



## COMBINED PRELIMINARY/FINAL AND FINAL PLAT CHECKLIST

PROJECT NAME \_\_\_\_\_

CONSULTANT \_\_\_\_\_

**INSTRUCTIONS:** To be completed by the applicant. It is to be signed by the appropriate design professional with the initial document submittal. Indicate "N/A" for not applicable and "Inc." for included. Subsequent checklist submittals will be at the discretion of the reviewer.

### I. GENERAL PLAT INFORMATION

#### A. STANDARD TITLE AND SIGNATURE BLOCKS (ALL SHEETS)

- \_\_\_\_\_ 1. Owner/Developer name, address and phone number
- \_\_\_\_\_ 2. Design Professional name, address, phone number, seal, signature, date
- \_\_\_\_\_ 3. Project name, zoning, tax map, election district, street address, parcel no.
- \_\_\_\_\_ 4. Planning file reference numbers, water & sewer contract numbers, etc.
- \_\_\_\_\_ 5. Surveyor's certification
- \_\_\_\_\_ 6. Owner's certification

#### B. VICINITY MAP REQUIREMENTS (COVER SHEET)

- \_\_\_\_\_ 1. Scale 1" = 2000', north arrow shown
- \_\_\_\_\_ 2. Offsite origin of horizontal survey control located
- \_\_\_\_\_ 3. Site delineated
- \_\_\_\_\_ 4. Major roads identified
- \_\_\_\_\_ 5. Washington County Survey Control Shown on vicinity map

#### C. NOTES AND INFORMATION (COVER SHEET)

- \_\_\_\_\_ 1. Washington County Standard General Notes for Final Subdivision Plats
- \_\_\_\_\_ 2. Site Analysis Data Sheet
- \_\_\_\_\_ 3. Legend
- \_\_\_\_\_ 4. Sheet Index

#### D. SITE INFORMATION REQUIRED

- \_\_\_\_\_ 1. Layout with appropriate boundary information.
- \_\_\_\_\_ 2. Adjacent right-of-ways denoted, street names, street classification shown.
- \_\_\_\_\_ 3. Adjacent property owner information noted.
- \_\_\_\_\_ 4. Existing shown and labeled with recording references. Clarify any easement as "existing".
- \_\_\_\_\_ 5. Proposed easements shown, labeled, dimensioned and bearings and distances provided.
- \_\_\_\_\_ 6. Relate the north arrow to the Maryland coordinate system north.
- \_\_\_\_\_ 7. Add a note to state: "Coordinates based on NAD83 Maryland Coordinate System". State the origin of the horizontal survey control.
- \_\_\_\_\_ 8. Provide a note stating, "This plat is based on a field run monumented boundary survey performed on or about (month, day, year) by (surveyor's name and firm)."
- \_\_\_\_\_ 9. Distinguish easements as "public" or "private".
- \_\_\_\_\_ 10. Provide proper easement size (i.e. width) and ensure it is adequate for the intended purpose.

- \_\_\_\_\_ 11. Provide proper SWM maintenance and access easement(s) location and size for stormwater management facility (ies).
- \_\_\_\_\_ 12. Provide ownership designation for open space (e.g. "Open Space Lot \_\_\_\_\_ dedicated to Homeowner's Association".)
- \_\_\_\_\_ 13. Provide ownership designation for SWM lot (e.g. "SWM Lot \_\_\_\_ dedicated to Washington County".)
- \_\_\_\_\_ 14. Check all proposed easements with construction drawings and topography.
- \_\_\_\_\_ 15. Check right-of-way dedication with the current Washington County Comprehensive Plan and approved construction drawings. Provide right-of-way dedication language.
- \_\_\_\_\_ 16. Show FEMA 100 year floodplain limits. List Community Map Panel No.
- \_\_\_\_\_ 17. Approval letter from FEMA for LOMA/LOMR, if required.
- \_\_\_\_\_ 18. Include all access restriction notes per roadway classification requirements.
- \_\_\_\_\_ 19. Include all stormwater management notes, as applicable.
- \_\_\_\_\_ 20. Include driveway construction and access permit notes as required.

**II. ADDITIONAL COMMENTS:**

- \_\_\_\_\_ 1. Check if additional comments have been attached.

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Prepared by:

\_\_\_\_\_

Name (signed)

\_\_\_\_\_

Date

\_\_\_\_\_

Name (printed)

\_\_\_\_\_

Telephone

\_\_\_\_\_

Company