

Condominium Plat 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 Condominium Plat hereinafter described.

Proposed Condominium Plat Name and Reference Information

 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	
____ Two Paper Copies	____ Appl. Completed
____ Appropriate Fees	____ Other

Condominium Preparation Checklist:

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

- | | | | |
|-----|----|-----|---|
| Yes | No | N/A | Two (2) paper prints of the Survey Plan should be submitted for review along with 3 paper copies and 4 Mylar copies for recordation after review is complete. |
| 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 | Completed, Signed, and Dated Application. |
| Yes | No | N/A | Must have a Plat scale 1"=100" (if different, a <u>waiver request</u> should <u>be included in submittal</u>) |
| Yes | No | N/A | The <i>plan should not mention the subdivision regulations or the zoning ordinance anywhere on it.</i> The word subdivision should not appear on the condominium plat anywhere. |
| Yes | No | N/A | No government agency signatures are needed on condominium plats. |
| Yes | No | N/A | Provide <u>signed</u> Surveyor/engineer certification blocks. Surveyors Certificate, signature and seal on first plat sheet, and the signature and seal of the surveyor on each subsequent sheet (Names, signature, license number, seal, and address of land surveyor.). |
| Yes | No | N/A | County <u>Recording Block</u> is always required on any plan submitted to the county. |
| Yes | No | N/A | The Owner & Surveyor Certificates, must mention the Maryland Condominium Act and/or requirements of the Annotated Code of Maryland, Maryland Condominium Act I. |

Yes	No	N/A	The <i>title</i> should include <u>Condominium</u> and <u>should not</u> include the word subdivision. 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	The owners name and address should be listed on the plan.
Yes	No	N/A	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>) and scale
Yes	No	N/A	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	Provide the property identification information (i.e. Owner, deed Liber Folio, tax map, grid, parcel, etc.).
Yes	No	N/A	Lettering and numerical notations 1/8 inch or greater.
Yes	No	N/A	If available add the Plat number in the lower right hand corner of the plat.
Yes	No	N/A	Accurate boundary or property lines must be illustrated.
Yes	No	N/A	Adjacent property owner information, including liber folios, zoning, etc. within 100feet must be provided.
Yes	No	N/A	The plat layout should be the standard for all plats (i.e. 18" x 24" size, 1"= 2000' vicinity map in upper right corner, tax map information, title information in lower right corner, etc.).

The applicant hereby certifies that this application for condominium 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

Condominium Plat Application - Fee Calculation Sheet

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Property Name: _____ Application Date: _____

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

Step 1 - Plat Fee

The proposed plat fee is **\$46.00**, plus the lot fee. If the plat is a Condominium Plat it is charged like the base rate lot fee (1 lot fee) for subdivisions for the first page plus a recording fee for each additional plat page. That is, in addition to the \$46.00, add the individual lot fee, it is a **\$5.00** fee.

Condominium Plats (**Total \$51.00**)

Total Step 1 _____

Step 2 - 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 _____

Total Step 2 _____

Step 3 - Total Fee

The fees from Step 1, and Step 2 should be added together on entered on the **Total Due** line.

This total amount is to be submitted with the Condominium Plat Application.

Total Due _____

Calculation Guide Sheet

Sheet #	Plat Fee	Lot 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						

*Note - This form is not valid after 06/30/13. F: Home\PGMS2\PZ\Current Planning\Final Plats\Condominium Plat Application 2012.doc