Final Subdivision Plat Application

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

NOTE: A RESUBMISSION FEE OF $50.00 IS CHARGED FOR EACH SUBMISSION AFTER THE 2ND REVIEW, AND FOR ALL ADDITIONAL REVIEWS.

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.
XIS: Industrial Subdivision. Resubdivision or creation of one or more lots in the Industrial Zones.
XRS: Residential Subdivision. Resubdivision or creation of two or more lots in the Residential Zone.
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; Boundary Line Adjustment.
c) Plats of Consolidation.
d) Easement Plats- plats recording easements only.

For Permit Administration Use:
_____
Date Submitted
_____
Fees Paid
_____
File Number Assigned
_____Staff Initials
_____Plat Type
Approval/Planning Initials
____Nine 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

_____ | _____ | _____ | _____ | _____
Development District (In/Out) | Priority Funding Area (In/Out) | Property Tax Number | Preliminary Plan No. | Date of Approval

_____ | _____ | _____ | _____
Number of Proposed New 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 public water and/or sewer? (Y/N) _____

What is the total acreage of residential building lots shown on the plat? _____

Four (4) copies of the Concept Stormwater Management Plan, Completed Concept Stormwater Management Plan Application & Minimum Review Fee have been provided directly to Codes, Permits, & Inspection Services. (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 number and date of approval._____

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

Since June 15, 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? _____ Provide a written history of the property since June 15, 1976 with an exhibit illustrating parcel lines as of 1976. Is this included?_____

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

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

"Is there any proposed open space located on the attached final plat? ____Yes ____ No. If the answer is 'yes', please complete the following Net Open Space Data Calculation Table."

CHARLES COUNTY NET OPEN SPACE DATA CALCULATIONS

Instructions:

1) The following table must be completed for all Cluster Final Plats of Subdivision with proposed open space.
2) Follow the instructions below to complete the table.

Enter area totals in boxes at right			IN ACRES	
A1	**TOTAL PLAT AREA**			**(A1)**
2	(Minus)	Total area of cluster lots (not including agricultural lots)	**(A2)**	
3	(Minus)	Total area of conventional lots	**(A3)**	
4	(Minus)	Total area of public use lots	**(A4)**	
5	(Minus)	Total area of outlots	**(A5)**	
6	(Minus)	Total area of stormwater management lots	**(A6)**	
7	(Minus)	Total area of public road dedication	**(A7)**	
8	(Minus)	Total area of any land outside of open space and outside of agricultural use lots, but not included above	**(A8)**	
B1	**GROSS AREA OF OPEN SPACE**			**(B1)**
2	(Minus)	Resource Protection Area (RPZ) included within Open Space	**(B2)**	
3	(Minus)	Area of Isolated Wetlands (not associated with RPZ) within Open Space	**(B3)**	
C1	**NET NEW OPEN SPACE**			**(C1)**

3) In **(A1)**, enter the total plat area in acres.
4) In **(A2)**, enter the total area (in acres) of cluster lots, but do not include agricultural lots.
5) In **(A3)**, enter the total area (in acres) of conventional lots, if applicable. If none, enter "0".
6) In **(A4)**, enter the total area (in acres) of public use lots, if applicable. If none, enter "0".
7) In **(A5)**, enter the total area (in acres) of outlots, if applicable. If none, enter "0".
8) In **(A6)**, enter the total area (in acres) of stormwater management lots, if applicable. If none, enter "0".
9) In **(A7)**, enter the total area (in acres) of public road dedication, if applicable. If none, enter "0".
10) In **(A8)**, enter the total area (in acres) of any land outside of open space and outside of agricultural use lots that is not included in any of the lot categories in **(A1)** through **(A8)**, if applicable. If none, enter "0".
11) In order to calculate **(B1)**, the Gross Area of Open Space, subtract lines **(A2)** through **(A8)** from **(A1)**.
12) In **(B2)**, enter the Resource Protection Area included within Open Space, if applicable. If none, enter "0". Please note that the area can be measured in CAD or GIS.
13) In **(B3)**, enter the area of Isolated Wetlands (not associated with RPZ) within Open Space, if applicable. If none, enter "0".
14) In order to calculate **(C1)**, the Net New Open Space, subtract lines **(B2)** through **(B3)** from **(B1)**.

Final Subdivision Plat Preparation Checklist:

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

Yes	N/A	Nine (9) 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. For properties located in the CBCA.
Yes	N/A	Planting and forest management plans, if necessary, to be approved by Planning Office and Bay Forester.
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.
Yes	N/A	Open Space Data Sheet.
Yes	N/A	History of property: The creation of more than a total of five (5) lots, from a parcel that was in existence on June 15, 1976, or seven (7) Lots from a parcel, residue or remainder in existence on December 31, 2012; provided that any lot resulting from a recorded deed or subdivision plat prior to December 31, 2012, cannot be considered a "parcel" for purposes of this section [Section 17: Minor Subdivisions].
Yes	N/A	Four (4) copies of the Concept Stormwater Management Plan, Completed Concept Stormwater Management Plan Application & Minimum Review Fee have been provided directly to Codes, Permits, & Inspection Services.

For Planning Department Use:

_____ Nine paper copies

_____ Appropriate Fees

_____ Correct Scale

_____ Application completed

_____ Means of compliance

_____ Property History Exhibit

_____ 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

_____Open Space Data Sheet

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. *If representing the property owner include a letter of authorization.*

_____ _____

Signature of Applicant Date

NOTE: A RESUBMISSION FEE OF $50.00 IS CHARGED FOR EACH SUBMISSION AFTER THE 2ND REVIEW, AND FOR ALL ADDITIONAL REVIEWS.

All required items must be included with the application at the time of the submittal or the application packet will be returned.

IMPORTANT PLEASE NOTE: All publications located within the Planning and Growth Management section of the web site are believed to be accurate as of their posting date. However, they may not be accurate on the day you view them. To verify whether these documents are the most current official document, please contact the division associated with the document in question.

Final Subdivision Plat Application – Line Total Calculation Sheet

Charles County Government
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Subdivision Name:_____ Application Date:_____

FEE TOTALS

Provide the totals for each line from each calculation sheet. ***Totals are required for proper processing.***

List the totals for the corresponding Line from each calculation sheet below (That is, calculate the amounts for all "Line 1A" areas for each plat sheet):

Line 1A	(Plats with 1 lot)	Total (for entire plat) _____
Line 1B	(Plats with 2 to 5 lots)	Total (for entire plat) _____
Line 1C	(Plats with over 5 lots)	Total (for entire plat) _____
Line 2A	(1 to 5 lots)	Total (for entire plat) _____
Line 2B	(6th lot or over)	Total (for entire plat) _____
Line 3	(NPDES Lots)	Total (for entire plat) _____
Line 4	(CBCA Fee)	Total (for entire plat) _____
Line 5	(Recording Fee)	Total (for entire plat) _____
Line 6	(Total Fee)	Total (for entire plat) _____.

Final Subdivision Plat Application – Calculation Guide Sheet

Charles County Government
Department of Planning & Growth Management
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Subdivision Name:_____ Application Date:_____

Calculation Guide Sheet

Sheet #	Plat Fee	Lot Fee	NPDES Fee	CBCA Fee	Recording Fee	Totals
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
TOTALS						

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Final Subdivision Plat Application - Fee Calculation Sheet

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Subdivision Name:_____ Application Date:_____

Each Plat Sheet Must Have Its Own Calculation Sheet. Sheet #:_____

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 $171.00. If the plat has between two (2) and five (5) proposed lots, fill in **Line 1B** with the required amount of $347.00. If the plat has over five (5) lots, then fill in **Line 1C** with the required amount of $832.00.

PLEASE NOTE: *Each* sheet of a plan is charged a fee. All pages of a plan are reviewed and therefore are charged the minimum base rate of a 1 lot plan review (e.g. note and composite sheets, and plats of correction, etc.). *The only plats that are exempt are Boundary Survey and Condominium Plats which are charged: $46.00 plus the base rate fee (1 lot fee-$5.00) plus the $5.00 recording fee for the first page plus a recording fee for each additional plat page.*

		# 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 $5.00. If the plat has six (6) lots or more, then assess the first 5 lots at $5.00 and enter the amount on **Line 2A**, then assess any lots over 5 at $10.00 each and place on **Line 2B**.

Line 2A 1 to 5 lots _____ X $5.00 = _____

Line 2B 6th lot or over _____ X $10.00 = _____

Total Step 2 _____

Step 3 – National Pollution Discharge Elimination System (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 3 lots _____ X $121.00 = _____

Total Step 3 _____

Step 4 - CBCA Final Plat Fee

If any portion of the plat lies within 1000 ft. of mean high water, $130.00 fee is applicable.

Total Step 4 _____

Step 5 - Recording Fee

Line 5 Number of plat sheet(s) _____ X $5.00

Total Step 5 _____

Step 6 - Total Fee

The fees from Step 1 through Step 5 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 06/30/14.