



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

- | | |
|--|---|
| <input type="checkbox"/> Signed Application Form | Agreement and proposal (if location in center or corridor) |
| <input type="checkbox"/> Preliminary Plan or Conservation Sketch Plan | <input type="checkbox"/> Vicinity Map (8 1/2 x 11) |
| <input type="checkbox"/> Zoning Sketch Map with subject property outlined in red (no older than 6 months) | <input type="checkbox"/> Variation Statement and/or Justification |
| <input type="checkbox"/> 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 | <input type="checkbox"/> Affidavit of Informational Mailing documents |
| <input type="checkbox"/> Copies of Previously Approved Resolutions/Decision | <input type="checkbox"/> Application fee made payable to M-NCPPC:

(Do not submit the fee until it is requested) |
| <input type="checkbox"/> Type I Tree Conservation Plan) or Exemption Letter | <input type="checkbox"/> Point-by-Point Response addressing technician comments on application deficiencies (to be submitted after initial review comments) |
| <input type="checkbox"/> Signed NRI Environmental Package | <input type="checkbox"/> WSSC Requirements Payment Receipt |
| <input type="checkbox"/> Signed Bicycle and Pedestrian Impact Statement Scoping | <input type="checkbox"/> Distance to Nearest Intersecting Street |
| <input type="checkbox"/> Signed Transportation checklist package and required study or counts | <input type="checkbox"/> North Arrow and Scale |
| <input type="checkbox"/> Signed Archaeology checklist package and required study | <input type="checkbox"/> Total Area Calculation in Square Feet (under an acre) or Acres |
| | <input type="checkbox"/> Entire Property Outlined in Red on one sheet |
| | <input type="checkbox"/> 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)

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 lineweight) (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

APPLICATION DEFICIENCIES:

- ☐ 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 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)

Supervisor Comments

Reviewer Comments

Overall Submission Notes

Environmental Planning Section:

Transportation Planning Section:

Historic-Archeology Section:

Community Planning Division:

Special Projects: