

Boundary Survey Application and Checklist

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

Application is hereby made for approval of the Boundary Survey hereinafter described.

Proposed Plan Name			Plan Type – XNL		
Owner/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	
Property Tax Number		Tax Map, Grid, Parcel/Block/Lot		Election District	
Current Zoning	Acreage of Entire Tract	Census Tract	Priority Funding Area	Development District (In/Out)	

For Permit Administration Use:

Date Submitted
Fees Paid
File Number Assigned
Staff Initials
Plan Type
Approval/Planning Initials
<input type="checkbox"/> Two Paper Copies <input type="checkbox"/> Appl. Completed
<input type="checkbox"/> Appropriate Fees <input type="checkbox"/> Miscellaneous

Boundary Survey Preparation Checklist: Please circle each item to indicate that it is included for a complete package.

- | | | | |
|-----|----|-----|---|
| Yes | No | N/A | Two (2) paper prints of the Survey Plan should be submitted for review. |
| Yes | No | N/A | Appropriate Fees (<i>PLEASE NOTE: Boundary Survey and Condominium Plats are charged the base rate fee (1 lot fee) for the first page plus a recording fee for each additional plat page.</i>) |
| Yes | No | N/A | Plan scale must be 1"=100" (if 1"=200" desired, a <u>waiver request</u> should <u>be included in submittal</u>) |
| Yes | No | N/A | Completed, Signed, and Dated Application. |
| Yes | No | N/A | The boundaries of the site are illustrated per the tax map (i.e. looks like the tax map and is not a subdivision or consolidation of land). |
| Yes | No | N/A | Copy of Property Deed(s) should be provided (if the site does not look like the tax map). |

Yes	No	N/A	The word subdivision should not appear on the boundary anywhere. It should read: plan, boundary, survey, or boundary survey.
Yes	No	N/A	The <i>plan should not mention the Subdivision Regulations or the Zoning Ordinance</i> on the it.
Yes	No	N/A	No government agency signatures (County/State Department Directors) are needed on boundaries, except the <u><i>Planning Staff Reviewers initials and date in the stamped area.</i></u>
Yes	No	N/A	Provide <u><i>signed Surveyor/Engineer Certification Blocks.</i></u> The Surveyors Certificate, signature and seal must be on each plat sheet, and the signature and seal of the surveyor on each subsequent sheet.
Yes	No	N/A	Names, signature, license number, seal, and address of land surveyor.
Yes	No	N/A	Owners name and address listed on the plan.
Yes	No	N/A	The <u>title</u> <i>should include boundary survey</i> and <u>should not</u> include the word subdivision, or consolidation. The title block should denote name and type of application, tax map sheet, election district, <i>block and lot, parcel, and street location.</i>
Yes	No	N/A	Provide North arrow (<i>Accurately oriented north arrow using true, magnetic, Maryland grid or old plat or deed. If old plat or deed or magnetic is used a date of the source is required.</i>) & scale.
Yes	No	N/A	Provide Vicinity map or Key map (a key map shows location of tract with reference to surrounding properties, streets, landmarks, streams etc.) scale no less than 1" = 2000' unless approved by Planning Director.
Yes	No	N/A	Submit the plan in the standard sheet size of: 18" x 24"
Yes	No	N/A	The lettering and numerical notations 1/8 inch or greater.
Yes	No	N/A	If available, add the Plan number in the lower right hand corner of the plat.
Yes	No	N/A	County <u><i>Recording Block</i></u> is always required on any plan submitted to the county.
Yes	No	N/A	Accurate outbounds of property. Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all centerlines and rights-of-way, and centerline curves on streets (if any).
Yes	No	N/A	Acreage of tract to the nearest thousandth of an acre. All lot lines and area of lots in square feet or acres.
Yes	No	N/A	Add the Owners Certificate to the plat. The signature of the owner must be shown for authorization.
Yes	No	N/A	If any, provide the location and dimensions of any existing roads. List all public and private roads by name, provide classification, typical section, and width of right-of-way.

Yes	No	N/A	Add the zoning. Provide existing and proposing zoning of tract and adjacent properties. If there are 2 or more zoning districts then all of them must be clearly delineated and labeled on the plan. Provide this information as part of the standard property identification.
Yes	No	N/A	Provide adjacent property owners, including liber folios, locations and zoning within 100 feet.

The applicant hereby certifies that this application for 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 Owner/Applicant/Engineer Representative

Date

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.

Right of Entry Agreement

Application Name, Number: _____

Property Owner (or authorized agent*) Print Name Here: _____

This application may require site inspections in order to gain an understanding of the request and associated impacts as related to natural resources, cultural-archeological resources, public facilities and the overall neighborhood compatibility.

By signing this form, the land owner, and/or his/her assigned agent, is providing the Charles County staff, or consultants as assigned and working on behalf of Charles County, authorization to visit and inspect the property on site as long as the application remains active. Such site inspection will not involve disturbance of the property or structures located on the site.

By signing this form, the owner shall indemnify and hold harmless the County, its employees, agents, successors and assigns from and against and all claims, demands, causes of action, suits, proceedings, judgments, losses, liabilities, damages, injuries, costs and expenses (including reasonable attorneys' fees) arising out of this Right of Entry Agreement. In the event that the County, its Public Officials, officers, its agents, employees, successors or assigns shall, without fault on its part, be made a party to any litigation, this shall indemnify and hold the County harmless from and shall pay all costs, expenses and reasonable attorney's fees incurred or paid in connection with such litigation and shall promptly pay, satisfy and discharge any and all judgments, orders and decrees which may be recovered against the County in connection with the foregoing.

Owner or authorized agent signature: _____

Date: _____

*authorized agents must be assigned in writing by the property owner

Boundary Survey Application - Fee & Calculation Guide Sheet

Charles County Government

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

Property Name: _____ Application Date: _____

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

Step 1 - Plat Fee

Determine the proposed plat fee using the base rate fee for one (1) lot which is **\$46.00**. If the plat is a Boundary Survey Plat it is charged the base rate fee (1 lot fee) for subdivisions for the first page plus a recording fee for each additional plat page.

Boundary Survey Plats Total Step 1 _____

Step 2 - Lot Fee

Assess the boundary for 1 lot (fee). The fee is **\$5.00** and enter the amount on the line below.

= **\$5.00** Total Step 2 _____

Step 3 - Recording Fee

The plat is assessed a **\$5.00** recordation fee and should be noted on **Line 2A**.

Note: Each plat sheet is assessed this fee.

Line 2A Recording fee for XNL = \$5.00 X _____ Total Step 3 _____

Step 4 - Technology Fee

Assess the Technology Fee. The fee is **4%** of the project amount listed below.

Total Step 4 _____

Step 5 - Total Fee

The fees from Step 1, through Step 3 should be added together on entered on the **Total Due** line.

This total amount is to be submitted with the Boundary Survey Plat Application. **Total Due** _____

Calculation Guide Sheet

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

*Note - This form is not valid after 06/30/16.F: Home\PGMS2\PZ\Current Planning\Final Plats\Boundary Survey Plat Application 2016.doc