



**WASHINGTON COUNTY
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
CHECKLIST FORM**

CONSULTANT/SURVEYOR: _____ CONTACT PERSON: _____

PROJECT NAME: _____

Final Plat Checklist

(These are the minimum requirements; additional information may be required.)

INSTRUCTIONS TO ENGINEER/SURVEYOR: In the column identified as “Engineer/Surveyor”, mark whether the item is included (*) or not applicable (N/A) and the page number(s) of the plat where it is located.

| Section | Ordinance Requirements | Engineer/ Surveyor 1 st Review | Engineer/ Surveyor 2 nd Review | Staff 1 st Review | Staff 2 nd Review | Review Key: • - OK I - Incomplete N/A - Not Applicable U - Unacceptable ENTER ENGINEERS AND STAFF COMMENTS IN THIS COLUMN |
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Vicinity Plan:

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| 306.1.A | Existing or mapped streets w/in 1000 feet of the subdivision | | | | | |
| 306.1.B | Municipal boundaries w/in 1000 feet of the tract | | | | | |
| 306.1.C | Current boundaries and acreage of the tract of land from which the lot(s) are proposed to be subdivided | | | | | |
| 306.1.C | Frontage and point of access for remaining land should be clearly shown on the plat | | | | | |
| 306.1.D | Total extent and acreage of any watershed which directly affects the subdivision proposal. Watershed areas of less than 400 acres may be so indicated by means of a note on the plat | | | | | |
| 306.1.D | Where applicable, notation of the site’s location w/in the Edgemont or Smithsburg reservoir watersheds or the Upper Beaver Creek watershed shall be made on the plat | | | | | |
| 306.1.D | Boundaries of any watersheds w/in 1000 feet of property | | | | | |
| 306.1.E | Total number of lots and their locations which have been subdivided from original tract since September 8, 1970. Lots may be shown by block, section, or recorded plat folio number so long as total number of lots is indicated | | | | | |
| 306.1.F | Where applicable, any portion of Appalachian Trail w/in 1000 feet of subject property | | | | | |

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Plat Information:

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| 314 | Final plat shall include all or a portion of approved preliminary plat | | | | | |
| 314.2 | Name of subdivision | | | | | |
| 314.3 | Location of subdivision by tax map number, election district, town, place, or other legal description as applicable and zoning district classification | | | | | |
| 314.3 | Subdivision plat number as assigned by Planning Department | | | | | |
| 314.4 | Accurate outlines of any area to be reserved for common use by residents of the subdivision or for general public use with the purpose indicated thereon | | | | | |
| 314.5 | Lots numbered in numerical order. In tracts containing more than one block, the blocks shall be lettered in alphabetical order | | | | | |
| 314.5 | If a resubdivision of lots occurs in any block, lots shall be numbered numerically, beginning with the number following the highest lot number in the block and the original lot lines dashed and original lot numbers dotted | | | | | |
| Planning Dept. | Number of units and the subdivision type | | | | | |
| 314.6 | Gross and net area of each lot, parcel, or other unit shown on the plat | | | | | |
| 314.7 | Name and address of owner of the land and name and address of the developer or subdivider if different than that of the owner | | | | | |
| 314.8 | Scale shown graphically and numerically | | | | | |
| 314.8 | North point | | | | | |
| 314.8 | Date | | | | | |
| 314.9 | Note indicating the basis of all bearings used in the boundary survey and shown on the plat. Reference to MD Grid System should be used in plat where applicable | | | | | |

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| 314.10 | Sufficient data must be shown to determine readily the bearings and the length of every lot line, block line, and boundary line. Dimensions shall be given as total dimensions, corner-to-corner, and shall be shown in feet and hundredths of a foot. Ditto marks are NOT to be used | | | | | |
| 314.11 | Tract boundary lines, right of way lines of streets, easements, and other rights of way, and property lines of residential lots and other sites. | | | | | |
| 314.11 | Accurate dimensions, bearings, radii, arcs, tangents, chords, and central angles of all curves in the subdivision shall be shown | | | | | |
| 314.12 | No lot shall be dimensioned to contain any part of an existing or proposed public right of way | | | | | |
| 314.13 | Location and description of all markers, monuments, or other evidence found or established to determine the boundaries of the subdivision | | | | | |
| 314.13 | Adjoining subdivisions shall be identified by lot and block numbers, subdivision name, place of record, or other proper designations | | | | | |
| 314.14 | The side lines of all streets, the total width of all streets, the width of portions of streets being dedicated and the width of existing dedications, and also the width of railroad or other rights of way appearing on the plat | | | | | |
| 314.15 | Easements and rights of way shall be clearly labeled and identified, their side lines shall be shown, and if they are already recorded, their recorded reference shall be given. Easements shall be denoted by fine dotted lines. Widths of easements, the length and bearings of the lines thereof and sufficient ties thereto shall be shown | | | | | |
| 314.15 | Easements pertaining to drainage and utilities may be described in notes affixed to the plat in lieu of being drawn on the plat | | | | | |
| 314.16 | Building setback lines, stream buffers, and any other setbacks or measures designed to prevent encroachment or impact on the habitat of threatened or endangered species, steep slopes, or the Appalachian Trail | | | | | |

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| 314.17 | Limits of the 100-year floodplain and floodplain community panel number | | | | | |
| 314.17 | List soil types and percentage of each type that are located w/in the lots and/or developed area | | | | | |
| 314.17.1 | List subdivision variance(s), zoning ordinance variance(s), and/or special exceptions granted as part of the development procedure of proposed plat. Include variance reference number, description of variance request and approval, any conditions, and date request was granted. Submit approval letter and/or opinion with plat submittal. | | | | | |
| 314.18.A | Typical cross sections and profiles of streets showing grades approved by the County Engineer | | | | | |
| 314.18.B | Plans and cross sections of all street and roadways including sidewalks, curbs, gutters if any, and the location, size, and elevations, when appropriate, of all underground utilities | | | | | |
| 314.18.B | Plans for storm water management facilities in accordance with the Storm Water Management Ordinance | | | | | |
| 314.18.C | Copies of such other certificates, affidavits, endorsements, or other agreements as may be required by the Commission in the enforcement of these regulations, or which the developer or subdivider may wish to record with his subdivision, shall be submitted to the Commission with the application for approval of final plat | | | | | |
| 314.18.D | Owner's Statement, signed and acknowledged by all parties having any record interest in the land subdivided | | | | | |
| 314.18.E | Certificate signed and sealed by the licensed land surveyor of the State of MD responsible for the survey and final plat | | | | | |
| 314.18.F | Certificate for execution by the Commission | | | | | |
| 314.18.G | Certificate for execution by the County Health Officer | | | | | |
| 314.18.I | Certificate of individual water and sewer or community water and sewer approval | | | | | |
| 314.18.J | Interim health facilities certificate for on-site health facilities | | | | | |

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| 403 | Show proper right of way requirements as prescribed in the highway plan | | | | | |
| 403 | Proper access spacing requirements | | | | | |
| Planning Dept. | Functional classification of road subdivision is located on | | | | | |
| 405.9 | Easements must be granted 8 feet wide along rear and side yards and 10 feet wide along front yards for purposes of public utilities such as water, sewer, drainage, etc. | | | | | |
| 405.11.B | Every subdivided lot must abut a minimum of 25 feet and have access to a publicly owned and maintained road, street, etc. unless under the family member provision | | | | | |
| 405.11.B. 1.D | No double frontage lots | | | | | |
| 405.11.B. 1.E | No lot shall be divided by a municipal boundary line | | | | | |
| Planning Dept. | Address statement for lot(s) | | | | | |
| 314.18.K | Proposed entrance to each lot of the subdivision on any existing public street or highway | | | | | |
| 314.19 | Unless exempt from Forest Conservation Ordinance, the final plat shall show forest conservation areas identified in an approved Forest Conservation Plan, including easements to be dedicated | | | | | |
| 314.20 | A declaration of intent, if exempt from the requirements of the Forest Conservation Ordinance | | | | | |
| Zoning Ord. 5D.5 | Note stating that new construction is subject to HDC approval for lots located in rural village with historic designation | | | | | |
| Planning Dept. | Exemption lot note, if applicable | | | | | |
| Planning Dept. | Standard sensitive area note | | | | | |
| Planning Dept. | Minimum building setback lines | | | | | |

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| Planning Dept. | Minimum setbacks up to 50 feet for properties adjacent to parcels that are being actively farmed or parcels with an Agricultural district designation | | | | | |
| Planning Dept. | Minimum side yard setback of 50 feet for lots 5 acres or larger in size in A(R) zoning; lots 20 acres or larger in size in EC zoning, or lots 30 acres or larger in size in P zoning | | | | | |
| Planning Dept. | HOA documents, if applicable | | | | | |
| 315.2 | All final plats shall meet the requirements and standards of the Adequate Public Facilities Ordinance | | | | | |
| 606 | Plats submitted by a corporation for approval shall carry the Dedication for Corporations certificate | | | | | |

Panhandle Lots (If applicable):

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| 405.11.B.1.G.1 | Abuts a minimum of 25 feet to a county owned and maintained road | | | | | |
| 405.11.B.1.G.2 | Maximum of 4 panhandle lots allowed in the subdivision of an original tract of land | | | | | |
| 405.11.B.1.G.3 | No more than 2 panhandle lots may have adjoining driveways | | | | | |
| 405.11.B.1.G.4 | Stacking of panhandle lots may not exceed more than 2 tiers | | | | | |
| 405.11.B.1.G.5 | Panhandle length shall not exceed 400 feet | | | | | |

Additional Staff Comments:

Additional Engineer/Surveyor Comments:

INSTRUCTIONS TO ENGINEER/SURVEYOR: This checklist will be used to review your submission. Once the plat has been reviewed, planning staff will return this form to you so comments can be addressed. When comments have been completed, return this form along with the appropriate number of revisions to the planning staff.

STATEMENT

I (consultant/surveyor) conclude that this checklist is completed and the information provided is correct.

Signature: _____

Date: _____