

Preliminary Subdivision Plan Application

Effective March 12, 2009 rev. Oct. 2010

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-two (22) 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.

Planning Office Use:	
_____ 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 FY14
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

	# of Lots		Fee	
Per Plan - 10 lot maximum	1 - 10	\$1,179.00	=	\$ _____
Per each lot over 10 to 50	_____ X	\$ 20.00	=	_____
Per each lot over 50 to 200	_____ X	\$ 10.00	=	_____
Per each lot over 200	_____ X	\$ 5.00	=	_____

CLUSTER DEVELOPMENT REVIEW FEE - \$745.00 _____

ADEQUATE PUBLIC FACILITIES STUDY REVIEW FEE
 \$775.00 for residential projects/\$544.00 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 - \$139.00 _____

PRELIMINARY PLAN REVISION FEES
 \$117.00 Minor (no Planning Commission)/\$955.00 Major _____

Total Fees _____ **

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

Valid Until June 30, 2014

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.