



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

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

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

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

## Preliminary 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 <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: 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					

7/22/22

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**Plat Information:**

307.1.A	Proposed name of subdivision with NO duplications					
307.1.B	Location by tax map number, election district, county and state, or by other legal description and zoning district classification					
307.1.C	Name and address of owner or subdivider, if other than the owner					
307.1.D	Certificate signed by a licensed land surveyor, registered in the State of Maryland, responsible for the survey and preliminary plat					
307.1.E	Subdivision plat number					
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					
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					
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 $< 10\%$ . Areas of steep slope shall be highlighted on the plan. Source of contour information shall be provided on the plat					
307.2.E	Subsurface conditions on the tract: specifically sites of perk testing showing test pits and trench locations					

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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 as identified on the non-tidal wetlands guidance maps prepared by the MD DNR					
307.2.F	Limits of the 100-year flood plain and its community panel number					
307.2.F	Other significant features on tract					
307.2.F	List soil types and percentage of each type					
307.2.F	Unless exempt, a Forest Conservation Plan shall be prepared for the entire site in accordance w/ the Forest Conservation Ordinance and Manual					
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					
307.2.G	Owners of adjoining platted and unplatted land (for adjoining platted land refer to 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.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					
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					

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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					
307.3.H	Title					
307.3.H	Scale (shown graphically and numerically)					
307.3.H	North arrow					
307.3.H	Date					
Planning Dept.	Number of units and subdivision type					
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					
307.3.L	Stream buffers as recommended by Soil Conservation District					
307.3.M	Any setbacks required to prevent impact on the Appalachian Trail					
307.3.N	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					
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>					

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Planning Dept.	Exemption lot note, if applicable					
Planning Dept.	Standard sensitive area note					
Planning Dept.	Functional classification of road subdivision is located on					
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.	All other information required by Sections 306, 307, and 308 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: \_\_\_\_\_