



M-NCPPC — Development Review Division

Preliminary Plan of Subdivision Submission Checklist

Submittal Date: _____

Project Name & Number: _____

Technician Review Date: _____ Date to Supervisor: _____

Reviewer: _____

Date Comments Transmitted to Applicant: _____

Revised Plans/Documents Received: _____

A. DOCUMENTS AND PLANS REQUIRED

- ☐ Signed Application Form
- ☐ Business Entity with MD Verification & DAMS entry
- ☐ Preliminary Plan or Conservation Sketch Plan
- ☐ Zoning Sketch Map with subject property outlined in red (no older than 6 months)
- ☐ Approved stormwater management concept plan, copy of unapproved plan with approval letter or indication that application has been filed with the Dept. of Public Works & Transportation or the municipality with approval authority
- ☐ Signed Copies of Previously Approved Resolutions/Decision
- ☐ Type I Tree Conservation Plan) or Exemption Letter
- ☐ Signed NRI Environmental Package
- ☐ Signed Bicycle and Pedestrian Impact Statement Scoping Agreement and proposal (if location in center or corridor)
- ☐ Signed Transportation checklist package & required study or counts
- ☐ Signed Archaeology checklist package & required study

- ☐ Vicinity Map (8 ½ x 11)
- ☐ Variation Statement and/or Justification
- ☐ Affidavit of Informational Mailing documents
- ☐ Technician to verify POR List
- ☐ Application fee made payable to M-NCPPC:

(Do not submit the fee until it is requested)

- ☐ Point-by-Point Response addressing technician comments on application deficiencies **(to be submitted after initial review comments)**
- ☐ WSSC Requirements Payment Receipt
- ☐ distance to Nearest Intersecting Street
- ☐ North Arrow and Scale
- ☐ Total Area Calculation in Square Feet (under an acre) or Acres
- ☐ Entire Property Outlined in Red on one sheet
- ☐ Floodplain waiver (if applicable)

B. PROPERTY SURVEY REQUIREMENTS:

- ☐ Professional Signed and Sealed
- ☐ Bearings and Distances in Feet
- ☐ Zoning of Subject Property
- ☐ Adjoining Property - Zoning, Use, Owner's Names and/or Lot and Block
- ☐ Abutting Streets - Name, Location, Center Line and Right-of-Way Width (public or private)

C. PLAN REQUIREMENTS

All plans must be prepared, signed and sealed by a licensed land surveyor or a property line surveyor.

General Notes (in order):

- ☐ Existing parcel/lot, deed description/Liber Folio, and plat number
- ☐ Tax map, grid
- ☐ 200-foot map reference (WSSC)
- ☐ Purpose of subdivision
- ☐ Prior approvals
- ☐ Total acreage; Gross/Net and by zone
- ☐ Net developable area outside of PMA (indicate calculation at 0 or greater if any)
- ☐ Acreage of Environmental Regulated Features (indicate calculation at 0 or greater if any)

- ☐ Acreage of 100-year floodplain (indicate calculation at 0 or greater if any)
- ☐ Acreage of road dedication (indicate calculation at 0 or greater if any)
- ☐ Existing zoning/use
- ☐ Proposed use of property
- ☐ Breakdown of proposed dwelling unit by type (residential only)
- ☐ Density calculation (residential only)
- ☐ Minimum lot size required by Zoning Ordinance and Subdivision Regulations (24-130)
- ☐ Minimum Lot Width at Front Building Line and Front Street Line

- ☐ Sustainable Growth Tier (indicate yes/no)
- ☐ Military Installation Overlay Zone (indicate yes/no)
- ☐ Center or Corridor location (indicate yes/no)
- ☐ Existing and proposed Gross Floor Area (non-residential only)
- ☐ Stormwater Management Concept number and approval date
- ☐ Water/Sewer Category Designation (existing and proposed)
- ☐ Aviation Policy Area (airport name and APA#)
- ☐ Mandatory park dedication requirement (indicate yes and how to be provided -or- not applicable)
- ☐ Cemeteries on or contiguous to the property (indicate yes/no)
- ☐ Historic sites on or in the vicinity of the property (indicate yes or no, if yes, add number)
- ☐ Type One Conservation Plan (indicate yes or no, if yes, add number)
- ☐ Within Chesapeake Bay Critical Area (indicate yes/no)
- ☐ Wetlands (indicate yes/no)
- ☐ Streams (indicate yes/no)
- ☐ Soils by soil type and source of soil information (if no NRI)
- ☐ In or adjacent to an easement held by the Maryland Environmental Trust, The Maryland Agricultural Land Preservation Foundation, or any land trust or organization (indicate yes/no, if yes, provide deed reference)
- ☐ Proposed street names, right-of-way widths, and street dedication (public or private)
- ☐ Locations, names, and widths/dimensions of existing and ultimate rights-of-way widths of adjacent streets; or alleys
- ☐ Center line and base line of existing and proposed rights-of-way width
- ☐ Legal Description of all existing easements and rights-of-way on or abutting property (including Liber & Folio) and copies of deeds
- ☐ Proposed Street Grading Concept: percent slopes/flow arrows (if no SWM or TCP)
- ☐ 10-foot Public Utility Easement along all streets
- ☐ Topography at two-foot contours with labels (existing)
- ☐ Aviation Policy Area Inset (if applicable)
- ☐ Drainage Area Map Inset (if no NRI)
- ☐ Proposed public dedication area, including any proposed parkland
- ☐ One-hundred-year floodplain; streams and their associated buffers; wetlands and their associated buffers and the full extent of the regulated area (PMA and as shown on signed NRI)
- ☐ Location of entrance feature or gateway sign, including easement, if proposed
- ☐ Historic and/or archeological resources and sites within or adjacent to the site with label and resource number
- ☐ Cemeteries within or adjacent to the site
- ☐ Location of existing and proposed storm drains, water and sewer lines and conceptual public connections (house connections as requested)
- ☐ Existing topography, individually indicating area of steep slopes (15-25%) and severe slopes (over 25%)
- ☐ For private well and septic, show proposed well locations and septic fields (category 6)
- ☐ Water/Sewer lines (existing and proposed) and how the development is to be served
- ☐ Noise contour for 65 dBA Ldn (if applicable)

Plan Drawing Requirements:

- ☐ Assigned case name and number (**BIG & BOLD**) in Title Block
- ☐ North arrow (NAD, WSSC, or MD Coordinate System)
- ☐ Location/Vicinity Map showing nearest road intersections, police, fire and rescue facilities
- ☐ Scale (1"=100' or greater)
- ☐ Preliminary Plan, TCPI, and NRI at the same scale
- ☐ Revision box
- ☐ Names and addresses of record owner(s) (indicate either owner or contract purchaser), subdivider, and surveyor/engineer
- ☐ Seal and Signature of licensed Surveyor
- ☐ Legend
- ☐ Perimeter Bearings and Distances for property and Lot Line Dimensions in feet
- ☐ Existing Parcel, Lot, Outlot, or Outparcel designation, layout, and dimensions (lesser line weight) (Inset for clarification as requested)
- ☐ Proposed Parcel, Lot, Outlot, or Outparcel designation, layout, and dimensions (Inset for clarification as requested)
- ☐ Acreage of each lot, parcel, outlot or outparcel (square footage for under an acre)
- ☐ Proposed ownership and use for parcels and easements (including any SWM parcels)
- ☐ Zoning categories and uses of adjacent properties
- ☐ Adjoining Property: Ownership, Legal Description (Liber Folio or Plat Number), subdivision name, lot and block
- ☐ Description of existing uses, and major improvements within 50 feet of the property line
- ☐ Dimension lines from ~~townhouse stick~~ or lot to project boundaries
- ☐ Location, square footage, and disposition of existing structures, and fences (Provide setbacks and if to remain)

APPLICATION DEFICIENCIES:

Supervisor Comments

Reviewer Comments

All Sections: Please place a large X if the review is deficient and require correction and review.

Subdivision Section

Environmental Planning Section

Geotechnical Review

Transportation Planning Section

Historic-Archeology Section:

Community Planning Section

Special Projects

Parks Department:

Case Number & Name: _____

Assigned Reviewer: _____

Please use the box to state the purpose of the application, as you want it to appear in DAMS description:
(Note DAMS description can only hold 180 characters)

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SELECT the REVIEW level

<input type="checkbox"/>	Planning Director level review Posting is waived OR Posting is required?
<input type="checkbox"/>	Planning Board level review

SELECT SDRC scheduling option-

<input type="checkbox"/>	<u>YES</u>, application must be scheduled for SDRC
<input type="checkbox"/>	<u>NO</u>, application does NOT need be scheduled for SDRC

Date/Initials: _____ Ready for Pre-Acceptance. I have reviewed the sign posting map **linked** and agree OR have changes.

Date/Initials: _____ Items needed to complete processing

Supervisor's Approval: _____
