

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)	<input type="checkbox"/>	<input type="checkbox"/>
PLEASE PACKAGE ITEMS 3-6 INTO INDIVIDUAL COMPLETE PACKAGES FOR DISTRIBUTION.		
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"/>