

**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 after reviewing via a Replatting Review Form.

	<u>Applicant</u>	<u>P&amp;Z</u>
1. Replatting checklist completed (this form).		
2. One copy of the Recording of Plat Form (only for 8 ½ x14 plats) 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.	<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 and/or State Highway Administration.	<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. Additional forms and documentation that is required:		
a. Copy of previously recorded plats and/or deed(s) to prove that the lots/parcels existed prior to June 29, 1967.	<input type="checkbox"/>	<input type="checkbox"/>
b. (Critical Area <u>Transmittal</u> Form must also be submitted.)	<input type="checkbox"/>	<input type="checkbox"/>
c. One copy of the Findings of Fact Form (if in Critical Area)	<input type="checkbox"/>	<input type="checkbox"/>
4. Review fee (\$60.00).	<input type="checkbox"/>	<input type="checkbox"/>

**Standard Plat Requirements**

The following is an excerpt 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&amp;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'). Other scales may be accepted where deemed appropriate by the Planning Commission or its designee.		

	<u>Applicant</u>	<u>P&amp;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. Planning & Zoning Case # shall be shown above title block.	<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 arrow, 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, north arrow, the tax map number, the block and parcel number of the site and shall be shown in the top right corner of the plat. The tax id# shall be listed below the map.	<input type="checkbox"/>	<input type="checkbox"/>
8. The location of surrounding property and roads, the names of all adjoining property owners of record and their deed references or the names of adjoining developments along with parcel numbers.	<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"/>
12. All building restriction lines, setbacks, buffers, etc. shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Standard Notes</u></b>		
The following standard notes, if applicable, shall be included on the plat:		
	<u>Applicant</u>	<u>P&amp;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"/>

	<b>Applicant</b>	<b>P&amp;Z</b>
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"/>
7. Previous Board of Appeals approvals shall be referenced in a note with the case number, the variance that was approved and any notes relevant to the approval and this replatting.	<input type="checkbox"/>	<input type="checkbox"/>

Form updated 3/2010