

# Preliminary Plan of Subdivision Submission Checklist

Submittal Date: \_\_\_\_\_

Project Name & Number: \_\_\_\_\_

Technician Review Date: \_\_\_\_\_ Date to Supervisor: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Date Comments Transmitted to Applicant: \_\_\_\_\_

Revised Plans/Documents Received: \_\_\_\_\_

## A. DOCUMENTS AND PLANS REQUIRED

- Signed Application Form
- Preliminary Plan or Conservation Sketch Plan
- Zoning Sketch Map with subject property outlined in red (no older than 6 months)
- Approved stormwater management concept plan, copy of unapproved plan with approval letter or indication that application has been filed with the Dept. of Public Works & Transportation or the municipality with approval authority
- Copies of Previously Approved Resolutions/Decision (Type I Tree Conservation Plan) or Exemption Letter
- Signed NRI Environmental Package
- Signed Bicycle and Pedestrian Impact Statement Scoping
- Signed Transportation checklist package & required study or counts
- Signed Archaeology checklist package & required study

## B. PROPERTY SURVEY REQUIREMENTS

- Professional Signed and Sealed
- Bearings and Distances in Feet
- Zoning of Subject Property
- Adjoining Property - Zoning, Use, Owner's Names and/or Lot and Block
- Abutting Streets - Name, Location, Center Line and Right-of-Way Width (public or private)

## C. PLAN REQUIREMENTS

All plans must be prepared, signed and sealed by a licensed land surveyor or a property line surveyor.

### General Notes (in order):

- Existing parcel/lot, deed description/Liber Folio, and plat number
- Tax map, grid
- 200-foot map reference (WSSC)
- Purpose of subdivision
- Prior approvals
- Total acreage; Gross/Net and by zone
- Net developable area outside of PMA (indicate calculation at 0 or greater if any)
- Acreage of Environmental Regulated Features (indicate calculation at 0 or greater if any)
- Acreage of 100-year floodplain (indicate calculation at 0 or greater if any)

Agreement and proposal (if location in center or corridor)

- Vicinity Map (8 ½ x 11)
- Variation Statement and/or Justification
- Affidavit of Informational Mailing documents
- Application fee made payable to M-NCPPC:

\_\_\_\_\_ (Do not submit the fee until it is requested)

- Point-by-Point Response addressing technician comments on application deficiencies (**to be submitted after initial review comments**)
- WSSC Requirements Payment Receipt
- Distance to Nearest Intersecting Street
- North Arrow and Scale
- Total Area Calculation in Square Feet (under an acre) or Acres
- Entire Property Outlined in Red on one sheet
- Floodplain waiver (if applicable)

- Acreage of road dedication (indicate calculation at 0 or greater if any)
- Existing zoning/use
- Proposed use of property
- Breakdown of proposed dwelling unit by type (residential only)
- Density calculation (residential only)
- Minimum lot size required by Zoning Ordinance and Subdivision Regulations (24-130)
- Minimum Lot Width at Front Building Line and Front Street Line
- Sustainable Growth Tier (indicate yes/no)
- Military Installation Overlay Zone (indicate yes/no)
- Center or Corridor location (indicate yes/no)
- Existing and proposed Gross Floor Area (non-residential only)
- Stormwater Management Concept number and approval date
- Water/Sewer Category Designation (existing and proposed)
- Aviation Policy Area (airport name and APA#)

- Mandatory park dedication requirement (indicate yes and how to be provided -or- not applicable)
- Cemeteries on or contiguous to the property (indicate yes/no)
- Historic sites on or in the vicinity of the property (indicate yes or no, if yes, add number)
- Type One Conservation Plan (indicate yes or no, if yes, add number)
- Within Chesapeake Bay Critical Area (indicate yes/no)
- Wetlands (indicate yes/no)
- Streams (indicate yes/no)
- Soils by soil type and source of soil information (if no NRI)
- In or adjacent to an easement held by the Maryland Environmental Trust, The Maryland Agricultural Land Preservation Foundation, or any land trust or organization (indicate yes/no, if yes, provide deed reference)

**Plan Drawing Requirements:**

- Assigned case name and number (BIG & **BOLD**) in Title Block
- North arrow (NAD, WSSC, or MD Coordinate System)
- Location/Vicinity Map showing nearest road intersections, police, fire and rescue facilities
- Scale (1"=100' or greater)
- Preliminary Plan, TCPI, and NRI at the same scale
- Revision box
- Names and addresses of record owner(s) (indicate either owner or contract purchaser), subdivider, and surveyor/engineer
- Seal and Signature of licensed Surveyor
- Legend
- Perimeter Bearings and Distances for property and Lot Line Dimensions in feet
- Existing Parcel, Lot, Outlot, or Outparcel designation, layout, and dimensions (lesser line weight) (Inset for clarification as requested)
- Proposed Parcel, Lot, Outlot, or Outparcel designation, layout, and dimensions (Inset for clarification as requested)
- Acreage of each lot, parcel, outlot or outparcel (square footage for under an acre)
- Proposed ownership and use for parcels and easements (including any SWM parcels)
- Zoning categories and uses of adjacent properties
- Adjoining Property: Ownership, Legal Description (Liber Folio or Plat Number), subdivision name, lot and block

- Description of existing uses, and major improvements within 50 feet of the property line
- Dimension lines from townhouse stick or lot to project boundaries
- Location, square footage, and disposition of existing structures, and fences (Provide setbacks and if to remain)
- Proposed street names, right-of-way widths, and street dedication (public or private)
- Locations, names, and widths/dimensions of existing and ultimate rights-of-way widths of adjacent streets; or alleys
- Center line and base line of existing and proposed rights-of-way width
- Legal Description of all existing easements and rights-of-way on or abutting property (including Liber & Folio) and copies of deeds
- Proposed Street Grading Concept: percent slopes/flow arrows (if no SWM or TCP)
- 10-foot Public Utility Easement along all streets
- Topography at two-foot contours with labels (existing)
- Aviation Policy Area Inset (if applicable)
- Drainage Area Map Inset (if no NRI)
- Proposed public dedication area, including any proposed parkland
- One-hundred-year floodplain; streams and their associated buffers; wetlands and their associated buffers and the full extent of the regulated area (PMA and as shown on signed NRI)
- Location of entrance feature or gateway sign, including easement, if proposed
- Historic and/or archeological resources and sites within or adjacent to the site with label and resource number
- Cemeteries within or adjacent to the site
- Location of existing and proposed storm drains, water and sewer lines and conceptual public connections (house connections as requested)
- Existing topography, individually indicating area of steep slopes (15-25%) and severe slopes (over 25%)
- For private well and septic, show proposed well locations and septic fields (category 6)
- Water/Sewer lines (existing and proposed) and how the development is to be served
- Noise contour for 65 dBA Ldn (if applicable)

**APPLICATION DEFICIENCIES:**

Supervisor Comments

Reviewer Comments

Overall Submission Notes

Environmental Planning Section:

Transportation Planning Section:

Historic-Archeology Section:

Community Planning Division:

Special Projects: