



Planning & Zoning: Plat/Administrative Plat Recording Checklist

Calvert County, Maryland, Department of Planning & Zoning
 150 Main Street, 3rd Floor, Prince Frederick, MD 20678
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Please use this checklist to confirm you have included the following items as part of your final plat submittal package.

All review fees can be submitted in one combined check made payable to the **Calvert County Treasurer**. **Any filing fees must be paid by separate check 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:			
Primary Owner:			
Owner's eMail:			

Please confirm that you have completed the digital data forms and included that documentation with the submission of the final plat recordation package by marking this box =====>

	Item	# included	fee each	line total	Appl	N/A	P&Z
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PLAT ITEMS

1	18" x 24" plats						
	a. Final plat recording fee of \$5 per plat (check payable to Clerk of the Circuit Court), all on one check .		\$5				
	b. Completed, certified, signed mylars of the final plats, up to 18" x 24" in size.						
	i. Original mylars with original signatures, marked "original" by Engineer.	3 mylar originals	included in line 1.a.				
	ii. Archival quality reproducible mylar, marked "copy" by Engineer.	1 mylar	included in line 1.a.				
	c. Paper copies for agency distribution	3 copies	included in line 1.a.				
2	8 1/2" x 14" plats						
	a. Final plat recording fee of \$20 per plat (check payable to Clerk of the Circuit Court).		\$20				
	b. Original Recording of Plat form with original signatures	1 original	included in line 2.a.				
	c. Paper copy of plat/replat with notes	1 copy	included in line 2.a.				

RECORDING DOCUMENTS & OTHER ATTACHMENTS

List all accompanying attachments below. If the attachment has not been reviewed by CCG as part of this project, please include the \$35 fee per document which is payable to Calvert County Treasurer. *Please list the document in both sections if both fees are being paid.* If you need additional space, please use another sheet.

3			\$35				
4			\$35				
5			\$35				
6			\$35				
7			\$35				

Project Name:		Project Number:	
Property Address:			
RECORDING DOCUMENTS & OTHER ATTACHMENTS <i>continued</i>			
<p>List all accompanying attachments below. The \$60 fee indicated below is the Recording Fee: Each supporting document needs a separate check payable to "Clerk of the Circuit Court." <i>Please list the document in both sections if both fees are being paid.</i> If you need additional space, please use another sheet.</p>			
8		\$60	
9		\$60	
10		\$60	
11		\$60	
12		\$60	
Other Attachments - please verify the fee(s) required and put it in the appropriate column(s) for calculations			
	Item	# included	fee each
		line total	Appl N/A P&Z
13			
14			
15			
16			
17			
18			
19			
20			
Agent Responsible for Submission			
Agent's Firm (if any)			
Name:			
eMail:			
Signature:		Date Signed:	