



## Administrative Plat Procedures and Checklist

Calvert County, Maryland Department of Planning & Zoning  
 150 Main Street, 3rd Floor, Prince Frederick, MD 20678 - Phone: (410) 535-2348, (410) 535-1600 ext. 2356  
 MD Relay: (800) 735-2258, Fax: (410) 535-3092 - email: Becky.Parkinson@calvertcountymd.gov

Please mark in the "Applicant" column to confirm which documents you have submitted. The fees for Plat projects can be found on the **Planning & Zoning FY20XX Fee Package (Form PZ-FEE-FYxx)** on the page labeled Plats. The fee schedule no longer calculates fees due, but it lines up everything to make the calculations simple. **All document signatures and stamps must be original on the recording package.**

All documents should be submitted as electronic files until they reach final plat approval & recordation.

All review fees can be submitted in one combined check made payable to the **Calvert County Treasurer**. **Any filing fees must be paid with separate checks for each document made payable to "Clerk of the Circuit Court."** Please discuss this with the Planning Commission Clerk at (410) 535-1600 x2377, to ensure accuracy.

### PRIMARY PROJECT INFORMATION

Project Name:		Project Number:	
Property Address:			
Pri. Owner's Name		Pri. Owner's eMail address	
Item	Appl	N/A	P&Z
<b>A</b>	<b>SUBMITTAL REQUIREMENTS</b>		
<b>B</b>	Completed Administrative Plat checklist (this form, PLATS-605)		
<b>C</b>	Recording of Plat Form (only required if plats are 8 1/2" x 14"). There are three types of Recording of Plat Forms: replatting, easement, and lateral line revision - use the form appropriate for your project.		
<b>D</b>	If project is within the Critical Area, it must be reviewed by the Critical Area Commission.		
<b>E</b>	If changes to stormwater management, SDE, driveway access, etc. are proposed, it must be reviewed by the Department of Public Works and/or the State Highway Administration.		
<b>F</b>	If impacts to the Forest Retention Area or other environmental issues/conditions are proposed, it must be reviewed by the Environmental staff of the Department of Planning & Zoning.		
<b>G</b>	Other agency reviews may be required.		
<b>H</b>	Revised Plat		
<b>I</b>	Required Reviewers		
<b>J</b>	Department of Public Works and/or State Highway Administration for changes to Stormwater Management, SDE, driveway access, etc.		
<b>K</b>	Public Safety/Communications/Addressing		
<b>L</b>	Subdivision Planner		
<b>M</b>	If project is within the Critical Area, it must be reviewed by the Critical Area Commission		
<b>N</b>	If project impacts the Forest Retention Area or other environmental issues/conditions are proposed, it must be reviewed by the Environmental staff of the Department of Planning & Zoning		
<b>O</b>	Other agency review may be required		
<b>P</b>	Additional forms and documentation that are required		
<b>Q</b>	Copy of previously recorded plats, deed(s) and/or title history, to prove that the lots/parcels existed prior to June 29, 1967		
<b>R</b>	If in the Critical Area: Critical Area Transmittal Form		
<b>S</b>	If in the Critical Area: Findings of Fact Form		
<b>T</b>	Lot Consolidation and Reconfiguration Form		
<b>U</b>	Project Notification Application		
<b>V</b>	Review Fee (attach completed Subdivision/Plat Fee Schedule for the current Fiscal Year).		

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1	<b>STANDARD PLAT REQUIREMENTS</b>					
3	Drafting Standard					
4	The Plan shall be clearly and legibly drawn at one of the following scales: One inch equals 20 feet (1" = 20'); one inch equals 30 feet (1" = 30'); one inch equals 40 feet (1" = 40'); one inch equals 50 feet (1" = 50'); or one inch equals 100 feet (1" = 100'). Other scales may be accepted with prior approval by the Planning Commission or its designee.					
5	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.					
6	Each sheet shall be numbered and shall show its relationship to the total number of sheets.					
7	Plat Requirements.					
8	The subdivision or property name along with the city or zip code shall be shown in the title block in the bottom right corner of the plat.					
9	Planning & Zoning case number shall be shown above the title block.					
10	Owner(s) and developer's name and mailing address shall be shown on replatting application. <u>Do Not</u> include email or phone number.					
11	Name, phone number, mailing address, email address, seal, and expiration date of the Registered Engineer, Registered Landscape Architect or Registered Land Surveyor (in each case, registered with the State of Maryland) responsible for the plan.					
12	Date, north arrow, legend and scale.					
13	A vicinity map indicating the location of the site with relation to the area road system shall be shown in the top right corner of the plat. The vicinity map shall also indicate the scale, north arrow, the tax map, block and parcel number of the site. Tax ID# shall be listed below the map.					
14	The location of surrounding property and roads, the names of all adjoining property owners of record and their deed references or the names of adjoining developments along with the parcel numbers.					
15	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 CCZO and/or other pertinent features being within the property, as determined by the Planning Commission or its designated representative.					
16	The layout and appropriate dimensions of lots (including lot lines to be abandoned) and lot numbers.					
17	Revised lots/parcels will be shown with an 'R' (if revised more than once, 'RR', etc.).					
18	All building restriction lines, setbacks, buffers, etc. shall be shown.					
19	Required signature blocks with the certifications for the Health Department, owner(s), Planning Commission Secretary and Surveyor shall be on all 18" x 24" plats and replats, if multiple pages.					
20	A legend shall be shown to identify an eclipse for addressing, building restriction lines and other hatching or symbols used.					
21	<b>STANDARD NOTE REQUIREMENTS, if applicable, shall be included on the plat.</b>					
22	The purpose of this plat is to .... (list all reasons/changes being done as part of this replatting).					
23	This lot was previously recorded at Liber _____, Folio _____. All notes and conditions previously recorded are still applicable with the exception of any changes by this replatting.					
24	This plat was prepared without benefit of a title report.					
25	The subject property of this platting has not been reviewed for building purposes in accordance with the Calvert County Zoning Ordinance; such a determination will be made as part of the building permit application process.					

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26	Percolation test information is available at the Calvert County Health Department.								
27	This plat is not a boundary survey and does not meet the minimum standards for a boundary survey as defined by Code of Maryland Regulations.								
28	This plat is a "special purpose survey" per Section 09.13.06.10 of Code of Maryland Regulations.								
29	Previous Board of Appeals approvals shall be referenced with the case number, the variance that was approved and any information relevant to the approval and this replatting.								
30	The following statements by the responsible owner, partnership, corporation or developer, as appropriate and representing all parties having proprietary interest in the property, shall be provided on the plat:								
31	"The undersigned owners and all parties having a proprietary interest in this property hereby adopt this plan of subdivision, establish the minimum building restriction lines, and dedicate the roads, alleys, walks and other areas as specified. The roads, open spaces and public sites shown herein and the mention thereof in deeds, are for the purpose of description only, and recording of the Final Plat shall not be deemed to constitute or effect an acceptance by the County Commissioners; acceptance by the County may be accomplished by a subsequent appropriate act. An easement is established 10 feet in width binding on all rights-of-way for the installation and maintenance of public utilities."								
32	Sight Distance Certification.								
33	There may be additional notes relevant to a Replat.								
34	<b>Agent Responsible for Submission</b>								
35	Agent or Licensed Preparer								
36	Agent's Firm (if any)								
37	Name:								
38	eMail:								
39	Mailing Address:								
40	City:		State:		Zip:				
41	Signature:				Preferred Contact Method:				
42	Primary Phone:		Other Phone:		eMail	Snail Mail	Phone		