



Planning & Zoning: Final Plat Submittal Checklist

Calvert County, Maryland Department of Planning & Zoning
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Please mark in the "Applicant" column to confirm which documents you have submitted. The fees for Plat projects can be found on the **FY20xx PZ_Fee_Package (Form PZ-FEE-FYxx)** on the page labeled Plats. The fee schedule will auto-calculate fees due. **All document signatures and stamps must be original on the recording package.**

PRIMARY PROJECT INFORMATION

Project Name:		Project Number:	
Property Address:			
Primary Owner's Name		Primary Owner's eMail address	

Agent Responsible for Submission

Agent's Firm (if any)			
Name:			
eMail:			
Mailing Address:			
City:		State:	
		Zip:	
Signature:			Preferred Contact Method:
Primary Phone:		Other Phone:	
		eMail	
		Snail Mail	
		Phone	

By signing this line item, you confirm that GIS data in accordance with P&Z: GIS Requirements (PZ-GIS) and the Calvert County Government - Official Digital Data Submission Requirements is included with this submittal package.

agent's signature:	
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Item	Appl	N/A	P&Z
SUBMITTAL REQUIREMENTS			
1	Refer to current Planning & Zoning Fee Schedule		
2	Completed Final Plat Submittal Checklist (this form, PLATS-609-01)		
3	A point-by-point response on a copy of the Preliminary Approval Letter		
4	Department of Public Works signed Road Approval Form		
5	Adequate Public Facilities documents		
6	ADEQ-504 Public Safety Services		
7	ADEQ-505 Law Enforcement Services		
8	ADEQ-506 Public Roads		
9	ADEQ-508 Public Schools		
10	ADEQ-510 Solid Waste Disposal		

Project Name:				Project Number:			
Property Address:							
SUBMITTAL REQUIREMENTS <i>continued</i>							
11		ADEQ-512 Storm Drainage System					
12		ADEQ-514 Water & Sewer Form					
13	Any additional information requested per preliminary approval						
14	IF APPLICABLE - Forest Conservation Declaration of Intent						
15	IF APPLICABLE - Front Roadway Buffer Plan Checklist and Required Improvement Plans and Cost Estimates (SD-475).						
16	IF APPLICABLE - Transfer Development Option Agreement AND one additional set of plat documents						
17	<i>For Items 16-17: if the subdivision consists of more than 1 plat, the plats shall be packaged as sets (e.g., plats 1-4, etc.)</i>						
18	Copies of checkprints of final plats. Include all that apply:						
19		All					
20		The developer or his agent shall submit an electronic version as per standards approved by the Board of County Commissioners; three originals, two reproducibles of archival quality and the number of paper copies specified in the preliminary approval letter for certification by County agencies and recording. The following materials fail to meet archival standards: sepia (black or brown) on transparent mylar, black-line zerox on transparent mylar, transparent mylar - black line diazo, opaque linen - black line diazo.					
21		IF in the Critical Area		1 additional copy			
22		IF on a State highway		1 additional copy			
23		IF in a state or county APD		1 additional copy			
24	IF in the Critical Area , include a Critical Area Transmittal Form						
STANDARD PLAT REQUIREMENTS							
26	<i>The following can be found in Article 25 and Article 31 of the Calvert County Zoning Ordinance, which list the requirements for replattings.</i>						
27	Final Plat Review						
28	General						
29		The Final Subdivision Plat shall consist of a drawing, intended for record, incorporating those changes or additions required by the Planning Commission in its approval of the Preliminary Subdivision Plan.					
30	Drafting Standard						
31		The Plan shall be clearly and legibly drawn at one of the following scales: One inch equals 20 feet (1" = 20'); one inch equals 30 feet (1" = 30'); one inch equals 40 feet (1" = 40'); one inch equals 50 feet (1" = 50'); or one inch equals 100 feet (1" = 100'). Other scales may be accepted with prior approval by the Planning Commission or its designee.					
32		Dimensions shall be in feet and bearings in degrees and minutes. Lot sizes shall be shown in square feet where lot size is less than one acre, and in acres and decimal parts for larger lots.					
33		Each sheet shall be numbered and shall show its relationship to the total number of sheets.					

Project Name:				Project Number:				
Property Address:								
58 STANDARD PLAT REQUIREMENTS continued								
34 Plat Requirements.								
35		The subdivision or property name along with the city or zip code shall be shown in the title block in the bottom right corner of the plat.						
36		Planning & Zoning case number shall be shown above the title block.						
37		Owner(s) and developer's name and mailing address shall be shown on replatting application. <u>Do Not</u> include email or phone number.						
38		Name, phone number, mailing address, email address, seal, and expiration date of the Registered Engineer, Registered Landscape Architect or Registered Land Surveyor (in each case, registered with the State of Maryland) responsible for the plan.						
39		Date, north arrow, legend and scale.						
40		A vicinity map indicating the location of the site with relation to the area road system shall be shown in the top right corner of the plat. The vicinity map shall also indicate the scale, north arrow, the tax map, block and parcel number of the site. Tax ID# shall be listed below the map.						
41		The location of surrounding property and roads, the names of all adjoining property owners of record and their deed references or the names of adjoining developments along with the parcel numbers.						
42		Accurate distances and bearings of all boundary lines of the subdivision.						
43		Building Restriction Lines, minimum lot widths if used to determine front Building Restriction Lines, and all easements provided for public and private service together with their dimensions and any limitations of the easements.						
44		All dimensions necessary for accurate location of the boundaries of the site to be developed and of all roads, lots, easements, and dedicated areas. All other parcels created as a result of the subdivision shall be included on the final plat and labeled so as to indicate intended use or disposition. These dimensions shall be expressed in feet and decimals of a foot.						
45		All radii, arcs, points of tangence, central angles, and lengths of curves.						
46		All required and existing survey monuments benchmarks (i.e., concrete monuments, pipe, trees, fences, etc.), together with their description.						
47		Private, self-imposed and previously existing covenants, restrictions and/or easements and their period of existence are to be shown or referred to on the recorded Final Subdivision Plat. This is not to preclude future recording of new or altered covenants, restrictions and/or easements. (This includes APD covenants, open space covenants, Home Owners' Association covenants, etc.)						
48		The accurate outline, dimensions and purposes of all property which is offered for dedication or is to be reserved for acquisition for public uses or is to be reserved by deed covenant for the common use of the property owners in the subdivision.						
49		Types of road surfaces to be provided (shown on Road Plans)						
50		Location of storm drains, culverts, water courses, and all appurtenances thereof.						
51		Notes or conditions clarifying requirements of the Planning Commission.						
52		Space shall be provided on the Final Subdivision Plat for signature and dates indicating certificate of approval by the following:						
53		Registered Surveyor (signature and seal).						
54		County Health Officer, or representative of State Health Department						
55		Chairman or Secretary to the Planning Commission (located above Title Block).						
56		Owner and all parties having proprietary interest in the property subdivided.						
57		Family conveyance affidavit.						

Project Name:		Project Number:	
Property Address:			
58	STANDARD PLAT REQUIREMENTS <i>continued</i>		
59	Conservation areas (25% slopes or 15% slopes with Soil K valued 0.35) and 10' setback, 100-yr flood plains, wetlands and buffers.		
60	Adjacent property deed/plat reference.		
61	Disposition of open space (see Section 5-2.01.E. of the Zoning Ordinance for requirements).		
62	Sight distance certification.		
63	Forest Retention Area chart with total acreage.		
64	A minimum of four markers that are tied to the Maryland Coordinate System shall be shown along with the coordinates.		
65	The following information shall be shown in chart form on the final plat, and the chart shall follow the format in the sample chart <i>shown on the last page of this form</i> .		
66	Total number of lots and breakdown for conventional lots, TDR lots, receiving area lots, and family conveyance lots. Also, number of APFO exempt lots included on each plat.		
67	Acreage tabulation: Lots, open space, recreation area, public rights-of-way, private lanes, widening strips, outlots, residue and total.		

SAMPLE CHART: The following information shall be shown on each record plat in chart form as shown below:

Number of Lots Shown on This Plat	
No. of Conventional Lots:	
No. of TDR Lots:	
No. of Receiving Area Lots:	
No. of Family Conveyance Lots:	
Total No. of New Lots:	
Total No. of Revised Lots:	
Acreage Tabulations for This Plat	
Acreage of All New Lots:	
Acreage of All Revised Lots:	
Acreage of All Open Space:	
Acreage of All Recreation Area:	
Acreage of All Public Rights-of-Way:	
Acreage of All Private Lanes:	
Acreage of All Widening Strips:	
Acreage of All Outlots:	
Acreage of All Residue:	
Total Acreage Shown on This Plat:	
Open Space Information for This Plat	
Include the acreage and type (e.g., farm reserve, woodland reserve, etc.) of each open space area.	
Type of Open Space #1:	Acreage of Open Space #1:
Type of Open Space #2:	Acreage of Open Space #2:
Type of Open Space #3:	Acreage of Open Space #3:
APFO Information for This Plat	
As required by Planning Commission (specifying number of exemption lots shown on this plat).	