

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

- 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 Eleven (11) 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 letter (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 Cultural Resources Information.
- 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:

- \_\_\_\_\_ Eleven 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 & Cultural Resources Information

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

**AND**

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
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. Failure to provide the required information with the application may result in the application packet being returned and cause delays.**

**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

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# Final Subdivision Plat Application – Line Total Calculation Sheet

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

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):**

<b>Line 1A</b>	(Plats with 1 lot)	Total (for entire plat) _____
<b>Line 1B</b>	(Plats with 2 to 5 lots)	Total (for entire plat) _____
<b>Line 1C</b>	(Plats with over 5 lots)	Total (for entire plat) _____
<b>Line 2A</b>	(1 to 5 lots)	Total (for entire plat) _____
<b>Line 2B</b>	(6th lot or over)	Total (for entire plat) _____
<b>Line 3</b>	(NPDES Lots)	Total (for entire plat) _____
<b>Line 4</b>	(CBCA Fee)	Total (for entire plat) _____
<b>Line 5</b>	(Recording Fee)	Total (for entire plat) _____
<b>Line 6</b>	(Technology Fee)	Total (for entire plat) _____
<b>Line 7</b>	(Cultural Resources Review Fee)	Total (for entire plat) _____
<b>Line 8</b>	(Total Fee)	Total (for entire plat) _____.

# Final Subdivision Plat Application – Calculation Guide Sheet

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

Subdivision Name: \_\_\_\_\_

Application Date: \_\_\_\_\_

## Calculation Guide Sheet

Sheet #	Plat Fee	Lot Fee	NPDES Fee	CBCA Fee	Recording Fee	Technology Fee	Cultural Resources Review Fee	Totals
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
<b>TOTALS</b>								

**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 - Fee Calculation Sheet

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

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. **All lots that are reviewed are assessed a fee.** If the plat contains only one (1) lot, fill in **Line 1A** with the required amount of \$180.00. If the plat has between two (2) and five (5) proposed lots, fill in **Line 1B** with the required amount of \$364.00. If the plat has over five (5) lots, then fill in **Line 1C** with the required amount of \$874.00.

**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	
<b>Line 1A</b>	Plats with 1 lot	_____	_____
<b>Line 1B</b>	Plats with 2 to 5 lots	_____	_____
<b>Line 1C</b>	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**.

<b>Line 2A</b>	1 to 5 lots	_____ X \$5.00 =	_____
<b>Line 2B</b>	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 \$127.00 =	_____
			Total Step 3 _____

## Step 4 - CBCA Final Plat Fee

If any portion of the plat lies within 1000 ft. of mean high water, \$137.00 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 - Technology Fee (All new projects are assessed this fee.)

**Line 6** Technology Fee \_\_\_\_\_ X 4% Total Step 6 \_\_\_\_\_

## Step 7 - Cultural Resources Review Fee

Total Step 7 \_\_\_\_\_

## Step 8 - Total Fee

The fees from Step 1 through Step 7 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** \_\_\_\_\_