

# Final Subdivision Plat Application

## Charles County Government

Department of Planning & Growth Management  
 Post Office Box 2150, La Plata, Maryland 20646

Application is hereby made for approval of the Final Subdivision Plat hereinafter described.

Proposed Plat Name \_\_\_\_\_

Administration Use: \_\_\_\_\_

Plat Type - XCS, XIS, XRS, XNL

- XCS: Commercial Subdivision - Resubdivision or creation of one or more lots in the Commercial Zones. Zones: CC, CB, CN, CV, RO, CER, CRR, or CMR.
- XIS: Industrial Subdivision - Resubdivision or creation of one or more lots in the Industrial Zones. Zones: IH, IG, BP.
- XRS: a) Residential Subdivisions - Resubdivision or creation of two or more lots in the Residential Zone. Zones: AC, RC, RR, RL, RM, RH, RV, PRD, TOD, CER, CRR, or CMR.  
 b) Plats of Consolidation - without initial submission of a draft copy of the Deed of Consolidation.  
 c) Plats of Conversion - without initial submission of an approved Sewage Easement Plat.  
 d) Lot Line Adjustment/Boundary Line Adjustment.
- XNL: Plats creating "no new lots" in any zoning classification.  
 a) Plats showing a boundary survey for only one lot of record.  
 b) Plats of correction where no new lots are created but the plat depicts more than two lots. Typically submitted for purpose of correcting or revising information on a previously recorded plat such as road names or building restriction lines.  
 c) Plats of Consolidation- only if a draft copy of the required Deed of Consolidation is submitted with application.  
 d) Plats of Conversion- only if an approved Sewage Easement Plat is submitted with application  
 e) Easement Plats- plats recording easements only.  
 f) XNL Plats may be titled in the following ways: Plats of Correction; Boundary Survey, Plat of Consolidation, Easement Plat.

NOTE: For plats in the MX or PUD Zones please contact the Land Use Division in the Planning Office.

For Permit

_____
Date Submitted
_____
Fees Paid
_____
File Number Assigned
_____
Staff Initials
_____
Plat Type Approval/Planning Initials
_____
Eight Paper Copies _____ Appl .
Completed
_____
Appropriate Fees _____ Two Site
Plans

\_\_\_\_\_ Applicant's Name/Contact Person  
 \_\_\_\_\_ Engineer/Surveyor/CompanyName/ContactPerson

Address City, State Zip Code Address City, State Zip Code

Phone Number Facsimile Number Phone Number Facsimile Number

Owner's Name Phone Number Facsimile Number

Owner's Address City, State Zip Code

Dev District (In/Out) Property Tax Number Preliminary Plan No. Date of Approval

Number of Proposed Lots Tax Map, Grid, Parcel/Block & Lot Election District Census Tract

Current Zoning Acreage of Entire Tract Residue Property (Y/N) If yes, how much?

\_\_\_\_\_  
Purpose of Subdivision Does this property have a front foot assessment for water and/or sewer improvements? (Y/N) \_\_\_\_\_

Have any restrictions been placed on the property? (Y/N) \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

Has the property been the subject of a rezoning, special exception or variance? (Y/N) \_\_\_\_\_ If so, please identify, provide file no. and date of approval. \_\_\_\_\_

If the parcel contains residue property, has adequate access for the residue been provided? (Y/N) \_\_\_\_\_

Since 1976, how many times has the property been the subject of a subdivision, either as a lot or portion thereof, or as a residue property? \_\_\_\_\_ If so, how many lots have been created? \_\_\_\_\_

Is the property located within 1,000 feet of any tidal waters, tidal wetlands or tributary streams of the Chesapeake Bay? (Y/N) \_\_\_\_\_

Are there tidal or non-tidal wetlands or other areas of environmental concern located on the property? (Y/N) \_\_\_\_\_

**Final Subdivision Plat Preparation Checklist:**

Please circle each item to indicate that it is included for a complete package or does not apply.

For Planning Department Use:

- |     |     |   |
|-----|-----|---|
| Yes | N/A | Eight (8) paper prints of the Subdivision Plat.   |
| Yes | N/A | Appropriate Fees.   |
| Yes | N/A | Plat scale 1"= 100" or larger (if not, a waiver needs to be included in submittal).   |
| Yes | N/A | Completed, Signed, and Dated "Application for Approval, Final Subdivision Plat".  |
| Yes | N/A | Forest Conservation Stand Delineation and Conservation Plan, or other means of compliance (if applicable).                                  |
| Yes | N/A | Two (2) Site Plans (copy of final plat).  |
| Yes | N/A | Copy of Deed restrictions or Homeowner's Association documents.   |
| Yes | N/A | For parcels claiming either Real Estate Transfer Exemptions or Intrafamily Transfer Exemption, submittal of a Declaration of Intent.        |
| Yes | N/A | Copy of approved MDE water and sewer permits, approved water/sewer allocation (if applicable).  |
| Yes | N/A | Copy of preliminary plan approval (if applicable).  |
| Yes | N/A | Affidavit of Intent for the use of Transfer Development Rights (TDR). (if applicable)   |
| Yes | N/A | Copy of School Allocation Granting Letter, if applicable.   |
| Yes | N/A | For properties located in the CBCA: Planting and forest management plans, if necessary, to be approved by Planning Office and Bay Forester. |
| Yes | N/A | Open space maintenance plan for common open space, habitat protection areas or recreation areas.  |
| Yes | N/A | Shoreline erosion plan, where warranted.  |

- \_\_\_\_\_ Eight paper copies
- \_\_\_\_\_ Appropriate Fees
- \_\_\_\_\_ Correct Scale
- \_\_\_\_\_ Application completed
- \_\_\_\_\_ Means of compliance
- \_\_\_\_\_ Two Site Plans
- \_\_\_\_\_ Copy of Deed or Homeowner's Association Documents
- \_\_\_\_\_ Declaration of Intent
- \_\_\_\_\_ MDE water/sewer permits
- \_\_\_\_\_ Preliminary plan approval
- \_\_\_\_\_ TDR
- \_\_\_\_\_ Planting/Forest Mgmt Plan
- \_\_\_\_\_ Open space plan
- \_\_\_\_\_ Shoreline Erosion Plan

The applicant hereby certifies that this application for final subdivision plat approval is complete and that the information provided is correct. Incomplete applications will not be accepted for review and will be returned to the applicant within three (3) working days of the initial submittal date.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Final Subdivision Plat Application - Fee Calculation Sheet

## Charles County Government

Department of Planning & Growth Management  
 Post Office Box 2150, La Plata, Maryland 20646

Subdivision Name: \_\_\_\_\_

Application Date: \_\_\_\_\_

### Step 1 - Plat Fee

Determine how many lots are on the proposed plat. If the plat contains only one (1) lot, fill in **Line 1A** with the required amount of \$46.00. If the plat has between two (2) and five (5) proposed lots, fill in **Line 1B** with the required amount of \$144.00. If the plat has over five (5) lots, then fill in **Line 1C** with the required amount of \$285.00.

	# of lots	fee
<b>Line 1A</b> Plats with 1 lot	_____	_____
<b>Line 1B</b> Plats with 2 to 5 lots	_____	_____
<b>Line 1C</b> Plats with over 5 lots	_____	_____

Total Step 1 \_\_\_\_\_

### Step 2 - Lot Fee

Assess each individual lot for a lot fee. If the plat contains one (1) to five (5) lots then assess each lot at \$4.00. If the plat has six (6) lots or more, then assess the first 5 lots at \$4.00 and enter the amount on **Line 2A**, then assess any lots over 5 at \$9.00 each and place on **Line 2B**.

<b>Line 2A</b> 1 to 5 lots	_____	X	_____	=	_____
<b>Line 2B</b> 6th lot or over	_____	X	_____	=	_____

Total Step 2 \_\_\_\_\_

### Step 3 - NPDES Fee

Assess each new potentially buildable lot proposed in the development district. Potentially buildable lots are any lots, outlots, and residue parcels which meet the zoning requirements of a buildable lot. Not included as potentially buildable lots are open space, right-of-ways, and one remainder of the original (parent) tract.

Line 3A	lots	_____	X	\$117.00	=	_____
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Total Step 3 \_\_\_\_\_

### Step 4 - CBCA Final Plat Fee (as of July 1, 2008)

If any portion of the plat lies within 1000 ft. of mean high water, \$126.00 fee is applicable.

Total Step 4 \_\_\_\_\_

### Step 5 - Recording Fee

If the plat is either an XNL, XCS, XIS, or XRS then a \$5.00 recordation fee should be noted on **Line 4A**.

<b>Line 4A</b>	Recording fee for XNL, XCS, XIS, or XRS	_____
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Total Step 5 \_\_\_\_\_

### Step 6 - Total Fee

The fees from Step 1, Step 2, Step 3, and Step 4 should be added together and entered on the **Total Due** line. This total amount is to be submitted with the Final Subdivision Plat Application.

**Total Due** \_\_\_\_\_

\*Note - This form is not valid after 06/30/09.

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