

<b>Preliminary Plan Checklist for Major &amp; Minor Subdivisions</b>		
The following is an excerpt from Section 7-1.07.B.3-5 of the Calvert County Zoning Ordinance, which lists the requirements for items to be included on a Preliminary Plan <sup>1</sup> . Check each box under <u>Applicant</u> to indicate that you have reviewed each item and included it on the plan.		
Excerpt: Section 7-1.07.B	<b>Applicant</b>	<b>P&amp;Z</b>
<b>3. Drafting Standard</b>		
a. The Plan shall be clearly and legibly drawn at one of the following scales:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i. One inch equals 20 feet (1" = 20'); one inch equals 40 feet (1" = 40'); one inch equals 100 feet (1" = 100'); one inch equals 30 feet (1" = 30'); or one inch equals 50 feet (1" = 50')		
ii. Other scales may be accepted where deemed appropriate by the Planning Commission or its designated representative.		
b. 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Each sheet shall be numbered and shall show its relationship to the total number of sheets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4. Information to be Provided. The Preliminary Plan shall show or be accompanied by the following information:</b>		
a. The subdivision name shall be shown in the title block in the bottom right corner of the plat. The city or postal area shall also be included in the title block. The Planning & Zoning Case Number (if assigned) shall be shown above the title block.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Owner and developer's name and mailing and e-mail address.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Name, address, phone number and seal of the Registered Engineer, Registered Landscape Architect or Registered Land Surveyor (in each case, registered in the State of Maryland) responsible for the Plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Date, north point, and scale.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. A vicinity map indicating the location of the site with relation to the area road system. The vicinity map shall also indicate the scale, the tax map number, the block and parcel number of the site and shall be shown in the top right corner of the plat.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. All applicable Zoning Districts and Overlay Districts with acreages for each as well as gross tract acreage, wetland acreage, acreage in proposed rights-of-way and net tract acreage (gross tract acreage minus wetlands and proposed rights-of-way).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>g. Existing Features</b>		
i. Complete outline survey of the property to be subdivided showing all courses, distances, and area, and tie-ins to all adjacent road intersections (show parent tracts and parcel lines).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> Note: Minor changes made to reflect Dept. of Planning & Zoning policies and to clarify submittal requirements.

		<u>Applicant</u>	<u>P&amp;Z</u>
ii.	The location of property with respect to surrounding property and roads, the names of all adjoining property owners of record and their deed references or the names of adjoining developments; the names, widths, and centerline of adjoining roads; and/or other pertinent features being outside the property as determined by the Planning Commission or its designated representative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
iii.	Location of all existing monuments or boundary markers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
iv.	The location of existing buildings, structures, roads, driveways, easements, utility lines, bridges, cemeteries, water bodies, streams, swamps, marshes, areas within the 100-year floodplain and other areas listed in Section 8-2 and/or other pertinent features being within the property, as determined by the Planning Commission or its designated representative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
v.	Topography on two-foot or five-foot contours as appropriate to the slope of the land. (Also indicate source of topography.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
vi.	All information required of the Calvert County Forest Conservation Program including the requirements listed in Section 8-3 of the Zoning Ordinance and in the Maryland Forest Conservation Technical Manual.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
vii.	Buildings, roads, overhead power lines and rights-of-way for gas, electric, telephone and cable lines, abandoned railroad rights-of-way, cemeteries, trails, trash dumps and hazardous waste dumps and fences shall be shown. Buildings older than 50 years shall be designated as such. If buildings exist on-site, they are to be identified by type and whether the buildings are to remain or be removed as a result of site development.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h.	<b>Proposed Layout</b>		
i.	The layout of roads, numbered corresponding to the Road Name Request Form. Also include widths, centerlines and ownership (public or private).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ii.	The layout and appropriate dimensions of lots (include lot lines to be abandoned) and lot numbers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
iii.	A reference to any land offered for dedication or reservation for parks, schools, widening of roads, or other public uses. All open space, focal points, recreation areas and revertible parcels (when applicable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
iv.	The average and minimum lot size.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
v.	Location and size of storm drains, sanitary sewers, culverts, water course and all appurtenances thereof, water mains and fire hydrants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
vi.	Building Restriction Lines and minimum lot widths if used to determine front Building Restriction Lines, setbacks from floodplains, wetlands and front roadways.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
vii.	Rights-of-way and/or easements proposed to be created for all drainage purposes and utilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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viii. Typical cross-sections and centerline profiles for each proposed road (shown on Road Plans).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ix. Types of road surfaces to be provided (shown on Road Plans).	<input type="checkbox"/>	<input type="checkbox"/>
i. Community Water and Sewerage Facilities		<input type="checkbox"/>
i. The policies and requirements of the Water & Sewerage Plan shall be met.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ii. The Planning Commission may require the developer to prepare a feasibility study.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
iii. The Planning Commission shall set as a condition of approval of the plat the extent to which water and sewerage and other utilities shall be installed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
j. Environmental Impact Statement		
i. The Planning Commission may require submission of an Environmental Impact Statement, prepared by a Registered Professional Engineer, for subdivisions which create more than 30 lots, or consist of more than 50 acres, or contain land which has more than the average in sensitive or extremely sensitive land categories (the average for the County being 17 percent extremely sensitive and 28 percent sensitive). See Section 7-1.07.B.4.j of the Zoning Ordinance for specific requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Health Department Approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Percolation tests must be performed and septic recovery areas must be shown on the preliminary plan and approved by the Department of Environmental Health prior to preliminary approval of any lot regardless of size. If the lots are to be connected to a proposed sewer system, then the construction plans for the new system must be approved by the appropriate agencies prior to final plat approval of the lots. If the lots are to be connected to an existing sewer system, then the allocation for the lots must be approved prior to preliminary approval.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Additional Information Required by the Department of Planning &amp; Zoning</b>		
The following information shall be shown in chart form on the preliminary plan:		
1. Total number of lots and breakdown for conventional lots, TDR lots, receiving area lots, and family conveyance lots. Also list average and minimum lot sizes for the subdivision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Acreage tabulation: Lots, open space, public rights-of-way, private lanes, recreation area, widening strips, total.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# Subdivision Application Checklist for Major and Minor Subdivisions

Planning & Zoning Case No.: SD 07-08	Project Name: Apple Greene
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## REQUIRED ATTACHMENTS

**Please check that you have reviewed the following attachments list and provided each attachment with the subdivision application:**

	Applicant	P & Z
1. Application fee of \$60 per lot. Make check payable to <b>Calvert County Treasurer</b> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. One <b>original</b> Subdivision Application with <b>original</b> signatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. <b>Copies</b> of the subdivision application according to the list below. Check the number that applies to your subdivision:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. MAJOR subdivision OUTSIDE the Critical Area - 9 COPIES	<input checked="" type="checkbox"/>	
b. MAJOR subdivision IN the Critical Area -13 COPIES	<input type="checkbox"/>	
c. MINOR subdivision OUTSIDE the Critical Area – 7 COPIES	<input type="checkbox"/>	
d. MINOR subdivision IN the Critical Area -11 COPIES	<input type="checkbox"/>	
e. 5 additional copies if on a State highway.	<input checked="" type="checkbox"/>	
f. 1 additional copy if in an existing or pending APD	<input type="checkbox"/>	
<b>TOTAL COPIES SUBMITTED</b>	<b>14</b>	
4. Preliminary Plan (folded) – Include the same number of copies as total of item # 3.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Supporting maps at 1"=600' scale: Include the same number of copies as in item # 3.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Tax Map showing outline of the property included (for any property zoned FFD or RCD, outline the parent tract as of June 29, 1967 and show any out conveyances)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. FEMA map showing outline of property included	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. USGS topographic map showing outline of property included	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Soils map showing outline of property included	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Letter of Explanation (same total number as in #3) <b>PLEASE PACKAGE ITEMS 3-6 INTO INDIVIDUAL COMPLETE PACKAGES FOR DISTRIBUTION.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Copy of deed(s) of ownership for all properties included in the subdivision – 1 COPY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Density Worksheet – 1 COPY <i>(Town Center Zoning Unit / Also Other) N/A</i>	<input type="checkbox"/>	<input type="checkbox"/>
9. Forest Conservation Worksheet – 2 COPIES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Approved Wetland Waiver or Wetland Study - 2 COPIES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Referral from County Historic Preservation Planner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Forest Stand Delineation – 1 COPY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Stormwater Management Study – 2 COPIES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Traffic Impact Analysis Report or Traffic Study – 2 COPIES <i>(N/A For Submittal)</i>	<input type="checkbox"/>	<input type="checkbox"/>
15. Preliminary Road Plans (if new construction of public roads are involved) - 2 COPIES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Subdivision Application Checklist (this checklist) – 1 COPY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Preliminary Plan Checklist – 1 COPY	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## OTHER ATTACHMENTS

**Please review the following optional requirements. Check and include ONLY those attachments that are applicable to the subdivision application:**

18. Family Conveyance Affidavit – notarized original	<i>N/A</i>	<input type="checkbox"/>
19. Title History Worksheet with copies of all deeds/plats for property zoned FFD or RCD (Required for other zones to prove APFO, family conveyance, etc.) <i>N/A (Commercial Sub w/ Town Center)</i>	<input type="checkbox"/>	<input type="checkbox"/>
20. Forest Conservation Declaration of Intent (Required ONLY if exemption under Section 8-3.03 of the Zoning Ordinance is claimed) - 1 ORIGINAL	<i>N/A</i>	<input type="checkbox"/>
21. Critical Area Form & Critical Area <u>Transmittal</u> Form (Required ONLY if subdivision is located in the Critical Area) – 5 COPIES OF EACH	<i>N/A</i>	<input type="checkbox"/>
22. Proposed Road Name Request Form if new roads are proposed – 1 COPY	<input checked="" type="checkbox"/>	<input type="checkbox"/>