

Subdivision and Site Plan Review

General Information

Introduction

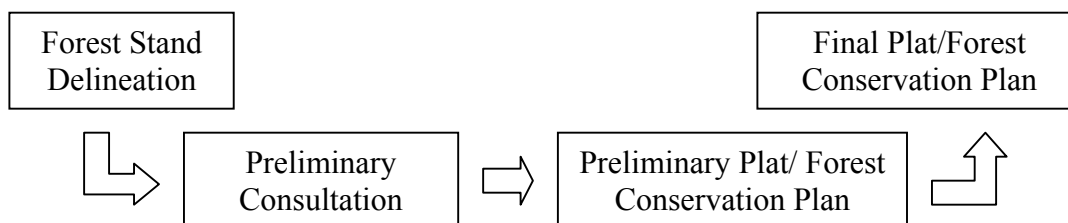
Washington County has adopted several regulatory documents that guide the process of subdivision and land development. These documents include the Subdivision Ordinance, Zoning Ordinance, Adequate Public Facilities Ordinance, Floodplain Management Ordinance, and the Stormwater Management Ordinance. The cumulative intent of all of these Ordinances is to guide development in a manner that will promote the health, safety and general welfare of the citizens of Washington County.

Washington County is only responsible for reviewing plans pertaining to properties located outside of the incorporated municipalities in the County. If you are interested in subdivision or development of a parcel located in the incorporated boundaries of the City of Hagerstown or in the Town of Boonsboro, Clear Spring, Funkstown, Hancock, Keedysville, Sharpsburg, Smithsburg, or Williamsport, you will need to contact your respective City/Town Hall for more information.

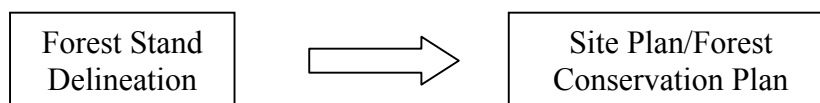
What are the basic stages to subdivide or develop land?

The basic processing stages of subdivision plats and Site Plans are shown in the diagrams below:

Subdivisions:



Site Plans (that do not require subdivision):



NOTE: For Minor Subdivisions, Replats, Simplified Plats and Site Plans that do not require subdivision, a Preliminary Consultation is optional. Some Minor Subdivisions may combine the preliminary and final plats into one submittal.

What is the review process for subdivision and site plans?

Most of the subdivision plats and site plans reviewed by the County follow the same general process for plan review. **ALL SUBDIVISION PLATS AND SITE PLANS MUST BE COMPLETED BY A SURVEYOR LICSENEED IN THE STATE OF MARYLAND.**

Step 1: Submittal of Plans to the County

Subdivisions and Site Plans are submitted to the Washington County Planning Department. Only complete applications will be accepted. Application forms that include submittal checklists are available under the departmental documents tab on the Planning Department home page. If the plan is found to be complete, the project will be assigned a reference number and distributed to one of the Planners in the department for review.

Step 2: Review of the Plans

The assigned Planner reviews the submittal for compliance with County regulatory documents. If the plan is in compliance, the Planner sends copies out to various review agencies in the County and State for review and comments. Depending on the location of the project, and what facilities the new development will require, review agencies may include:

County Health Department	County Engineering Department
Soil Conservation District	County Addressing Technician
County Permits & Inspections	City of Hagerstown Water & Sewer Dept.
County Water Quality Dept.	State Highway Administration
Board of Education	Fire & Ambulance Companies
Utility Companies	

Step 3: Adequate Public Facilities Testing

The Adequate Public Facilities Ordinance (APFO) for Washington County requires that all new residential and commercial development pass tests for adequacy of schools, roads, water and sewerage availability, and fire protection services. The APFO can be viewed on the Internet under the County Ordinances tab on the Planning Department home page. Plans not being reviewed for final approval are tested and notice is given to the developer if the plan passes the County's adequacy test. Developers may proceed to the next phase of development at their own risk based upon the preliminary testing done by Staff. Final plats and/or site plans that do not meet adequacy tests may not be approved until the inadequacy is resolved or a mitigation plan is approved to address the inadequacy in a timely manner.

Step 4: Planning Commission Approval

The Planning Commission is the body given authority to approve subdivision and site plan projects. The review agency comments and recommendations are compiled by Planning Department Staff and presented to the members at their regular monthly meetings. The

Planning Director, on behalf of the Planning Commission, may approve minor subdivisions and some minor site plans.

Step 5: Submittal of Plan Originals for Signature and Recordation

When final subdivision plat approval is granted, a letter is sent to the property owner/developer giving notice that final mylar plan originals need to be submitted for final approval. The final mylar shall contain original signatures for all parties. The mylar copies must be taken to the County Health Department and the Planning Department to receive final signatures. The developer then has two years to have the mylar recorded at the Washington County Clerk of Courts Office. It is the developer's responsibility to record plats and land deeds. After two years the plat becomes void and a new subdivision plat will need to be submitted to the Planning Department. Please note that a plat must be recorded prior to application for building permits on the newly created parcel.

Site plans do not get recorded. Paper copies are submitted to the Planning Department at the time of final approval.

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