

**CHARLES COUNTY GOVERNMENT
DEPARTMENT OF PLANNING AND GROWTH MANAGEMENT
FINAL PLAT COMPLETENESS REVIEW AND CHECKLIST**

The following checklist has been prepared to assist plat reviewers and preparers on the plat approval process. It is intended to supplement the minimum submission requirements in Appendix A of the subdivision regulations with a list of the most commonly used regulatory requirements. It is not intended to replace applicable county ordinances or anticipate every applicable requirement.

Project Name (on Final Plat) _____
Project No.: _____
Owner's Name: _____
Project Engineer: _____
PGM # on Application _____
Site Plan # _____
Bldg. Permit # _____
Preliminary Plan # _____

Property Info:

G Tax Map # _____ Parcel # _____ Grid # _____
G Elec. Dist _____ Acreage _____ No. Lots _____
G Residue (10 Acres minimum) Amount _____
G Tax ID # _____
G Plat Title Block (include Plat Name, Section/Phase, Lot Numbers)

Type of Plat

G Creation of Buildable Lots Major Minor
G Boundary Line Adjustment
G Plat of Correction
G Survey Plat or Boundary Survey

I. COMPLETENESS REVIEW LIST

G Eight (8) 18" x 24" Paper Prints of Final Plat
G Complete, Signed, Dated "Application per approval, Final Subdivision Plat"
G Appropriate fees (Final Plat, Forest Conservation, etc.)
G Forest Stand Delineation and Conservation plan, or other means of compliance such as a DOI

- G 2 Site Plans (COPY OF FINAL PLAT) SHOWING ALL EXISTING STRUCTURES and THEIR ORIENTATIONS (ALL PROPERTIES); also (ALL PROPERTIES); on parcels with Resource Protection Zone and steep slopes > 15% adjacent to the RPZ, topography @ 2 foot intervals (RPZ PROPERTIES); outline of proposed building envelope, paved drives and other impervious surface areas (CBCA); and, on properties located in the CBCA, other information, as deemed necessary, which may include the following: slopes > 15%, hydric or highly erodible soils, location of rare, threatened or endangered species or Habitat Protection Areas on site, mean high water line, anadromous fish spawning areas, waterfowl staging areas, colonial waterbird nesting sites, forest areas to be cleared
- G Deed restrictions or Homeowner's Association documents, as applicable
- G Copy of Preliminary Plan Approval Letter (IF APPLICABLE)
- G 911 Road Name Approved Letter
- G Sewage Easement Plat

II. ZONING ORDINANCE

A. General Information

Zoning _____ Zoning of adjoining Parcels _____

Area Requirement Amount _____	Yes	No	N/A
Dimensional requirements _____	Yes	No	N/A
Frontage Requirement _____ Ft.	Yes	No	N/A
Density Requirement _____			
Total Acres ____ x Density ____ = Dwelling Units ____			
Building Restriction Lines * _____ Front _____ Side _____ Rear _____			
*(See criteria under Section 26, Yard Requirement, below)			
Lot located in more than one zone _____ (IF NO, SKIP TO NEXT ITEM)			
If < 2 acres, zone which constitutes larger portion of lot applies			
If > 2 acres, each portion subject to regulations of zone in which it is located			

B. General Lot Requirements (Section 25)

- G SEC 25A - Not more than 1 principal building used for dwelling purposes per lot.
- G SEC 25B - Subdivision must comply with requirements of zoning ordinance.
- G SEC 25C - Lot must abut public/private road for at least 25 feet, or as otherwise required.
- G SEC 25D - Area within Right-of-Way cannot qualify as part of required min. area.
- G - Area within handle of panhandle(flag) lot cannot qualify as part of required minimum area.

- G SEC 25E - If more restrictive area required by State Health or County Law, must provide
- G SEC 25F - Panhandle lots, finding

- a. Allowed to achieve better use of irregularly shaped parcels
- b. Avoid development in areas with environmentally sensitive features
- c. Minimize access to collector or arterial roads

Minimize width of panhandle frontage must be 1 Lot (15 ft) 2+ lots (12.1/2 ft per lot).

- a. If located in AC or RC zone, number not restricted
- b. If located in other Residential zone, number limited to 3, or 5% of lots intended for detached, or 10% of lots intended for attached dwellings

C. **General Yard Requirements (Section 26) and Text Amendment #46-02**

SEC 26A - **Front Yard Depth**

- I. If public road, measured from public road right-of-way
- ii. If private road or access driveway, from line 10 feet from and parallel to the traveled roadway or ten (10) feet from and parallel to line established as private right-of-way, whichever greater
- iii. If panhandle lot not served by access driveway, from end of the handle and extend across the lot where the min. front yard setback met or where min. lot width is met, whichever >. Must extend in straight line from points . Along side lot lines which are approx. Equidistant from end of handle
- iv. If lot with frontage on County Road W/O established R-O-W lines, measured from a line 30 feet from and parallel to center line of traveled roadway

- **Corner and Through Lots**

- I. Full front yard of required depth provided off both front lines
- ii. In case of through lots, front yards provided off all front lot lines

D. **Accessory Uses and Structures (Section 29)**

- G No accessory use or structure on any lot prior to substantial completion of constr. of principal structures
- G No accessory use or structure within required front yard, except Agricultural.
- G No Agricultural or Residential accessory use within 6 feet of any side or rear lot line.
- G Business, Industrial or Institutional accessory. structures subj. to same setbacks as req. for principal structure.
- G Accessory structures not located within any record easement area.
- G Accessory structures located at least 6 feet from any other bldg. On same lot.
- G Recreational facilities (pools, tennis courts, etc.) must be 10 feet from side/rear line.

G. Lots Not Subject to School Allocations for Age Restricted Communities (Article XVI)

A General Note *“This plat is not subject to school allocation as this development is deed restricted to residency of at least one individuals age 55 years or older and further restricted by deed to excluded school age children from permanently residing on the property.”*

Remove the School Allocation block as the school allocation issue has been exempted by Article XVI,§ 297-258 (A) of the Zoning Ordinance.

H. TDR’S

TDR’S # must be shown on the Plat. Yes No

III SUBDIVISION REGULATIONS

A. Preliminary Plan Compliance

G Preliminary Plan No.: _____

G Date Approved: _____

G Conditions (Attach Copy of Approval Letter)

G General Note added to read *“This plat was prepared in compliance with Preliminary Plan #_____.”*

B. General Style and Form

G 18" x 24" Plats

G Scale: 1"=100' Other _____

G E.D., Co. & State

G All Owner’s Name & Address

G Engineer/Surveyor’s Name & Address

G Northpoint, Scale, Date, Reference System ____

G Vicinity Map(1"= 2000' or larger

G Text Size(1/8 in. Height Min

G Vicinity Northpoint

G Provide Legend (symbols, hatching or line type)_____

C. Graphic Information

G Boundaries included

- G Bearing & Distances included
- G Monuments included

- G Adjoining property names, zoning, locations
- G Location, Width & Name of Adjacent Roads/Streets
- G Location, Width & Name of Interior Roads/Streets
- G Area Computation (Sq.Ft. & Acreage in nearest thousandth)
- G Bldg. Restriction Lines
- G Blocks (Alpha) and Lots (Numerical)
- G Reservation Areas noted
- G Municipal/District lines
- G Existing Waterways or Streams noted
- G Include all existing structures
- G Residue lots of less than ten (10) acres includes metes and bounds
- G Bufferyards (Highway Corridor, RPZ, Critical Area, between adjacent Zones)

Flag Lots

- Any Flag Lots? YES NO
- How many Lots? _____
- Will a Joint Access Maintenance Agreement be required? _____
- G Contact 911 Addressing to obtain approval for an approved name for that Private Road. If 2 or more Lots on that private road, furnish a draft copy of the joint access maintenance agreement for that private road.
- G A General Note to read “*(Road Name) is a Joint Access Agreement for Lots _____ of _____ Subdivision and is subject to a Joint Access Maintenance Agreement. Execution and maintenance in accordance with this Agreement shall be the responsibility of the owners of Lots _____.*”
- G A Copy of the Joint Access Maintenance Agreement has been submitted. _____

- G The front building restriction line for flag lots is measured at points approximately equidistant from the end of the flag. Please apply this to all flag lots.
- G The area within the "handle" (of a panhandle) flag lot shall not be considered part of the required minimum area. Provide the area of the lot not including the "handle" area to show that the lot meets the minimum three acre requirement. This area can be written under the total lot area with a description.

E. Approval Blocks (See Attachment G for Samples)

- G Boundary Survey requires no signature blocks.

- G All plats require the following be included:

PC Recordation Stamp _____
No Water/Sewer Allocation or School Allocation signature blocks needed.

- G Boundary Line Adjustment, Easement Plats, Plats of Correction require:
- Q Director of Planning
“This Plat has been reviewed and found to be in conformance with all applicable county ordinances, plans and policies.”
- Q Health Department
This plat has been reviewed and found to be in conformance with applicable provisions of COMAR26.04.03
- Q No Water/Sewer Allocation signature block needed.
- Q School Allocation signature block required only if a new lot is created.

- G All plats require the following be included:
PC Recordation Stamp _____
Water/Sewer Allocation signature block is required for major residential properties which are to be served by County Water and/or Sewer facilities.

- G All other Final Plats require the following signature blocks:
- Q Chairman, Planning Commission
- Q Director of PGM
“This Plat has been reviewed and found to be in conformance with all applicable county ordinances, plans and policies.”
- Q Director, Charles County Environmental Health
“This plat has been reviewed and found to be in conformance with applicable provisions of COMAR26.04.03.”
- Q All plats require the following be included:
- Q PC Recordation Stamp _____

F. Bufferyards

- G A bufferyard "B" must be shown with any proposed residential use of a net density of 2 or more times that of the adjacent existing or approved residential use.
- G A bufferyard must be shown between adjacent Zones
- G Highway Corridor
- G RPZ
- G Critical Area

G. Deeds of Consolidation

All Final Plats of Subdivision with Subsequent Consolidation; such plats will require a deed reflecting the consolidation to assure that the parcels are not inadvertently sold off or built on. A General Note should be added to the plat to read “*A deed of consolidation for ____ as recorded ____ will be recorded in the Charles County Land Records within 30 days of the Recordation of the final plat. The consolidation of these parcels creates one lot ____ as defined by the Charles County Zoning Ordinance.*”

To assure that this takes place in a timely manner, the applicant shall submit a copy of the deed including language stating that the parcels are incorporated as one prior to plat Recordation. Further, no distribution of the plats will occur until the recorded deed is presented to the Planning Division.

Submit a Sample Copy of Recorded Consolidation Document _____

H. Certifications (see Appendices in Subdivision Regulations)

G Owner’s Certification:

Lienholder Information	Yes	No	N/A
Signatures/Witness	Yes	No	
Offer of Dedication-Roads, etc.	Yes	No	N/A
Establish Building Restriction Lines	Yes	No	N/A
Establish the Easements for the purposes shown	Yes	No	N/A
Dedication of Road Widening	Yes	No	N/A

G Surveyor’s Certification:

Monument Statement	Yes	No
Compliance with Sub. Regulations	Yes	No
Seal of Registered Surveyor	Yes	No
Inter-Family Transfer	Yes	No
Statement on Final Plat	Yes	No

I. Roads - General

Dedication of Right of Way (ROW)	Yes	No	NA
Road Classification, Any Provided	Yes	No	NA
Adheres to County Access Mgt Plans	Yes	No	NA
Delineates Road ROW of Capital (C.P.) Rd Projects	Yes	No	NA
Delineates Road ROW of State Rd. Projects	Yes	No	NA

- by the Charles County Planning Commission.”
- N/A G Copy of the review letter from Department of Natural Resources in regards to Rare, Threatened and Endangered Species, Habitat Protection Areas and Natural Heritage Areas
- N/A G Forest Conservation exemption with correct note and signatures - choose from the following:
Intra-family Transfer: Used when property is to be subdivided and transferred to the current owners child, grandchild, parent or sibling. Also used for an owner to build a home for themselves.

Signature block for plat: *“This plan of subdivision has the exemption from the Forest Conservation Ordinance according to Article 3, Section 4, Paragraph K, Intra-Family Transfer Exemption. The property shown on this plat is for transfer between family members. If this subdivision does not remain in the possession of the grantee for a period of five years after the date of recordation, the owner must notify the Charles County Planning Division and may lose exemption from the Charles County Forest Conservation Ordinance.”*

Grantor	Date	Relationship
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Grantee	Date	Relationship”
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Real Estate Transfer: Used when property is to be subdivided and transferred to adjacent property owners and records a deed of consolidation.

Signature block for plat: *“This plan of subdivision has the exemption from the Forest Conservation Ordinance according to Article 3, Section 4, Paragraph O, Real Estates Transfer Exemption. The property shown on this plat is for Real estate Transfer to provide a security, leasehold, or other legal or equitable interest, including a transfer of title, for a portion of a lot or parcel provided that the transfer does not involve a change in land use, or new development or redevelopment, with associated land disturbing activities. This subdivision is for the sole purpose of transfer.”*

Grantor	Date
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Grantee	Date”
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Planned Unit Development note for plat: *“This plan of subdivision has the exemption from the Forest Conservation Ordinance according to Article 3, Section 4, Paragraph N, Planned Unit Development Exemption.”*

Subdivision of Existing Dwelling Parcel: Used when property is to be subdivided and contains an existing, legal dwelling. The parcel created around the existing, legal dwelling can not be greater than two times the base zone and the residue must meet the Subdivision Regulations and Forest Conservation Ordinance definition of residue. The residue will be subject to the Forest Conservation Ordinance upon application for any other regulated activity.

Note for plat: *“This plan of subdivision has the exemption from the Forest Conservation Ordinance according to Article 3, Section 4, Paragraph P, Existing Dwelling Exemption. Should the residue shown on this plan be subject to further development or subdivision the requirements of the Forest Conservation Ordinance must be met and no other exemption may be used.”*

Subdivision of parcel less than 40,000 square feet: Used when property is to be subdivided to create a lot less than 40,000 square feet. The parent parcel can only use this exemption for the creation of one lot. The residue will be subject to the Forest Conservation Ordinance upon application for any other regulated activity.

Note for plat: *“This plan of subdivision does not meet the application requirements for Forest Conservation since the lot to be created is less than 40,000 square feet. Should the residue shown on this plan be subject to further development or subdivision the requirements of the Forest Conservation Ordinance must be met and no other exemption, to include this exemption, may be used.”*

2. Forest Conservation

G Exempt (skip to 3) G Applicable (complete section below)

- G Forest Conservation plans submitted with application and fees
- G Forest Conservation Easements are delineated on the plat and match the approved Final Forest Conservation Plan
- G Easement Document and Exhibit A have been signed and submitted for review
- G The Forest Conservation Easement is tied down with the same method used on the Final Forest Conservation Plan
- G Forest Conservation note *“This plan of subdivision is subject to a Forest Conservation Easement as recorded in the Land Records of Charles County and is also subject to a Forest Conservation Plan as filed in F.C. file # FC _____ in the Charles County Planning Office.”*
- G Natural regeneration or afforestation and reforestation Maintenance Agreement and Bond submitted

3. Critical Area

- G Exempt G Applicable (complete section below)
- G Critical Area note “*This property lies (wholly or partially) within the (RCA, LDA or IDA) Overlay of the Chesapeake Bay Critical Area*”
- N/A G 100 foot or expanded Buffer delineated
- N/A G Critical Area note “No clearing or disturbance of vegetation allowed within the Critical Area Buffer unless otherwise permitted by the Planning Division with an approved Buffer Management Plan.”
- G Critical Area calculations:
- Q Total acreage
 - Q Total tidal wetland acreage
 - Q Total uplands (total acreage minus total tidal wetlands acreage)
 - Q Density allowed utilizing upland acreage
 - Q Density proposed
 - Q Total forested area
 - Q Total impervious surface (existing)
- N/A G If the Buffer is not fully established in forest the following items are required:
- Q A note indicating how the Buffer will be forested; natural regeneration, afforestation or reforestation
 - Q A Maintenance Agreement and Bond are submitted
- G A separate Environmental Features Map showing the following items:
- Q Field delineated topography
 - Q Slopes analysis
 - Q Woodline or individual tree locations
 - Q 100 foot Buffer
 - Q 100 foot Buffer expanded in accordance with the **Charles County Zoning Ord.** Article 131 B
 - Q Soils from the most recent Soil Survey
 - Q Proposed limits of disturbance
 - Q Location of all existing structures
 - Q Field delineated tidal and non-tidal wetlands with buffer

4. Critical Area Information (if applicable)

- N/A G Intra-family transfer note with signatures
- N/A G Draft deed including intra-family note
- N/A G Habitat Protection Areas delineated
- N/A G Natural Heritage Areas delineated
- N/A G Rare, Threatened or endangered species protection area addressed:

- Q Forest Interior Dwelling Species
- Q Eagle nests within 1/4 mile
- Q Anadromous fish spawning
- Q Waterfowl staging areas
- Q Colonial Nesting Waterbird sites
- N/A G Habitat Protection Plan
- N/A G Buffer Management Plan

IV. RIGHT OF WAY SECTION

Easements

- G The owner is to provide dedication documents for the road widening area with the 2nd submittal of the final plat. These will include:
 - I. a preliminary title report,
 - ii. deed (to convey the dedication strip to the county now)
 - iii. a letter from the surveyor verifying with signature and seal, and
 - iv. the date that the iron survey markers were set and flagged.
- G The flags will help the County inspector to easily locate the pipes.
- G Bearings and Distance
 - Information is given around the perimeter of each street, fee take area, easement area or dedication area. Easements may be located by being tied to property lines when practical or by simply giving the centerline information if symmetric.
- G Area
 - Q Of new streets, dedication area (fee take area or easement area) is given in sq feet and acres.
- G Plat shows the name, location and right-of-way width of existing and proposed public roads.
- G Plat shows the correct width, plat book reference & liber and folio for all existing roads & easements.
- G A copy of the 911 road name approval letter
- G Road names are correct on all sheets of the plat
- G Roads that connect to an adjoining subdivision are aligned properly
- G There are no encroachments on any of the easements
- G Permanent survey markers are to be placed at the intersection of streets and alleys with plat boundary lines and at all points along the ROW where there is a change in direction or curvature.
- G Adjacent & Contiguous Properties
 - Owner information (such as deed reference and lot, block and parcel number and street address) shall be shown for all properties affected by the take or subdivision.
- G Match Lines; are contiguous with proposed or existing lot, property, easement or ROW lines.
- G Lots are encumbered by easements
- G Easements/Rights-Off-Way shown on plat concur with construction plans
 - Q Easement extends to Water House Connection or Sewer House Connection
 - Q Townhouse projects can combine water, sanitary, sewer and private drainage easements to reduce clutter - but public drainage easements must be delineated.
 - Q Easements are provided to serve adjacent properties/subdivisions.

- Q ROW is extended to serve residue parcels.
- Q Easements are wide enough to permit a 1:1 back slope of trench or use of a mule.
- Q Easements that run to the end of a subdivision, connect properly to off-site easements.

- G Dedication area long the existing right-of-way is shown as a separate parcel, includes metes and bounds as well as square footage and acreage of dedication parcel.
- G Public Use Lot; proposed use is clearly specified on the plat.
- G Acceleration/Deceleration Lane: this part of the dedication area is included in the road right-of-way
- G All easements and roads agree with approved construction plans.
- G Limiting Statement for C.P. plats and plats prepared specifically to convey property to the County: *"This plat has been prepared for the exclusive use of Charles County Planning and Growth management for the acquisition of the property, easement(s) and/or right(s)-of-way shown hereon."*

V. HEALTH DEPARTMENT

- G A Sewage Easement Plat must be completed and approved, prior to plat recordation.
- G Submit a copy of the approved allocation for water and/or sewerage service from the Charles County Department of Planning and Growth Management. Please include the cover letter and worksheet.
- G The following standard statement must be add to the plat:
 - "Approval of this plat is based on the reasonable expectation that the water and/or sewer services which is planned for the development will be available when needed. However, building permits may not be issued until the planned water and/or sewer facilities are completed and determined to be adequate to serve the proposed development" (COMAR 26.04.03.02).*
- G Submit the Health Department review fee. Make checks payable to the "Charles County Health Department."
- G Add the following standard notes(as appropriate):
 - Q *"Lot __ is served by an individual septic disposal system and well drilled to an approved, confined aquifer. This plat is in compliance with the Charles County Comprehensive Water and Sewer Plan."*
 - Q *"This Health Department approval certifies that the lot shown hereon is in consonance with pertinent laws and regulation as of the approval date. However, this approval is subject to change in such laws and regulations. Change in topography or site designation may void this approval. The designated perc area is the only perc area*

approved by the Charles County Health Department for sewage disposal purposes. The approved lot includes an approved area of at least 10,000 sq. ft. for sewage disposal purposes as required by current Maryland State Health Department Law. Improvements of any other nature, including but not limited to the installation of other utilities in this area, may render this lot undevelopable. To determine the exact area of the lot approved for sewage disposal purposes, or to establish a different area for such purposes, you must contact the Charles County Health Department, Office of Environmental Health."

Q "No well or septic within 100 ft. or those shown hereon."

Q *The following must be stated on the plat, "The property that is affected by this plat of subdivision is designated as W-_____ and S-_____ on the Water and Sewer Plan Maps. Based on the allocation policy contained in Section 6.3 of the Charles County Sewer and Water Ordinance a bulk allocation for water and sewer is set aside for commercial and industrial projects. The specific sewer and water allocation will be assigned upon the approval of the Development Services Permit for associated development on these lots." Please fill in the Water (W) and Sewer (S) designations when putting this statement on the plat.*

Q Approval Block
This plat has been reviewed and found to be in conformance with applicable provisions of COMAR26.04.03
Director, Charles County Environmental Health

VI. ROAD NAME POLICY (SEE ATTACHMENT A, 911 ADDRESSING POLICY)

- G Any New Road(s) Proposed
- G Names Approved by 911 (submit letter)
- G Verify and reserve Subdivision names w/911
- G Verify road names already reserved
- G Common access need to be named (2 lots or more)
- G Furnish an draft copy of the joint access maintenance agreement
- G A copy of the recorded document will need to be furnished to this office after final plat recordation

VII. FINAL CHECKLIST FOR PLACEMENT ON PLANNING COMMISSION AGENDA PER THE PLANNING COMMISSION RULES OF PROCEDURES

All of the following items must be completed by the Friday, one week prior to the PC meeting, to be placed on the agenda:

- G ALL Agency Sign-Offs in AS400
- G All Bonding Established (public improvements, recreational facilities, reforestation, homeowner amenities)
- G Developers Agreement must be signed by County Commissioner President.

- G If pre -1996 Subdivision Regulations are Amenities Complete and (inspected and approved)
- G Development Services Permit ready to be issued
- G ROW Dedications Complete, signed and submitted to the County Attorney's Office for review.
- G Stormwater, W/S dedications complete , signed and submitted to the County Attorney's Office for review.

- G FC Easement Documents Complete, signed and submitted to the County Attorney's Office for review.
- G FC reforestation bond amounts established, Bonding Complete
- G School Allocations obtained and noted on plat.
- G W/S application approved, 50% of connection fee paid
- G Health Department fees paid
- G Health Department Signature on plat.
- G Joint Access/Common Access Maintenance Agreement received
- G Deed of Consolidation Received, if necessary
- G Taxes Paid (submit paid tax receipt)

Prior to recordation of the plat the following must be completed.

- G Development Services Permit Issued
- G ROW Dedications Complete, signed by President of Commissioners
- G Stormwater, W/S dedications Complete , Signed by President of the Commissioners
- G FC Easement Documents Complete, signed by President of the Commissioners
- G Recorded Deed of Consolidation Received, if necessary

Post Recordation

- G Recorded Deed of Consolidation Received, if necessary
- G Distribution copies made and submitted.

ATTACHMENTS:

- A. Final Subdivision Plat Application (and attached fee calculation sheet)
- B. Intent to Void letter (sample)
- C. Void Letter (sample)
- D. School Allocation Granting Letter
- E. Plat Approval Process Flowchart
- F. W/S, School Allocation, & PC Stamps
- G. W/S Allocation Letter (sample)
- H. 911 Addressing Procedures for final plats
- I. FC Plan Application & Fee Calculation Sheet
- J. Final Plat Completeness Review and Checklist

Effective 4-15-03

F:\HOME\PGMS2\PZ\Current Planning\Final Plats\Final Plat Review & Checklist Form.wpd

Final Subdivision Plat Application

Charles County Government

Department of Planning & Growth Management
Post Office Box 2150, LaPlata, Maryland 20646

Application is hereby made for approval of the Final Subdivision Plat hereinafter described.

Proposed Plat Name _____

Plat Type- XCS, XIS, XRS, XNL

- XCS:** Commercial Subdivision. Resubdivision or creation of one or more lots in the Commercial Zones. Zones: CC, CB, CN, CV, or RO
- XIS:** Industrial Subdivision. Resubdivision or creation of one or more lots in the Industrial Zones. Zones: IH, IG, BP
- XRS:** Residential Subdivision. Resubdivision or creation of two or more lots in the Residential Zone. Zones: AC, RC, RR, RL, RM, RH, RV, or PRD.
- XNL:** Plats creating "no new lots" in any zoning classification.
- a) Plats showing a boundary survey for only one lot of record.
 - b) Plats of correction where no new lots are created but the plat depicts more than two lots. Typically submitted for purpose of correcting or revising information on a previously recorded plat such as road names or building restriction lines.
 - c) XNL Plats may be titled in the following ways: Plats of Correction; Boundary Survey

NOTE: For plats in the MX or PUD Zones please contact the Land Use Division in the Planning Office.

For Permit Admin Use:

Date Submitted

Fees Paid

File Number Assigned

Staff Initials

XNL Plat Type Approval/Planning Initials
____ Eight Paper Copies ____ Appl. Completed
____ Appropriate Fees ____ Two Site Plans

Applicant's Name/Contact Person _____

Engineer/Surveyor Company Name/Contact Person _____

Address City, State Zip Code

Address City, State Zip Code

Phone Number Facsimile Number

Phone Number Facsimile Number

Owner's Name _____

Phone Number _____

Owner's Address _____

City, State _____

Zip Code _____

Dev District (In/Out) _____

Property Tax Number _____

Preliminary Plan No. _____

Date of Approval _____

Number of Proposed Lots _____

Tax Map, Grid, Parcel/Block & Lot _____

Election District _____

Census Tract _____

Current Zoning _____

Acreage of Entire Tract _____

Residue Property (Y/N) If yes, how much? _____

Purpose of Subdivision _____

Does this property have a front foot assessment for water and/or sewer improvements? (Y/N) _____

Have any restrictions been placed on the property? (Y/N) _____ If yes, please explain. _____

Has the property been the subject of a rezoning, special exception or variance? (Y/N) _____ If so, please identify, provide file no. and date of approval. _____

If the parcel contains residue property, has adequate access for the residue been provided? (Y/N) _____

Since 1976, how many times has the property been the subject of a subdivision, either as a lot or portion thereof, or as a residue property? _____ If so, how many lots have been created? _____

Is the property located within 1,000 feet of any tidal waters, tidal wetlands or tributary streams of the Chesapeake Bay? (Y/N) _____

Are there tidal or non-tidal wetlands or other areas of environmental concern located on the property? (Y/N) _____

Final Subdivision Plat Preparation Checklist:

Please circle each item to indicate that it is included for a complete package or does not apply.

For Planning Department Use:

- Yes N/A Eight (8) paper prints of the Subdivision Plat
- Yes N/A Appropriate Fees
- Yes N/A Plat scale 1" = 100" or larger (if not, a waiver needs to be included in submittal)
- Yes N/A Completed, Signed, and Dated "Application for Approval, Final Subdivision Plat"
- Yes N/A Forest Conservation Stand Delineation and Conservation Plan, or other means of compliance (if applicable)
- Yes N/A Two (2) Site Plans (copy of final plat)
- Yes N/A Copy of Deed restrictions or Homeowner's Association documents
- Yes N/A For parcels claiming either Real Estate Transfer Exemptions or Intrafamily Transfer Exemption, submittal of a Declaration of Intent
- Yes N/A Copy of approved MDE water and sewer permits, approved water/sewer allocation (if applicable)
- Yes N/A Copy of preliminary plan approval (if applicable)
- Yes N/A Affidavit of Intent for the use of Transfer Development Rights (TDR) , (if applicable)
- Yes N/A Copy of School Allocation Granting Letter, if applicable.

- _____ Eight paper copies
- _____ Appropriate Fees
- _____ Correct Scale
- _____ Application completed
- _____ Means of compliance
- _____ Two Site Plans
- _____ Copy of Deed or Homeowner's Association Documents
- _____ Declaration of Intent
- _____ MDE water/sewer permits
- _____ Preliminary plan approval
- _____ TDR
- _____ Planting/Forest Mgmt Plan
- _____ Open space plan
- _____ Shoreline Erosion Plan

For properties located in the CBCA:

- Yes N/A Planting and forest management plans, if necessary, to be approved by Planning Office and BayForester
- Yes N/A Open space maintenance plan for common open space, habitat protection areas or recreation areas
- Yes N/A Shoreline erosion plan, where warranted

The applicant hereby certifies that this application for final subdivision plat approval is complete and that the information provided is correct. Incomplete applications will not be accepted for review and will be returned to the applicant within three (3) working days of the initial submittal date.

Signature of Applicant

Date

Final Subdivision Plat Application - Fee Calculation Sheet

Charles County Government

Department of Planning & Growth Management
 Post Office Box 2150, La Plata, Maryland 20646

Subdivision Name: _____ Application Date: _____

Step 1 - Plat Fee

Determine how many lots are on the proposed plat. If the plat contains only one (1) lot, fill in Line 1A with the required amount of \$41.00. If the plat has between two (2) and five (5) proposed lots, fill in Line 1B with the required amount of \$127.00. If the plat has over five (5) lots, then fill in Line 1C with the required amount of \$251.00.

		# of lots	fee
Line 1A	Plats with 1 lot	_____	_____
Line 1B	Plats with 2 to 5 lots	_____	_____
Line 1C	Plats with over 5 lots	_____	_____

Total Step 1 _____

Step 2 - Lot Fee

Assess each individual lot for a lot fee. If the plat contains one (1) to five (5) lots then assess each lot at \$3.00. If the plat has six (6) lots or more, then assess the first 5 lots at \$3.00 and enter the amount on Line 2A, then assess any lots over 5 at \$8.00 each and place on Line 2B.

Line 2A	1 to 5 lots	_____	X	_____	=	_____
Line 2B	6th lot or over	_____	X	_____	=	_____

Total Step 2 _____

Step 3 - NPDES Fee

Assess each new potentially buildable lot proposed in the development district. Potentially buildable lots are any lots, outlots, and residue parcels which meet the zoning requirements of a buildable lot. Not included as potentially buildable lots are open space, right-of-ways, and one remainder of the original (parent) tract.

Line 3A	lots	_____	X	\$103.00	=	_____
---------	------	-------	---	----------	---	-------

Total Step 3 _____

Step 4 - CBCA Final Plat Fee (as of Feb 1, 2005)

If any portion of the plat lies within 1000 ft. of mean high water, \$118.00 fee is applicable.

Total Step 4 _____

Step 5 - Recording Fee

If the plat is either an XNL, XCS, XIS, or XRS then a \$5.00 recordation fee should be noted on Line 4A.

Line 4A	Recording fee for XNL, XCS, XIS, or XRS	_____
---------	---	-------

Total Step 5 _____

Step 6 - Total Fee

The fees from Step 1, Step 2, Step 3, and Step 4 should be added together and entered on the Total Due line. This total amount is to be submitted with the Final Subdivision Plat Application.

Total Due _____

*Note - This form is not valid after 6/30/07.

F:\HOME\PGMS2\pz\Current Planning\Final Plats\Final Subdivision Plat Application & Fee Calculation Sheet.wpd

ATTACHMENT B

June 8, 2002

Engineer's Name
Company
Address

Re: Plat Name
Assigned AS400 Number

Dear Engineer's Name:

Upon reviewing our list of Outstanding Final Plats, it has come to my attention that no action has been taken on the above referenced plat since (date last action completed).

We are hereby requesting that you notify this office of the owner's intentions by addressing the outstanding issues or by withdrawing this project. If notification is not received by this office within 60 days of the date of this letter, the application will become null and void per Section 22(k)i., of the Charles County Subdivision Regulations.

If you have any questions concerning the matters stated herein, please feel free to call me at (301) 645 -0682.

Sincerely,

Sheila Geisert
Subdivision Development Review Planner

cc: Read File
Health Dept., Env Planning, DS, ROW
owner name and address

March 12, 2003

Jay Goodguy.
P.O. Box 000
Waldorf, MD 206024-0389

Re: John Doe, Boundary Survey
XNL 02-0000

Dear Mr. Goodguy:

Upon reviewing our list of Outstanding Final Plats, it has come to my attention that no action has been taken on the above referenced plat. Your final plat application was received September 11, 2002, and reviewed. Correspondence has been sent regarding the review of the project as well as an intent to void letter requesting the intentions of the applicant pertaining to the required revisions needed to complete the project.

Since no other correspondence has been received within the allowed time frame, this final plat of subdivision has now become null and void per Section 22(k)i., of the Charles County Subdivision Regulations.

If you have any questions concerning the matters stated herein, please feel free to call Sheila Geisert at (301) 645 -0682.

Sincerely,

Steve Magoon
Planning Director

cc: Read File
File XNL 02-0000
John Doe, 301 Corridor Way, Anywhere, USA

CHARLES COUNTY GOVERNMENT
Planning and Growth Management



ROY E. HANCOCK, Director

ENGINEER SURVEYOR NAME
COMPANY NAME
ADDRESS

Re: School Allocation Policy
Project Name:

Zone. SCHOOL DISTRICT
Project: XPN #

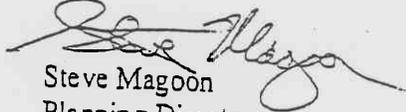
Dear Mr.

Pursuant to the new school allocation policy, Zoning Amendments #99-72, 99-73, 99-74, and 99-75, we are granting the above referenced project an allocation of 3 residential units. The \$3,000.00 which has been paid will be considered a deposit toward the school construction impact fee. The remaining portion of the then current school construction impact fee shall be paid at the time the building permit is issued for each lot or unit. The amount of the remaining portion shall be computed based upon the school construction impact fee at the time of building permit application, less any previous deposits per residential dwelling unit.

Pursuant to Ordinance #99-75, Amendments to the Adequate Public Facilities Manual, within 18 months from the date of this letter, the applicant shall record all lots for which allocation has been granted on a final plat of subdivision. Failure to do so shall cause a forfeiture of the allocation and 50% of the deposit.

If you have any questions, please feel free to contact Steve Andritz or Tony Puleo at 301-645-0540.

Sincerely,


Steve Magoon
Planning Director

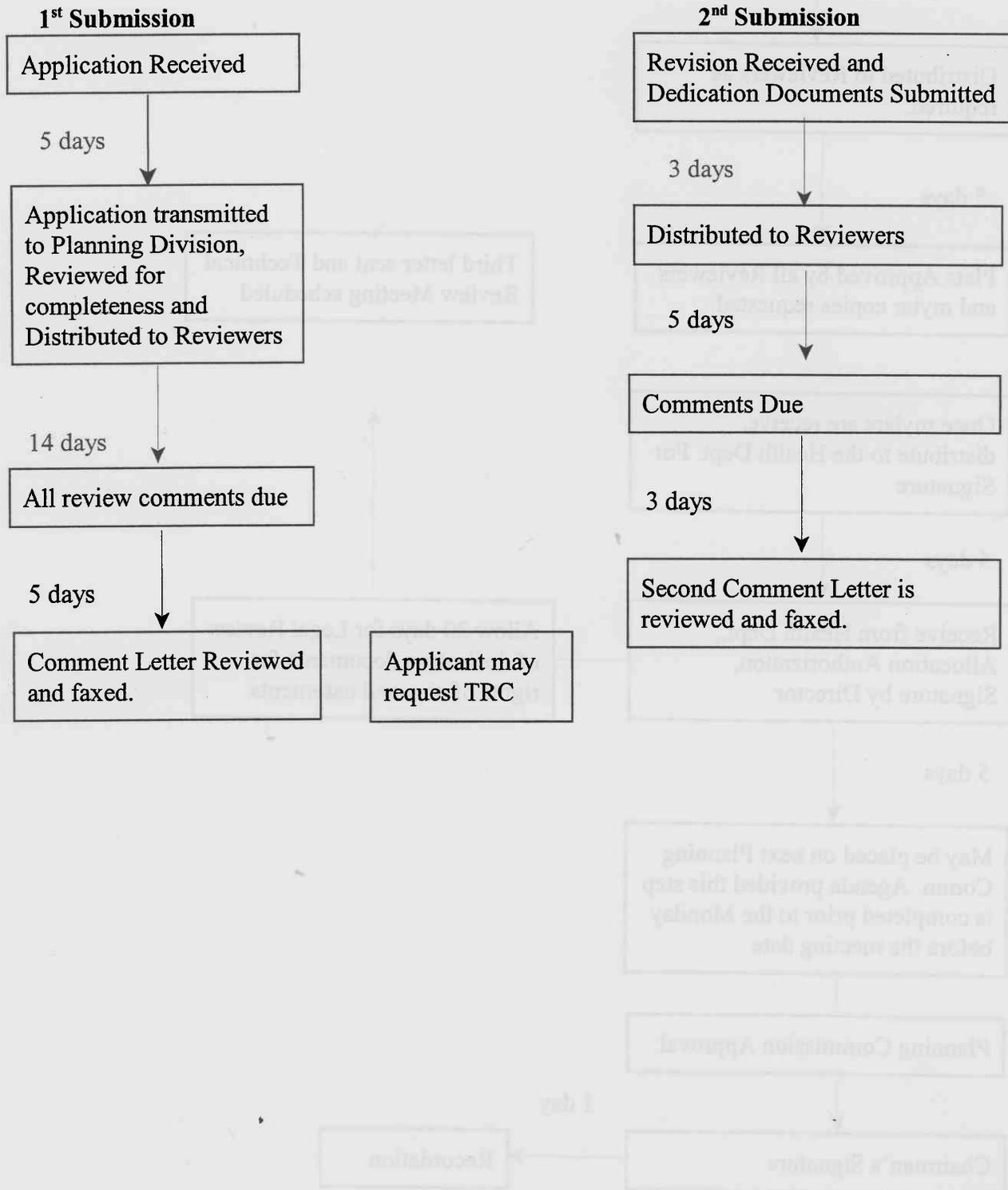
Attachment

cc:

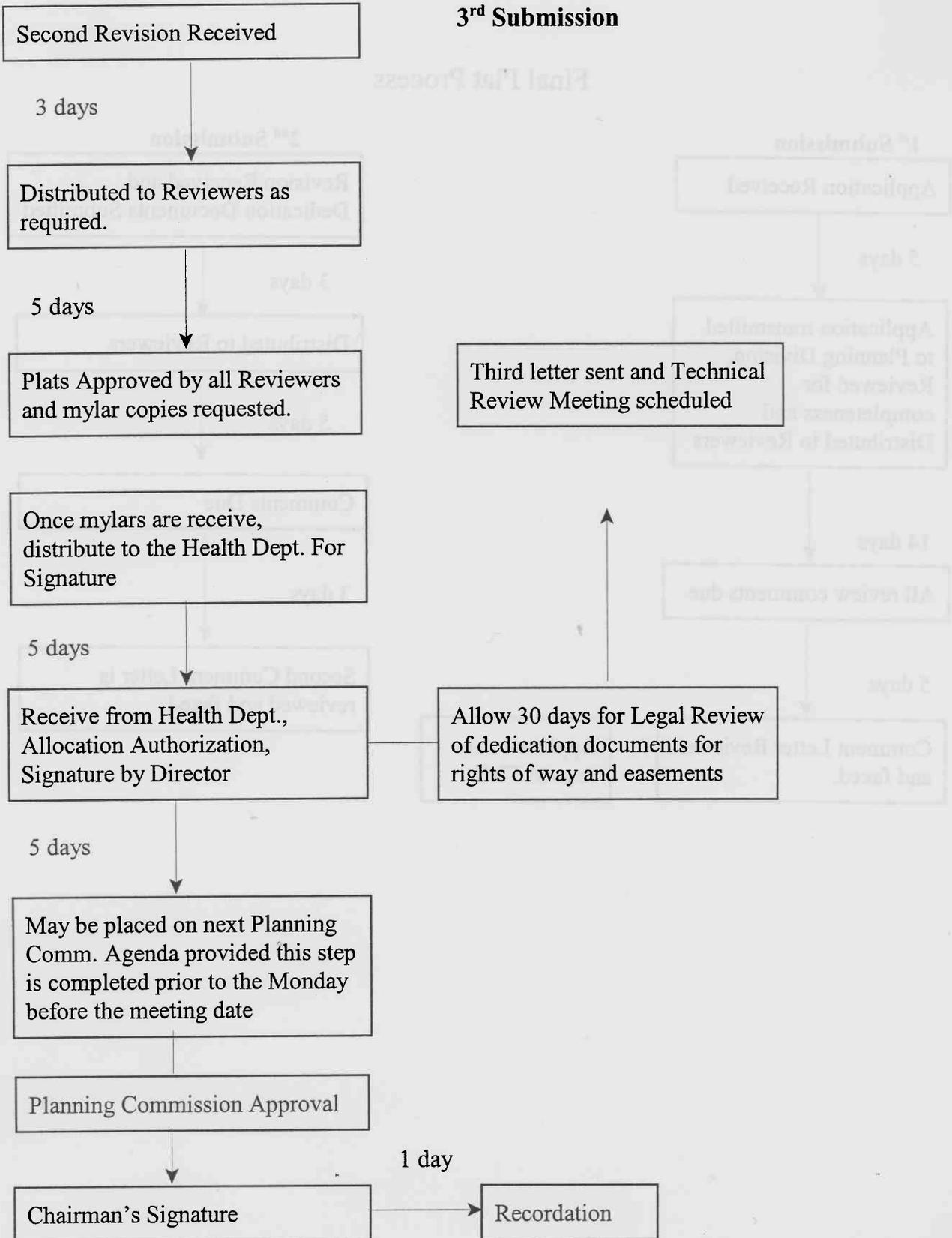
SAY NO TO DRUGS

Post Office Box 2150 • La Plata, Maryland 20646
Administration: (301) 645-0627 Development & Capital Services: (301) 645-0618 / (301) 645-0621 / (301) 870-3937
Permits: (301) 645-0692 / (301) 870-3935 • Planning: (301) 645-0689 / (301) 645-0540 / (301) 870-3896
TDD Transfer Number for the Hearing Impaired: 1-800-735-2258
EQUAL OPPORTUNITY COUNTY

Final Plat Process



3rd Submission



May 19, 2006

Developer's Name
Developer's Address

RE: **APPLICATION FOR ALLOCATION**
Project Name
Allocation #

Dear Developer's Name:

Your application for water/sewer allocation for the referenced project has been approved and a copy attached hereto.

You have **eighteen (18) months** from the approval date to record a final plat for this property. Failure to record the property within this time period will cause forfeiture of the allocation and fifty (50) percent of your deposit. At the time of final plat recordation, the applicant must pay an additional amount equal to fifty (50) percent of the sewer and water connection fees in effect at that time for the number of lots or units recorded less the amount of the initial deposit.

Please note the conditions of the approval on the enclosed application. If you have any questions, please contact Steve Andritz at (301) 645-0540.

Sincerely,

Melvin C. Beall, Jr., P.E., Acting Director
Planning and Growth Management

Enclosure

cc: Steve Andritz (PGM) w/ attachments
Gary Davis (CCHD) w/ attachments
Glen Strobel (PGM) w/ attachments
Engineer, Engineer's Company w/ attachments

ATTACHMENT H

CHARLES COUNTY GOVERNMENT
911 ADDRESSING PROCEDURES for reviewing PLATS

1. Contractor submits' drawings to The Development Services Department for approval to construct.
2. At this time, the contractor will submit the street names for the subdivision to 911 Addressing Department for an approval of the name selected for the subdivision and street names.
3. Upon approval, contractor will apply for a building permit.
4. 911 Addressing will not assign these street names to any other street until approved or denied.
5. 911 Addressing must contact 911 CAD Specialist for approval of these street names first.
6. 911 CAD Specialist will then verify the road by checking the CAD System for:
 - 1) Sound alike
 - 2) Identical names (duplicates)
 - 3) Too many streets with same names
 - 4) Pronunciation problems for dispatchers
7. 911 CAD Specialist will go by Addressing Rules:
 - 1) No NUMBERS, either spelled out or numbered.
 - 2) No JUNIOR or SENIOR. Example: RICHARD BOONE SR PL
 - 3) No INITIALS. Example: RICHARD H BOONE PL
8. If the road names are approved, 911 CAD Specialist will notify 911 Addressing of approval.
9. 911 Addressing will then notify the Contractors of approval by fax or letter.
10. Contractor then submits' drawings to The Planning Department for preliminary approval.
11. Contractor will notify 911 Addressing of which road names they would like to reserve.
12. 911 Addressing will then reserve the street names in the 911 Roads Database as PRLM.
13. The Planning Department will then forward the preliminary plans to 911 Addressing for its review of approved streets.

14. 911 Addressing will than forward the preliminary plans back to The Planning Department with comments.
15. The Planning Department will than forward a copy of the final plat to 911 Addressing for review and comments, upon final recordation.

The following items are what the 911 Addressing Department are looking for in the review of the final plat:

1. Check to see if common access needs to be named. If common access needs to be named, the ending/prefix needs to be **PLACE** and approved and reserved with 911 Addressing and 911 Communications.

COMMENTS: _____

2. Verify existing road names on the plats with those in the field to be sure that they are what the public knows them as. Does Common access already has a name?

COMMENTS: _____

3. Verify and reserve with 911 Addressing all road names on plats.

COMMENTS: _____

4. Verify and reserve Subdivision names with 911 Addressing.

COMMENTS: _____

5. Verify road names with those that have already been approved and reserved to make sure that the road names and endings are as previously approved.

COMMENTS: _____

- 16) 911 Addressing will than approve the finial plat and forward to The Planning Department for recording.
- 17) When recorded, The Planning Department will summit (4) copies to 911 Addressing for addresses.
- 18) 911 Addressing will than address each lot on the recorded plats according to the Charles County Road Ordinance.
- 19) 911 Addressing will than distributed recorded plats as follows:
 - 1 - Office Copy
 - 1 - Local Post Office
 - 1 - Verizon
 - 1 - Fire Department
- 20) Once all addresses are assigned they are typed on the standard Addressing System Form to await Tax ID number from The Tax Assessment Office.
- 21) Once account ID numbers are given to the parcel/lots, 911 Addressing will than enter the new account and address into The 911 Address Database System.
- 22) 911 Addressing will than provide a letter or fax to the owner/contractor making them aware of the new address.

Forest Conservation Plan Application

Charles County Government
 c/o Department of Planning & Growth Management
 Post Office Box 2150
 La Plata, Maryland 20646

Application is hereby made for approval of the following plan(s). [please check]

_____ Forest Stand Delineation	_____ Preliminary Forest Conservation Plan	_____ Final Forest Conservation Plan
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For Permits Administration Use:

Application_____	Application_____	Application_____
Fees Paid_____	Fees Paid_____	Fees Paid_____
(3)FSD Map_____	(3)PFCP Map_____	(3)FFCP Map_____
(3 FSD Text_____	(3)PFCP Text_____	(3)FFCP Text_____
Submittal Date_____	(1)Prelim Subdiv Plan_____	(1)Prelim Subdiv Plan_____
Staff Initials_____	Submittal Date_____	Submittal Date_____
	Staff Initials_____	Staff Initials_____

Proposed Project Name

Proposed Project Type

Site Location: Tax Map, Grid, Parcel

Tax Account Number Base Zone(s)

Acreage of Entire Tract

Acreage of Existing Forest Number of Proposed Lots

Plan Preparer's Name

Applicant's Name

Plan Preparer's Firm

Address

Address

Business Phone Business Facsimile

Business Phone Business Facsimile

Engineering Firm (if different than above)

For Planning Division Use:

Contact Person

Forest Conservation Plan File#
Lead Planner
Date Assigned

Address

Business Phone Business Facsimile

FY 07 Plan Submittal Fee Calculation Sheet

Project Name _____ Project Number _____

_____ #Acres* _____ #Lots _____ Application Date _____

*NOTE: All acreage shall be rounded up to the nearest acre.

Forest Conservation Review Fees

Forest Conservation Stand Delineation Review

\$119.00 (for sites 10 acres or less)

\$159.00 (for sites 10-100 acres)

\$319.00 (for sites over 100 acres) = _____

Preliminary Forest Conservation Plan Review

Minimum fee \$195.00

\$9.00 per acre over 5 acres = _____

(Not to exceed \$1,100.00)

Final Forest Conservation Plan Review

Minimum fee \$141.00

\$7.00 per acre over 5 acres = _____

(Not to exceed \$1,100.00)

Review Fee Subtotal = _____

Forest Conservation Inspection Fees

Forest Conservation Stand Delineation Inspection

\$80.00 (for sites 50 acres or less)

\$6.50 per acre over 50 acres = _____

and/or

Final Forest Conservation Inspection

\$9.00 per lot (single family)

\$14.00 per acre (multi family & commercial) = _____

Inspection Fee Subtotal = _____

Total Fees _____