



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

CONSULTANT/SURVEYOR: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

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

TAX ACCOUNT ID # (Required) \_\_\_\_\_

### Combined P/F 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 (✓) or not applicable (N/A) and the page number(s) of the plat where it is located.

Section	Ordinance Requirements	Engineer/ Surveyor 1 <sup>st</sup> Review	Engineer/ Surveyor 2 <sup>nd</sup> Review	Staff 1 <sup>st</sup> Review	Staff 2 <sup>nd</sup> Review	Review Key: ✓ - 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:**

307.1.A	Proposed name of subdivision with NO duplications					
314.2	Name of subdivision					
307.1.C	Name and address of owner or subdivider, if other than the owner					
307.2.A	Boundary outline of proposed subdivision shown by heavy line with bearing, distance, and property acreage. Where applicable, vacated lines shall be shown as a thin dashed line					
314.3	Location of subdivision by tax map, election district, town, place, or other legal description as applicable. Subdivision plat number as assigned by the Planning Department					
314.4	Accurate outlines of any area to be reserved for common use by residents of the subdivision or for general 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, the 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					
307.2.I	In the case of resubdivision, all descriptive lines of the original plat being vacated shall be shown by thin dotted lines in their proper position in relation to the new arrangement of the plat, the new plat being clearly shown in solid lines					
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					
307.2.B	Locations, width, and names of all existing or prior platted streets or other public rights of way, streets, railroad, or utility rights of way, and parks or other public open spaces, and municipal corporation lines w/in or adjoining the tracts					

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307.2.C	Utilities on and w/in 100 feet of the perimeter of the parcel being subdivided; location, size and invert elevation of sanitary, storm and combined sewers; location and size of water mains; location of fire hydrants, utility lines and street lights. If water mains and sewers are not on or adjoining the tract, indicate the direction of, distance to, and size of nearest water mains and sewers showing invert elevation of sewers					
307.2.D	Existing contours with intervals of not more than 5 feet where slope is $\geq 10\%$ or not more than 2 feet where slope is $< 10\%$ . Source of contour information shall be provided on the plat					
307.2.D	Areas of steep slope shall be highlighted on the plan.					
307.2.E	Subsurface conditions on the tract: specifically sites of perk testing showing test pits and trench locations					
307.2.F	Other conditions on tract: water courses and perennial or intermittent streams as defined in Section 202.55, marshes, rock outcrop areas showing on the surface of the land					
307.2.F	Specific notation of any soils on slopes of 15% or greater with a K factor of 0.35 or greater					
307.2.F	Wetlands guidance maps prepared by the MD DNR					
307.2.F	Limits of the 100-year flood plain					
307.2.F	Other significant features on tract					
307.2.G	Other conditions on adjoining land w/in 100 feet of the newly created lot lines; approximate direction and gradient of ground slope, including any embankments or retaining walls; character and location of private sewer systems; railroads, utility lines; towers; and other nearby non-residential land uses or adverse influences					

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307.2.G	Owners of adjoining platted and unplatted land, for adjoining platted land refer to the subdivision plat of name recorded					
307.2.H	Proposed public improvements; highways or other major improvements planned by public authorities for future construction on or near the tract					
307.2.J	Location and description of threatened or endangered species according to state guidance maps					
307.3.A	Streets: names, rights of way widths					
307.3.B	Other rights of way or easements: location, width, and purpose					
307.3.C	Location of utilities, if not shown on other exhibits					
307.3.D	Lot lines, lot numbers, and block numbers					
307.3.E	Sites, exclusive of one and two family dwellings, for multi-family dwellings, shopping centers, churches, public utilities, industry or other non-public use					
307.3.F	Minimum building setback lines					
307.3.G	Site data, including number of residential lots; lot type; gross and net lot size, acres in parks, open spaces or school sites, if applicable					
307.3.G	Total acreage of remaining land					
314.8	Title					
314.8	Scale (shown graphically and numerically)					
314.8	North point					
314.8	Date					
307.3.I	Parcels of land to be reserved or dedicated for public use or set aside for the use of property owners in the subdivision. Land to be dedicated for parks or other public uses shall be shown on plat and shall not be used for any other purpose					
307.3.J	Proposed entrance to each lot of subdivision on any existing public street or highway					
307.3.K	Proposed setbacks or limitations required by U.S. Fish and Wildlife Service to prevent impact on endangered or threatened species					

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307.3.L	Stream buffers as recommended by Soil Conservation District					
307.3.M	Any setbacks required to prevent impact on the Appalachian Trail					
Planning Dept.	Exemption lot note, if applicable					
Planning Dept.	Standard sensitive area note					
307.1.E	Subdivision file number					
Zoning Ord. 5D.5	Note stating that new construction is subject to HDC approval for lots located in <b><u>rural village with historic designation</u></b>					
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					
314.10	Sufficient data must be shown to determine the bearings and length of every lot line, block line, and boundary line. Dimensions of lots shall be given as total dimensions, corner-to-corner, and shall be shown in feet and hundredths of a foot. NO ditto marks					
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 existing dedications, and also the width of railroad or other rights of way appearing on plat					

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314.15	Easements and rights of way shall be clearly labeled and identified, their side lines shall be shown, and their recorded reference shall be show if applicable. Easements shall be denoted by fine dotted lines. Widths of easements, the length and bearings of the lines thereof and sufficient tires 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					
314.17	Limits of the One Hundred Year Floodplain and the Floodplain Community Panel Number.					
314.17	List soil types and percentage of each type that are located within the lots and/or developed area.					
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 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					

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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					
403	Show proper right of way requirements as prescribed in the highway plan					
403	Proper access spacing requirements					
Planning Dept.	Functional classification of the road that the 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	No double frontage lots					
405.11.B.1	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, P/F 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					
Planning Dept.	HOA documents, if applicable					

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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					
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 & approval, any conditions, and date request was granted. Submit approval letter and/or opinion with plat submittal					
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					
Planning Dept.	All other information required by Sections 306 – 315 of the Subdivision Ordinance					

**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:** \_\_\_\_\_

