



DEPARTMENT OF PLANNING & ZONING
PLANNING | ZONING | LAND PRESERVATION | FOREST CONSERVATION | GIS

SUBDIVISION AND SITE PLAN APPLICATION FORM

CONSULTANT/SURVEYOR: _____ CONTACT PERSON: _____

E-MAIL: _____ PHONE: _____

PROJECT NAME: _____

PROJECT LOCATION: _____

PARCEL REFERENCE: TAX MAP _____ GRID _____ PARCEL NO. _____

TAX ACCOUNT ID # (Required) _____

OWNER (S) NAME: _____

OWNER (S) ADDRESS: _____

PRELIMINARY, FINAL, REPLATS, & DEVELOPMENT SUBDIVISION PLATS

(If item is not applicable, please enter N/A)

TOTAL ACREAGE OF PARCEL TO BE SUBDIVIDED: _____

NO. OF LOTS: _____ NO. LOTS SUBDIVIDED SINCE 09/08/1970 _____

SUBMITTAL REQUIREMENTS:

- TWELVE (12) COPIES OF THE SUBDIVISION PLAT (INCLUDING OWNER & SURVEYORS CERTIFICATE SIGNATURES, FOLDED TO FIT 9" X 11" FILE W/LOWER RIGHT SECTION ON TOP.
- TWO (2) COPIES OF A FOREST CONSERVATION PLAN AND AN APPROVED (OR NEWLY SUBMITTED, PER ARTICLE 5 OF THE WASHINGTON COUNTY FOREST CONSERVATION ORDINANCE). FOREST STAND DELINEATION OR EXEMPTION APPLICATION FORM FROM THE WASHINGTON COUNTY FOREST CONSERVATION ORDINANCE.
- A COMPLETED MASTER FEE SUMMARY SHEET WITH CALCULATED FEES FOR DIVISION OF PLAN REVIEW & PERMITTING AND SOIL CONSERVATION DISTRICT. GRAND TOTAL AMOUNT IN FORM OF A CHECK PAYABLE TO "WASHINGTON COUNTY TREASURER".
- A COMPLETED DIVISION OF PLAN REVIEW & PERMITTING FEE WORKSHEET WITH CALCULATED FEE.
- WASHINGTON COUNTY PLANNING DEPT. CHECKLIST FORM COMPLETED AND SIGNED.
- WASHINGTON COUNTY ENGINEERING SUBMITTAL CHECKLIST WITH ATTACHMENTS.
- WASHINGTON COUNTY SOIL CONSERVATION DISTRICT TRANSMITTAL/SUBMITTAL CHECKLIST W/ATTACHMENTS (if applicable).
- OTHER REVIEW AGENCY TRANSMITTAL /SUBMITTAL CHECKLISTS W/ATTACHMENTS AS REQUIRED.

747 Northern Avenue | Hagerstown, MD 21742 | P: 240.313.2430 | F: 240.313.2431 | TDD: 7-1-1

- SOILS MAP (8.5" X 11") WITH SITE DELINEATED (if not part of SCD submittals package)
- WRA APPLICATION **FINAL PLATS ONLY** (if applicable)
- HOA MAINTENANCE DOCUMENTS (if applicable)

SIMPLIFIED SUBDIVISION PLATS:

(If item is not applicable, please enter N/A)

TOTAL ACREAGE OF PARCEL (S): _____

SUBMITTAL REQUIREMENTS:

- SEVEN (7) COPIES OF SIMPLIFIED PLAT (INCLUDING OWNER & SURVEYORS CERTIFICATE SIGNATURES), FOLDED TO FIT 9" X 11" FILE W/LOWER RIGHT SECTION ON TOP.
- EXEMPTION APPLICATION FORM FROM THE WASHINGTON COUNTY FOREST CONSERVATION ORDINANCE.
- A COMPLETED MASTER FEE SUMMARY SHEET WITH CALCULATED FEES FOR EACH REVIEWING AGENCY. GRAND TOTAL AMOUNT IN FORM OF A CHECK PAYABLE TO "WASHINGTON COUNTY TREASURER".
- A COMPLETED DIVISION OF PLAN REVIEW & PERMITTING FEE WORKSHEET WITH CALCULATED FEE.
- WASHINGTON COUNTY DIVISION OF PLAN REVIEW & PERMITTING CHECKLIST FORM COMPLETED AND SIGNED.
- SOILS MAP (8.5" X 11") WITH SITE DELINEATED.
- OTHER REVIEW AGENCY TRANSMITTAL/SUBMITTAL CHECKLISTS W/ATTACHMENTS AS REQUIRED.

SITE PLANS:

(If item is not applicable, please enter N/A)

SITE PLAN TYPE: _____

TOTAL UNITS/ACRES: _____

NON-RESIDENTIAL BUILDING SQUARE FOOTAGE: _____ DISTURBED AREA: _____

SUBMITTAL REQUIREMENTS:

- TWELVE (12) COPIES OF SITE PLAN, FOLDED TO FIT 9" X 11" FILE W/LOWER RIGHT SECTION ON TOP.
- TWO (2) COPIES OF FOREST CONSERVATION PLAN AND AN APPROVED (OR NEWLY SUBMITTED, FOREST STAND DELINEATION PER ARTICLE 5 OF THE WASHINGTON COUNTY FOREST CONSERVATION ORDINANCE). OR EXEMPTION REQUEST FROM THE WASHINGTON COUNTY FOREST CONSERVATION ORDINANCE.
- A COMPLETED MASTER FEE SUMMARY SHEET WITH CALCULATED FEES FOR EACH REVIEWING AGENCY. GRAND TOTAL AMOUNT IN FORM OF A CHECK PAYABLE TO "WASHINGTON COUNTY TREASURER".
- A COMPLETED DIVISION OF PLAN REVIEW & PERMITTING FEE WORKSHEET WITH CALCULATED FEE.
- WASHINGTON COUNTY ENGINEERING SUBMITTAL CHECKLIST WITH ATTACHMENTS.
- WASHINGTON COUNTY SOIL CONSERVATION DISTRICT TRANSMITTAL/SUBMITTAL CHECKLIST W/ATTACHMENTS (if applicable)

- OTHER REVIEW AGENCY TRANSMITTAL/SUBMITTAL CHECKLISTS W/ATTACHMENTS AS REQUIRED.
- WASHINGTON COUNTY DIVISION OF PLAN REVIEW & PERMITTING CHECKLIST FORM COMPLETED AND SIGNED.
- SOILS MAP (8.5" X 11") WITH SITE DELINEATED (if not part of SCD submittals package)

COMBINED PRELIMINARY/FINAL SUBDIVISION PLAT W/SITE PLAN:
 (If item is not applicable, please enter N/A)

SUBDIVISION TYPE: _____

TOTAL ACREAGE OF PARCEL TO BE SUBDIVIDED: _____

NO. OF LOTS: _____

STIE PLAN TYPE: _____

TOTAL UNITS/ACRES: _____

SUBMITTAL REQUIREMENTS:

- TWELVE (12) COPIES OF THE COMBINED PRELIMINARY/FINAL SUBDIVISION PLAT/SITE PLAN. (INCLUDING OWNER & SURVEYORS CERTIFICATE SIGNATURES), FOLDED TO FIT 9" X 11" FILE W/ LOWER RIGHT SECTION ON TOP.
- TWO (2) COPIES OF A FOREST CONSERVATION PLAN AND AN APPROVED (OR NEWLY SUBMITTED, PER ARTICLE 5 OF THE WASHINGTON COUNTY FOREST CONSERVATION ORDINANCE). FOREST STAND DELINEATION OR EXEMPTION APPLICATION FROM THE WASHINGTON COUNTY FOREST CONSERVATION ORDINANCE.
- A COMPLETED MASTER FEE SUMMARY SHEET WITH CALCULATED FEES FOR EACH REVIEWING AGENCY. GRAND TOTAL AMOUNT IN FORM OF A CHECK PAYABLE TO "WASHINGTON COUNTY TREASURER"
- A COMPLETED DIVISION OF PLAN REVIEW & PERMITTING WORKSHEET WITH CALCULATED FEE.
- WASH INGTON COUNTY ENGINEERING SUBMITTAL CHECKLIST WITH ATTACHMENTS.
- WASHINGTON COUNTY SOIL CONSERVATION DISTRICT TRANSMITTAL/SUBMITTAL CHECKLIST W/ATTACHMENTS (If applicable).
- OTHER REVIEW AGENCY TRANSMITTAL/SUBMITTAL CHECKLISTS W/ATTACHMENTS AS REQUIRED
- WASHINGTON COUNTY DIVISION OF PLAN REVIEW & PERMITTING CHECKLIST FORM COMPLETED AND SIGNED.
- SOILS MAP (8.5" X 11") WITH SITE DELINEATED (if not part of SCD submittals package)
- WRA APPLICATION **FINAL PLATS ONLY** (if applicable).
- HOA MAINTENANCE DOCUMENTS (if applicable).