

# Preliminary Subdivision Plan Application

Effective March 12, 2009 rev. July, 2015

Charles County Planning Commission  
 c/o: Department of Planning and Growth Management, Planning Division  
 Post Office Box 2150, La Plata, Maryland 20646

**Permit Office Use Only:**

**File Number:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**A. Application is hereby made for approval of the Preliminary Subdivision Plan herein described:** (Per Section 25(a) of the Charles County Subdivision Regulations, effective August 1, 1996.)

Proposed Name of Subdivision \_\_\_\_\_ Tax Identification Number \_\_\_\_\_

Type of Subdivision:     Conventional                       Suburban Cluster                       Mixed Residential Cluster

Property Owner's Name \_\_\_\_\_ Contact Telephone Number(s) - Daytime \_\_\_\_\_

Property Owner's Address                      City                      State                      Zip                      Signature of Property Owner                      Date

Applicant's Name \_\_\_\_\_ Contact Telephone Number(s) - Daytime \_\_\_\_\_

Applicant's Address                      City                      State                      Zip                      Signature of Applicant                      Date

Engineering/Surveying/Consulting Firm \_\_\_\_\_ Contact Person \_\_\_\_\_

Address                      City                      State                      Zip                      Contact Telephone Number                      Fax Number

Election District                      Acreage of Preliminary Plan                      Tax Map, Grid, and Parcel(s)                      Acreage of Entire Tract

Development District (In/Out)                      S-                      W-                      Sewer and Water Category                      Base Zoning District(s)                      Overlay Zone(s)

**B. Plan Submittal Requirements - Preliminary Subdivision Plan Application submittal MUST include the following:**

	<u>Provided</u>	<u>N/A</u>
1. Twenty-one (21) paper prints of the Preliminary Subdivision Plan (folded to 9" x 12"):	<input type="checkbox"/>	<input type="checkbox"/>
2. One (1) additional copy of the Preliminary Subdivision Plan for Site Design and Architectural Review (SDAR) if the project is located in the Development District or is on public water and/or sewer (include required SDAR application and fees):	<input type="checkbox"/>	<input type="checkbox"/>
3. One (1) additional copy of the Preliminary Subdivision Plan if the project is located within the Chesapeake Bay Critical Area (CBCA)(include CBCA Review fee):	<input type="checkbox"/>	<input type="checkbox"/>
4. One (1) copy of the Preliminary Traffic Analysis Review Letter, OR Waiver signed by the Deputy County Administrator:	<input type="checkbox"/>	<input type="checkbox"/>
5. Eight (8) copies of the Adequate Public Facilities Traffic Study (if required):	<input type="checkbox"/>	<input type="checkbox"/>
6. Four (4) copies of the Concept Stormwater Management Plan, Completed Concept Stormwater Management Plan Application & Minimum Review Fee:	<input type="checkbox"/>	<input type="checkbox"/>
7. Three (3) copies each of the Forest Stand Delineation and Preliminary Forest Conservation Plan:	<input type="checkbox"/>	<input type="checkbox"/>
8. Critical Area information, if within the CBCA:	<input type="checkbox"/>	<input type="checkbox"/>
9. Application Fee Calculation Sheet and Fees (\$_____):	<input type="checkbox"/>	<input type="checkbox"/>
10. Copies of any existing deed restrictions, variances, or special exceptions on the property:	<input type="checkbox"/>	<input type="checkbox"/>
11. Notice of intent to use Transferred Development Rights (TDRs) (note on plan):	<input type="checkbox"/>	<input type="checkbox"/>

If the property is subject to a Planned Unit Development, or approved planned Overlay Zone, provide name of Development, Planned Development Zone Number, and description of phase:

\_\_\_\_\_  
\_\_\_\_\_

**Additional information to be provided by applicant prior to submittal:**

(to be verified by the Planning Office prior to Technical Review Committee distribution, per Section 25(c).)

1. Acreage of Land Uses within area of preliminary subdivision plan: \_\_\_\_\_ Total (gross acreage)  
\_\_\_\_\_ Residential      \_\_\_\_\_ Commercial      \_\_\_\_\_ Industrial      \_\_\_\_\_ Flood plain/Non-tidal Wetlands/Critical Area  
\_\_\_\_\_ County or State Roads      \_\_\_\_\_ County or State Use (other than roads)      \_\_\_\_\_ HOA Open Space/Other Public Lands

2. Density Calculation (residential developments): \_\_\_\_\_ Gross Acreage      \_\_\_\_\_ No. of Units      \_\_\_\_\_ No. Of Units/Gross Acreage

3. Number and type(s) of dwelling units (residential only): \_\_\_\_\_ Number of Total Units  
\_\_\_\_\_ Single Family Detached      \_\_\_\_\_ Townhouse/Attached      \_\_\_\_\_ Reduced Lot Line      \_\_\_\_\_ Multi-Family      \_\_\_\_\_ Other

If mixed, provide percentages of total by type: \_\_\_\_\_

Was proposed subdivision the subject of a Pre-application or Concept Meeting? If so, when? \_\_\_\_\_

**Proposed improvements to existing public infrastructure, or new infrastructure:**

<i>Proposed Improvement:</i>	<i>APF Related (yes/no):</i>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

**Proposed home owners association recreational facilities (required for suburban or mixed residential clusters, and planned developments):**

\_\_\_\_\_  
\_\_\_\_\_

**Other information (historical sites, endangered species, or other characteristics as described in Article V of the Subdivision Regulations):**

\_\_\_\_\_  
\_\_\_\_\_

*Applicant is hereby notified that incomplete or inaccurate preliminary subdivision plan applications may not be accepted for review, and may be returned within ten (10) business days of the initial submittal date. Please refer to Section 25 and Appendix A of the Subdivision Regulations for further information.*

<b>Planning Office Use:</b>	
_____ Zoning District Density	_____ Density w/TDRs, etc.
_____ Suburban/Mixed Cluster Density (maximum)	_____ Density w/TDRs, etc.
_____ Zoning District Density (if there is more than one)	_____ Density w/TDRs, etc.
_____ Suburban/Mixed Cluster Density (maximum)	_____ Density w/TDRs, etc.
Consistent with Zoning Ordinance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If unit types or percentages are not consistent with the Zoning Ordinance, comment below (application is to be brought to attention of Planning Director:)	
_____	
_____	

**Preliminary Subdivision Plan – Fee Calculation Sheet FY16**  
**Department of Planning & Growth Management**  
**Charles County, Maryland**

**APPLICATION INFORMATION**

Subdivision Name \_\_\_\_\_ Application Date \_\_\_\_\_

Contact Person/Company \_\_\_\_\_ Phone Number \_\_\_\_\_

**FEE CALCULATION WORKSHEET**

Preliminary Subdivision Plan Fee

	<b># of Lots</b>		<b>Fee</b>	
Per Plan - 10 lot maximum	1 - 10	\$1,275.00	=	\$ _____
Per each lot over 10 to 50	_____ X	\$ 21.00	=	_____
Per each lot over 50 to 200	_____ X	\$ 10.00	=	_____
Per each lot over 200	_____ X	\$ 5.00	=	_____

**CULTURAL RESOURCES REVIEW FEE - \$450.00** \_\_\_\_\_

**CLUSTER DEVELOPMENT REVIEW FEE - \$805.00** \_\_\_\_\_

**ADEQUATE PUBLIC FACILITIES STUDY REVIEW FEE**  
 \$838.00 for residential projects/\$588.00 for commercial projects \_\_\_\_\_

**TOTAL FOREST CONSERVATION FEES**  
 (from Forest Conservation Fee Calculation Sheet) \_\_\_\_\_

**CONCEPT STORMWATER MANAGEMENT REVIEW FEE - \$122** \_\_\_\_\_

**TOTAL SITE DESIGN AND ARCHITECTURAL REVIEW (SDAR) FEES**  
 (from SDAR Application) \_\_\_\_\_

**CHESAPEAKE BAY CRITICAL AREA (CBCA)**  
**PRELIMINARY SUBDIVISION REVIEW FEE - \$150.00** \_\_\_\_\_

**PRELIMINARY PLAN REVISION FEES**  
 \$127.00 Minor (no Planning Commission)/\$1,033.00 Major \_\_\_\_\_

**Total Fees** \_\_\_\_\_ \*\*

**\*\*3<sup>rd</sup> submissions and beyond are required to be accompanied by a review fee of \$50.**

Valid Until June 30, 2016

**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.