

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 _____

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 the 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 Plats.

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

For Permit Administration Use:

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 Company Name/Contact Person _____

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) _____

"Is there any proposed open space located on the attached final plat? ___ Yes ___ No. If the answer is 'yes', please complete the following Net Open Space Data Calculation Table."

CHARLES COUNTY NET OPEN SPACE DATA CALCULATIONS

Instructions:

- 1) The following table must be completed for all Cluster Final Plats of Subdivision with proposed open space.
- 2) Follow the instructions below to complete the table.

Enter area totals in boxes at right			IN ACRES	
A1	TOTAL PLAT AREA			(A1)
2	(Minus)	Total area of cluster lots (not including agricultural lots)	(A2)	
3	(Minus)	Total area of conventional lots	(A3)	
4	(Minus)	Total area of public use lots	(A4)	
5	(Minus)	Total area of outlots	(A5)	
6	(Minus)	Total area of stormwater management lots	(A6)	
7	(Minus)	Total area of public road dedication	(A7)	
8	(Minus)	Total area of any land outside of open space and outside of agricultural use lots, but not included above	(A8)	
B1	GROSS AREA OF OPEN SPACE			(B1)
2	(Minus)	Resource Protection Area (RPZ) included within Open Space	(B2)	
3	(Minus)	Area of Isolated Wetlands (not associated with RPZ) within Open Space	(B3)	
C1	NET NEW OPEN SPACE			(C1)

- 3) In **(A1)**, enter the total plat area in acres.
- 4) In **(A2)**, enter the total area (in acres) of cluster lots, but do not include agricultural lots.
- 5) In **(A3)**, enter the total area (in acres) of conventional lots, if applicable. If none, enter "0".
- 6) In **(A4)**, enter the total area (in acres) of public use lots, if applicable. If none, enter "0".
- 7) In **(A5)**, enter the total area (in acres) of outlots, if applicable. If none, enter "0".
- 8) In **(A6)**, enter the total area (in acres) of stormwater management lots, if applicable. If none, enter "0".
- 9) In **(A7)**, enter the total area (in acres) of public road dedication, if applicable. If none, enter "0".
- 10) In **(A8)**, enter the total area (in acres) of any land outside of open space and outside of agricultural use lots that is not included in any of the lot categories in **(A1)** through **(A8)**, if applicable. If none, enter "0".
- 11) In order to calculate **(B1)**, the Gross Area of Open Space, subtract lines **(A2)** through **(A8)** from **(A1)**.
- 12) In **(B2)**, enter the Resource Protection Area included within Open Space, if applicable. If none, enter "0". Please note that the area can be measured in CAD or GIS.
- 13) In **(B3)**, enter the area of Isolated Wetlands (not associated with RPZ) within Open Space, if applicable. If none, enter "0".
- 14) In order to calculate **(C1)**, the Net New Open Space, subtract lines **(B2)** through **(B3)** from **(B1)**.

Final Subdivision Plat Preparation Checklist:

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

- 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. For properties located in the CBCA:
- Yes N/A 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.
- Yes N/A Is the *Open Space Data Sheet* completed.

For Planning Department Use:

- _____ 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
- _____ Open Space Data Sheet

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.

PLEASE NOTE: Each sheet of a plan is charged a fee. All pages of a plan are reviewed and therefore are charged the minimum base rate of a 1 lot plan review (e.g. note and composite sheets, and plats of correction, etc.). *The only plats that are exempt are Boundary Survey and Condominium Plats which are charged the base rate fee (1 lot fee) for the first page plus a recording fee for each additional plat page.*

		# of lots	fee	
Line 1A	Plats with 1 lot	_____	_____	
Line 1B	Plats with 2 to 5 lots	_____	_____	
Line 1C	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**.

Line 2A	1 to 5 lots	_____	X	_____	=	_____	
Line 2B	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	=	_____	Total Step 3 _____
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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**. **Note: Each plat sheet is assessed this fee.**

Line 4A	Recording fee for XNL, XCS, XIS, or XRS	_____	Total Step 5 _____
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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 06/30/10.

F: Home\PGMS2\PZ\Current Planning\Final Plats\Final Plat Application Update November 16 2009.wpd