

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"/>
Department of Public Works Signed Road Plan Approval Form	<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>		

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

ii. *Other scales may be accepted where deemed appropriate by the Planning Commission or its designated representative.*

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>	