



DEPARTMENT OF PLANNING & ZONING
 PLANNING | ZONING | LAND PRESERVATION | FOREST CONSERVATION | GIS

CONSULTANT/SURVEYOR: _____ CONTACT PERSON: _____
 PROJECT NAME: _____
 TAX ACCOUNT ID # (Required) _____

Final Plat Checklist

(These are the minimum requirements; additional information may be required.)

INSTRUCTIONS TO ENGINEER/SURVEYOR: In the column identified as “Engineer/Surveyor”, mark whether the item is included (v) or not applicable (N/A) and the page number(s) of the plat where it is located.

Section	Ordinance Requirements	Engineer/ Surveyor 1 st Review	Engineer/ Surveyor 2 nd Review	Staff 1 st Review	Staff 2 nd Review	Review Key: v - OK I - Incomplete N/A - Not Applicable U - Unacceptable ENTER ENGINEERS AND STAFF COMMENTS IN THIS COLUMN
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Vicinity Plan:

306.1.A	Existing or mapped streets w/in 1000 feet of the subdivision					
306.1.B	Municipal boundaries w/in 1000 feet of the tract					
306.1.C	Current boundaries and acreage of the tract of land from which the lot(s) are proposed to be subdivided					
306.1.C	Frontage and point of access for remaining land should be clearly shown on the plat					
306.1.D	Total extent and acreage of any watershed which directly affects the subdivision proposal. Watershed areas of less than 400 acres may be so indicated by means of a note on the plat					
306.1.D	Where applicable, notation of the site’s location w/in the Edgemont or Smithsburg reservoir watersheds or the Upper Beaver Creek watershed shall be made on the plat					
306.1.D	Boundaries of any watersheds w/in 1000 feet of property					
306.1.E	Total number of lots and their locations which have been subdivided from original tract since September 8, 1970. Lots may be shown by block, section, or recorded plat folio number so long as total number of lots is indicated					
306.1.F	Where applicable, any portion of Appalachian Trail w/in 1000 feet of subject property					

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Plat Information:

314	Final plat shall include all or a portion of approved preliminary plat					
314.2	Name of subdivision					
314.3	Location of subdivision by tax map number, election district, town, place, or other legal description as applicable and zoning district classification					
314.3	Subdivision plat number as assigned by Planning Department					
314.4	Accurate outlines of any area to be reserved for common use by residents of the subdivision or for general public use with the purpose indicated thereon					
314.5	Lots numbered in numerical order. In tracts containing more than one block, the blocks shall be lettered in alphabetical order					
314.5	If a resubdivision of lots occurs in any block, lots shall be numbered numerically, beginning with the number following the highest lot number in the block and the original lot lines dashed and original lot numbers dotted					
Planning Dept.	Number of units and the subdivision type					
314.6	Gross and net area of each lot, parcel, or other unit shown on the plat					
314.7	Name and address of owner of the land and name and address of the developer or subdivider if different than that of the owner					
314.8	Scale shown graphically and numerically					
314.8	North point					
314.8	Date					
314.9	Note indicating the basis of all bearings used in the boundary survey and shown on the plat. Reference to MD Grid System should be used in plat where applicable					

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314.10	Sufficient data must be shown to determine readily the bearings and the length of every lot line, block line, and boundary line. Dimensions shall be given as total dimensions, corner-to-corner, and shall be shown in feet and hundredths of a foot. Ditto marks are NOT to be used					
314.11	Tract boundary lines, right of way lines of streets, easements, and other rights of way, and property lines of residential lots and other sites.					
314.11	Accurate dimensions, bearings, radii, arcs, tangents, chords, and central angles of all curves in the subdivision shall be shown					
314.12	No lot shall be dimensioned to contain any part of an existing or proposed public right of way					
314.13	Location and description of all markers, monuments, or other evidence found or established to determine the boundaries of the subdivision					
314.13	Adjoining subdivisions shall be identified by lot and block numbers, subdivision name, place of record, or other proper designations					
314.14	The side lines of all streets, the total width of all streets, the width of portions of streets being dedicated and the width of existing dedications, and also the width of railroad or other rights of way appearing on the plat					
314.15	Easements and rights of way shall be clearly labeled and identified, their side lines shall be shown, and if they are already recorded, their recorded reference shall be given. Easements shall be denoted by fine dotted lines. Widths of easements, the length and bearings of the lines thereof and sufficient ties thereto shall be shown					
314.15	Easements pertaining to drainage and utilities may be described in notes affixed to the plat in lieu of being drawn on the plat					
314.16	Building setback lines, stream buffers, and any other setbacks or measures designed to prevent encroachment or impact on the habitat of threatened or endangered species, steep slopes, or the Appalachian Trail					

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314.17	Limits of the 100-year floodplain and floodplain community panel number					
314.17	List soil types and percentage of each type that are located w/in the lots and/or developed area					
314.17.1	List subdivision variance(s), zoning ordinance variance(s), and/or special exceptions granted as part of the development procedure of proposed plat. Include variance reference number, description of variance request and approval, any conditions, and date request was granted. Submit approval letter and/or opinion with plat submittal.					
314.18.A	Typical cross sections and profiles of streets showing grades approved by the County Engineer					
314.18.B	Plans and cross sections of all street and roadways including sidewalks, curbs, gutters if any, and the location, size, and elevations, when appropriate, of all underground utilities					
314.18.B	Plans for storm water management facilities in accordance with the Storm Water Management Ordinance					
314.18.C	Copies of such other certificates, affidavits, endorsements, or other agreements as may be required by the Commission in the enforcement of these regulations, or which the developer or subdivider may wish to record with his subdivision, shall be submitted to the Commission with the application for approval of final plat					
314.18.D	Owner's Statement, signed and acknowledged by all parties having any record interest in the land subdivided					
314.18.E	Certificate signed and sealed by the licensed land surveyor of the State of MD responsible for the survey and final plat					
314.18.F	Certificate for execution by the Commission					
314.18.G	Certificate for execution by the County Health Officer					
314.18.I	Certificate of individual water and sewer or community water and sewer approval					
314.18.J	Interim health facilities certificate for on-site health facilities					

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403	Show proper right of way requirements as prescribed in the highway plan					
403	Proper access spacing requirements					
Planning Dept.	Functional classification of road subdivision is located on					
405.9	Easements must be granted 8 feet wide along rear and side yards and 10 feet wide along front yards for purposes of public utilities such as water, sewer, drainage, etc.					
405.11.B	Every subdivided lot must abut a minimum of 25 feet and have access to a publicly owned and maintained road, street, etc. unless under the family member provision					
405.11.B.1 .D	No double frontage lots					
405.11.B.1 .E	No lot shall be divided by a municipal boundary line					
Planning Dept.	Address statement for lot(s)					
314.18.K	Proposed entrance to each lot of the subdivision on any existing public street or highway					
314.19	Unless exempt from Forest Conservation Ordinance, the final plat shall show forest conservation areas identified in an approved Forest Conservation Plan, including easements to be dedicated					
314.20	A declaration of intent, if exempt from the requirements of the Forest Conservation Ordinance					
Zoning Ord. 5D.5	Note stating that new construction is subject to HDC approval for lots located in rural village with historic designation					
Planning Dept.	Exemption lot note, if applicable					
Planning Dept.	Standard sensitive area note					
Planning Dept.	Minimum building setback lines					

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Planning Dept.	Minimum setbacks up to 50 feet for properties adjacent to parcels that are being actively farmed or parcels with an Agricultural district designation					
Planning Dept.	Minimum side yard setback of 50 feet for lots 5 acres or larger in size in A(R) zoning; lots 20 acres or larger in size in EC zoning, or lots 30 acres or larger in size in P zoning					
Planning Dept.	HOA documents, if applicable					
315.2	All final plats shall meet the requirements and standards of the Adequate Public Facilities Ordinance					
606	Plats submitted by a corporation for approval shall carry the Dedication for Corporations certificate					

Panhandle Lots (If applicable):

405.11.B.1 .G.1	Abuts a minimum of 25 feet to a county owned and maintained road					
405.11.B.1 .G.2	Maximum of 4 panhandle lots allowed in the subdivision of an original tract of land					
405.11.B.1 .G.3	No more than 2 panhandle lots may have adjoining driveways					
405.11.B.1 .G.4	Stacking of panhandle lots may not exceed more than 2 tiers					
405.11.B.1 .G.5	Panhandle length shall not exceed 400 feet					

Additional Staff Comments:

Additional Engineer/Surveyor Comments:

INSTRUCTIONS TO ENGINEER/SURVEYOR: This checklist will be used to review your submission. Once the plat has been reviewed, planning staff will return this form to you so comments can be addressed. When comments have been completed, return this form along with the appropriate number of revisions to the planning staff.

STATEMENT

I (consultant/surveyor) conclude that this checklist is completed and the information provided is correct.

Signature: _____

Date: _____