

**WASHINGTON COUNTY, LAND DEVELOPMENT ENGINEERING CHECKLIST
FINAL SUBDIVISION PLAT
July 2009**

DATE: _____

PROJECT: _____

COUNTY PLAN FILE NUMBERS: _____

DESIGN FIRM: _____

INSTRUCTIONS: To be completed by the applicant. It is to be signed by the appropriate design professional with the initial document submittal. Indicate "N/A" for not applicable and "✓" for included. Subsequent checklist submittals will be at the discretion of the Deputy Director, Land Development Engineering.

I. GENERAL PLAT INFORMATION

A. STANDARD TITLE AND SIGNATURE BLOCKS (ALL SHEETS)

- 1. Owner/Developer name, address and phone number _____
- 2. Design Professional name, address, phone number, seal, signature, date _____
- 3. Project name, zoning, tax map, election district, street address, parcel no. _____
- 4. Planning file reference numbers, water & sewer contract numbers, etc. _____
- 5. Surveyor's certification _____
- 6. Owner's certification _____

B. VICINITY MAP REQUIREMENTS (COVER SHEET)

- 1. Scale 1" = 2000', north arrow shown _____
- 2. ADC Map Coordinates _____
- 3. Offsite origin of horizontal survey control located _____
- 4. Site delineated _____
- 5. Major roads identified _____
- 6. Washington County Survey Control Shown on vicinity map _____

C. NOTES AND INFORMATION (COVER SHEET)

- 1. Washington County Standard General Notes for Final Subdivision Plats _____
- 2. Site Analysis Data Sheet _____
- 3. Legend _____
- 4. Sheet Index _____

D. GENERAL SHEET INFORMATION (ALL SHEETS)

- 1. Plan scale 1" = 50' to 1" = 100' _____
- 2. Minimum three (3) grid ticks with MD Grid Coordinates on plan sheets _____
- 3. North arrow _____
- 4. Match lines labeled and referenced _____
- 5. Design Professionals seal, signature and date _____
- 6. Sheets numbered, consecutively; revisions noted with date _____

E. SITE INFORMATION REQUIRED

- 1. Layout with appropriate boundary information. _____
- 2. Adjacent right-of-ways denoted, street names, street classification shown. _____
- 3. Adjacent property owner information noted. _____
- 4. Existing shown and labeled with recording references. Clarify any easement as "existing". _____
- 5. Proposed easements shown, labeled, dimensioned and bearings and distances provided. _____
- 6. Relate the north arrow to the Maryland coordinate system north. _____
- 7. Add a note to state: "Coordinates based on NAD83 Maryland Coordinate System". State the origin of the horizontal survey control. _____
- 8. Provide a note stating, "This plat is based on a field run monumented boundary survey performed on or about (month, day, year) by (surveyor's name and firm)." _____
- 9. Distinguish easements as "public" or "private". _____
- 10. Provide proper easement size (i.e. width) and ensure it is adequate for the intended purpose. _____
- 11. Provide proper SWM maintenance and access easement(s) location and size for stormwater management facility (ies). _____
- 12. Provide ownership designation for open space (e.g. "Open Space Lot _____ dedicated to Homeowner's Association".) _____
- 13. Provide ownership designation for SWM lot (e.g. "SWM Lot ____ dedicated to Washington County".) _____
- 14. Check all proposed easements with construction drawings and topography. _____
- 15. Check right-of-way dedication with the current Washington County Comprehensive Plan and approved construction drawings. Provide right-of-way dedication language. _____
- 16. Show FEMA 100 year floodplain limits. List Community Map Panel No. _____
- 17. Approval letter from FEMA for LOMA/LOMR, if required. _____
- 18. Include all access restriction notes per roadway classification requirements. _____
- 19. Include all stormwater management notes, as applicable. _____
- 20. Include driveway construction and access permit notes as required. _____

II. ADDITIONAL COMMENTS:

- 1. Check if additional comments have been attached. _____

Prepared by: _____
Name (signed) Company Date

Name (printed) Registration Number Telephone

Developer: _____
Telephone