, the following principles shall apply: rights-of-way going in a north-south direction may be called "Avenues"; rights-of-way going in an east-west direction may be called "Streets".
 - 11. Project road names may be applied to non-dedicated private rights-of-way through apartment, commercial, industrial, or manufactured home complexes whenever the quantity of structures to be erected therein will duplicate existing or projected hundred blocks within the Grid Address Numbering System.
 - 12. A right-of-way may be named after a family residing on the right-of-way if 75 percent of the owners along the right-of-way approve the proposed name.
 - 13. Names selected for rights-of-way shall not exceed 12 letters and spaces. In order to maintain uniformity of County street signs.

FFD Density Worksheet

Calculating the Number of Lots in the Farm and Forest District (FFD)

Zoned Density. According to 5-1.02.D.1 of the Zoning Ordinance, the Zoned Density in the FFD district is one lot per 20 acres (0.05 units per acre). Therefore, multiply the acreage by 0.05 and round down to the nearest whole number to determine the Zoned Density. Tidal and non-tidal wetlands must be subtracted from the gross tract acreage before calculating density.

Zoned Density = Gross acreage _____ - wetland acres _____ = _____ net acres x 0.05 = _____ lots
(round down)

Conventional Lot Density. With exception lots, it is possible to exceed zoned density. Without TDRs, the number of lots available is determined by taking 25% of the number obtained through the formula in the table below (Section 5-1.02.D.3):

1a	Total Acreage of parcel		_____ acres	
1b	Minus total acreage of tidal and non-tidal wetlands		_____ acres	
1c	Subtotal A: Net acreage			_____ acres
2a	Total exception lots remaining (Section 5-1.02.D.2)	_____ lots		
2b	Subtotal A (Line 1c)	_____ acres		
2c	Minus total acreage in exception lots	_____ acres		
2d	Net acreage remaining for conventional lots		_____ acres	
2e	Divide Line 2d by 5 = Subtotal B: Conventional density (Sect. 5-1.02.D.3)			_____ lots (round down)
3a	Total # of permitted exception lots (Line 2a)	_____ lots		
3b	Subtotal B: Conventional density (Line 2e)	_____ lots		
3c	Add Line 3a to 3b		_____ lots	
3d	Divide Line 3c by 4 = Subtotal C: Total conventional lots permitted			_____ lots (round to nearest whole number) ¹

TDR Lots. With TDRs it is possible to exceed conventional density (Section 5-1.02.D.4) up to a maximum of 1 lot per 10 acres (0.10 units per acre).

4a	Subtotal A: Net acreage (Line 1c)	_____ acres		
4b	Divide Line 4a by 10 = Number of additional lots		_____ lots (round down)	
4c	Subtotal C: Total conventional lots permitted (Line 3d)		_____ lots	
4d	Subtract Line 4c from Line 4b = Subtotal D: Number of TDR lots			_____ lots

Summary of Lots Permitted

5a	Subtotal C: # of Conventional lots (line 3d)		_____ lots	
5b	Subtotal D: # of TDR lots (line 4d)		_____ lots	
5c	Add Line 5a to 5b = Total Lots possible			_____ lots

¹ If the product includes a decimal of 0.5 or more, round up. If the product includes a decimal of less than 0.5, round down.

Summary of TDRs Required

6a	Subtotal D: # of TDR lots (Line 4d)	_____	lots	
6b	Multiply Line 6a by 5 = Total TDRs required for TDR lots			_____ TDRs

Family Conveyance Lots. The total number of lots permitted for conveyance to family members shall be twice the number of conventional density lots permitted by the above formula (Subtotal C) up to a maximum of five lots for the entire parcel (Section 5-1.02.D.5). All lots created using the provisions of this subparagraph shall be conveyed to family members subject to the provisions of Section 5-1.02 D.5, which states that TDRs are not required for the first three lots created for family members as of November 2, 1999.

$$\left(\frac{\quad}{\text{Conventional Density Lots}} \right) \times 2 = \frac{\quad}{\quad} \\ \text{Conventional Density Lots} \quad \times 2 = \# \text{ of Family Conveyance Lots}$$

Note: The Conventional Density lots plus Family Conveyance Lots cannot exceed 5 lots.

RCD Density Worksheet

Calculating the Number of Lots in the Rural Community District (RCD)

Zoned Density. According to 5-1.03.D.1 of the Zoning Ordinance, the Zoned Density in the RCD district is one lot per 20 acres (0.05 units per acre). Therefore, multiply the acreage by 0.05 and round down to the nearest whole number determine the Zoned Density. Tidal and non-tidal wetlands must be subtracted from the gross tract acreage before calculating density.

Zoned Density = Gross acreage _____ - wetland acres _____ = _____ net acres x 0.05 = _____ lots
(round down)

Conventional Lot Density. With exception lots (Section 5-1.03.D.2) it is possible to exceed zoned density. Without TDRs, the number of lots available is determined by taking 25% of the number obtained through the formula in the table below (Section 5-1.03.D.3):

1a	Total Acreage of parcel		_____ acres	
1b	Minus total acreage of tidal and non-tidal wetlands		_____ acres	
1c	Subtotal A: Net acreage			_____ acres
2a	Total exception lots remaining (Section 5-1.03.D.2)	_____ lots		
2b	Subtotal A: Net acreage (Line 1c)	_____ acres		
2c	Minus total acreage in exception lots	_____ acres		
2d	Net acreage remaining for conventional lots		_____ acres	
2e	Divide Line 2d by 5			_____ lots (round down)
3a	Total # of permitted exception lots (Line 2a)	_____ lots		
3b	Subtotal B: Conventional density (Line 2e)	_____ lots		
3c	Add Line 3a to 3b		_____ lots	
3d	Divide Line 3c by 4 = Subtotal B: Total conventional lots permitted			_____ lots (round to nearest whole number) ¹

TDR Lots. With TDRs it is possible to exceed conventional density (Section 5-1.03.D.4) up to a maximum of 1 lot per 10 acres (0.10 units per acre).

4a	Subtotal A: Net acreage (Line 1c)	_____ acres		
4b	Divide Line 4a by 10 = Number of additional lots		_____ lots (round down)	
4c	Subtotal B: Total conventional lots permitted (line 3d)		_____ lots	
4d	Subtract Line 4c from Line 4b = Subtotal D: Number of TDR Lots			_____ lots

¹ If the product includes a decimal of 0.5 or more, round up. If the product includes a decimal of less than 0.5, round down.

Receiving Area Lots. In a receiving area it is possible to exceed a density maximum of 1 lot per 10 acres. The density and area requirements in Receiving Areas, with the use of TDRs, is defined in Section 5-1.03.D.5. For Receiving Areas more than a mile from a TC (calculate distance per Section 2-10.02.C) the maximum density is one lot per 4 acres. For Receiving Areas less than a mile from a TC the maximum density is one lot per acre¹. Also five TDRs shall be used for each lot or dwelling unit which is created in excess of the maximum lots calculated in Subtotal D above.

If greater than one mile from a Town Center

5a	Subtotal A: Net acreage (Line 1c)	_____ acres		
5b	Divide Line 5a by 4 = Gross number of additional receiving area lots		_____ lots (round down)	
5c	Subtotal C: Total conventional lots permitted (Line 3d)	_____ lots		
5d	Subtotal D: Total TDR lots permitted (Line 4d)	_____ lots		
5e	Add Line 5c to Line 5d = Number of conventional and TDR lots		_____ lots	
5f	Subtract Line 5e from Line 5b = Subtotal E: Number of Receiving Area lots			_____ lots

If less than one mile from a Town Center

5a	Subtotal A: Net acreage (Line 1c) rounded down		_____ lots	
5b	Subtotal C: Total conventional lots permitted (Line 3d)	_____ lots		
5c	Subtotal D: Total TDR lots permitted (Line 4d)	_____ lots		
5d	Add Line 5b to Line 5c = Number of conventional and TDR lots		_____ lots	
5e	Subtract Line 5d from Line 5a = Subtotal E: Number of Receiving Area lots			_____ lots

Summary of Lots Permitted

6a	Subtotal C: # of Conventional lots (Line 3d)		_____ lots	
6b	Subtotal D: # of TDR lots (Line 4d)		_____ lots	
6c	Subtotal E: # of Receiving Area lots		_____ lots	
6d	Add Lines 6a, 6b and 6c together = Total Lots Possible			_____ lots

Summary of TDRs Required

7a	Subtotal D: # of TDR lots (Line 4d)	_____ lots		
7b	Subtotal E: # of Receiving Area lots	_____ lots		
7c	Add Line 7a to Line 7b and multiply the sum by 5 = Total TDRs required for additional lots			_____ TDRs

Family Conveyance Lots. Refer to calculations for Farm and Forest District (FFD).

¹ However, the actual number of lots may not be achieved, due to wetlands, road, and open space requirements contained in Section 5-2.

RD Density Worksheet

Calculating the Number of Lots in the Residential District (RD)

Conventional Lot Density. According to 5-1.04.D.1 of the Zoning Ordinance, the Zoned Density in the RD district is one dwelling unit per 4 acres (0.25 units per acre):

1a	Total Acreage of parcel	_____ acres		
1b	Minus total acreage of tidal and non-tidal wetlands	_____ acres		
1c	Subtotal A: Net acreage		_____ acres	
1d	Divide Line 1c by 4 = Subtotal B: Total conventional lots permitted			_____ lots (round down)

Receiving Area Lots. The density and area requirements in Receiving Areas, with the use of TDRs, is defined in Section 5-1.04.D.3. For Receiving Areas more than a mile from a TC (calculate distance per Section 2-10.02.C) the maximum density is one lot per 2 acres. For Receiving Areas less than a mile from a TC the maximum density is one lot per acre¹. Also five TDRs shall be used for each lot or dwelling unit which is created in excess of the maximum lots calculated in Subtotal D above.

If greater than one-mile from a Town Center:

2a	Subtotal A: Net acreage (Line 1c)	_____ acres		
2b	Divide Line 2a by 2 = Gross number of additional receiving area lots		_____ lots (round down)	
2c	Subtotal B: Total conventional lots permitted (Line 1d)		_____ lots	
2d	Subtract Line 2c from Line 2b = Subtotal C: Number of Receiving Area lots			_____ lots

If less than one mile from a Town Center:

2a	Subtotal A: Net acreage (Line 1c)	_____ acres		
2b	Multiply Line 2a by 4 = Gross number of additional receiving area lots		_____ lots (round down)	
2c	Number of conventional lots (Line 1d)		_____ lots	
2d	Subtract Line 2c from Line 2b = Subtotal C: Number of Receiving Area lots			_____ lots

Family Conveyance Lots. Refer to calculations for Farm and Forest District (FFD).

Summary of Lots Permitted

3a	Subtotal C: # of Conventional lots (Line 1d)		_____ lots	
3b	Subtotal E: # of Receiving Area lots (Line 2d)		_____ lots	
3c	Add Line 3a to 3b = Total Lots possible			_____ lots

Summary of TDRs Required

4a	Subtotal E: # of Receiving Area lots (Line 2d)		_____ lots	
4b	Multiply Line 4a by 5 = Total TDRs required for additional lots			_____ TDRs

¹ However, the actual number of lots may not be achieved, due to wetlands, road, and open space requirements contained in Section 5-2.

CALVERT COUNTY DEPT. OF PLANNING & ZONING
Historic & Archaeological Resources Referral Form

PROJECT INFORMATION					
Subdivision Name:			Subdivision Type: <input type="checkbox"/> Major <input type="checkbox"/> Minor		
Type of Subdivision: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed Use <input type="checkbox"/> Institutional					
PROPERTY INFORMATION					
Tax Map No.	Parcel No.	Tax ID No.	Lot	Block	Section

Road Frontage(s):

Instructions to Applicants/Owners:
In the space provided below, list all structures currently existing on the property and indicate whether they are proposed to be retained or removed. Attach photographs and a sketch/plat of the property indicating the location of the structures. Also, indicate whether applicant/owner is aware of any historical or archaeological significance relating to the structures (attached separate sheets if necessary).

Structure 1:	Proposed to be <u>Retained</u> <input type="checkbox"/> <u>Removed</u> <input type="checkbox"/>
Structure 2:	Proposed to be <u>Retained</u> <input type="checkbox"/> <u>Removed</u> <input type="checkbox"/>
Structure 3:	Proposed to be <u>Retained</u> <input type="checkbox"/> <u>Removed</u> <input type="checkbox"/>
Structure 4:	Proposed to be <u>Retained</u> <input type="checkbox"/> <u>Removed</u> <input type="checkbox"/>

OWNER INFORMATION			
Owner's Name(s):			
Signature:		Date:	
Address:		Phone:	
City:		State:	Zip Code:
Phone:	Fax:	Email:	

APPLICANT/AGENT INFORMATION (if different than owner)			
Applicant's Name(s):			
Signature:		Date:	
Address:		Phone:	
City:		State:	Zip Code:
Phone:	Fax:	Email:	

DEPARTMENT OF PLANNING & ZONING STAFF REVIEW:	
Probability of Archaeological Resources on site: High Probability <input type="checkbox"/> Low Probability <input type="checkbox"/>	
Structures are included in the Calvert County Historic Sites Survey: No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, CT Case No.:	
Further Action Required: No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, describe:	
Reviewed By:	Date: