

BUREAU OF DEVELOPMENT REVIEW
FINAL SUBDIVISION PLAT REQUIREMENTS CHECKLIST

A. Title Block (to be located in lower right corner of plan):

- _____ 1. Proposed subdivision name (approved by the Bureau of Development Review prior to submission; not to be changed during process).
- _____ 2. Owner's name and address.
- _____ 3. Developer's name and address.
- _____ 4. Surveyor's name, address, and phone number.
- _____ 5. Town, Election District, County, State.
- _____ 6. Scale at 1" = 20' to 1" = 100' - plan must be clear and legible.
- _____ 7. Date of plan and subsequent revision dates.
- _____ 8. County file number.

Note: Each plat sheet must be signed and sealed by a professional land surveyor or property line surveyor licensed in the State of Maryland.

B. Data Tabulation (all acreage to the thousandth):

- _____ 1. Number of lots (including improved sites).
- _____ 2. Total area of lots.
- _____ 3. Total area of parcels for road widening (list and identify separately).
- _____ 4. Total area of other parcels (including open space, list and identify separately).
- _____ 5. Acreage of each new street (list and identify).
- _____ 6. Total area of streets.
- _____ 7. Total area of plat.

C. Individual items to be included on the plat:

- _____ 1. All sheets in the set numbered, i.e. Sheet 1 of 5, etc.
- _____ 2. Vicinity map located in upper right corner of plan with property outlined or shaded. Preferable scale 1" = 1 mile or 1" = 2000'.
- _____ 3. North point of plan with the datum identified. Plats and supporting plans shall be based on the Maryland Coordinate System, North American Datum of 1983 (NAD83).

- _____ 4. One or more corners accurately tied by bearing and distance to a monument of the Carroll County Control System.
- _____ 5. Bearings and distances of property boundary based on a boundary survey.
- _____ 6. Bearings and distances of lot lines, easement and right-of-way boundaries, and roads in accordance with the preliminary plan approved by the Carroll County Planning Commission, including any specific requirements as a result of the conditions of approval. A recording reference must be provided for all existing easements and right(s)-of-way.
- _____ 7. Curve data including radius, length of curve, delta angle, length of tangent, and the long chord bearing and distance for all curved roadway lines. Individual lot frontages, if more than one lot on any one curve, need only show the radius and length of curve for each lot.
- _____ 8. The front yard minimum building line dimensioned and labeled in accordance with the minimum zoning requirements or any requirements of the Carroll County Health Department and/or the Carroll County Planning Commission. For cluster subdivisions and planned unit developments, the side and rear yard setback lines must also be dimensioned and labeled on each lot or on a typical lot detail.
- _____ 9. Signature blocks for the Carroll County Planning and Zoning Commission, the Carroll County Health Department, and the Carroll County Department of Public Works Bureau of Utilities. See Section F of this checklist.
- _____ 10. Certification blocks for the property owner(s) and surveyor. The owner's name must be printed below the signature line. If the owner is an LLC, the name and title of the person signing as owner must be printed below the signature line. See Section F of this checklist.
- _____ 11. A block for the recording reference that includes the initials of the Clerk of the Circuit Court.
- _____ 12. In the Agricultural Zoning District, the outline of the total tract at a scale so as to be accurate and legible. The Remaining Portion shall be so labeled and the acreage of the remaining portion shown. The outline and remaining portion may be shown in the vicinity map provided it is drawn accurately to a scale of 1 inch equals 2,000 feet.
- _____ 13. Any restriction affecting the subdivision.
- _____ 14. Road and street names approved by the Bureau of Development Review prior to plat submission.
- _____ 15. Any areas required for reservation or conveyance for roads or other public uses such as open space, schools, etc.

- _____ 16. Consecutive lot numbers beginning with last number of any previously recorded section, if any. Consecutive letters for parcels and tracts.
- _____ 17. Adjacent property owners with current deed references, including adjacent public roadways with recording references and right-of-way plat numbers.
- _____ 18. Accurate dimensions of all lines shown on the plat.
- _____ 19. Any parcels of ground too small for residential purposes labeled and identified. (To be included with adjacent lots wherever possible.)
- _____ 20. For use-in-common driveways, the location, width, and limit of construction.
- _____ 21. On amended plats, the accurate location and identification of all permanent structures on the property or within 100 feet of the boundaries of the property. This information is to be shown on the amended plat prints submitted for review, but not on the record plat mylars.
- _____ 22. On amended plats, a purpose note boldly outlined and conspicuously placed on the plat separate from the general notes clearly stating the purpose for the amended plat and a reference to the previously recorded plat including plat book and page number.

Note: All details must be drawn to scale and oriented in the same direction as the plan.

D. Required General Notes (required on all plats, to be placed on Sheet 1):

- _____ 1. Current title reference: owner, deed reference, date, and grantor.
- _____ 2. No grading, filling, or construction shall be permitted which obstructs or inhibits the surface flow of water within drainage and utility easements as shown hereon.
- _____ 3. Any modification or plat reassembly shall be subject to approval by the Carroll County Planning and Zoning Commission.
- _____ 4. Water and Sewerage Facilities - Use (a), (b), (c), or (d) as applicable to the subdivision

(a) Where there are existing water and sewerage facilities:

County Master Plan for Water and Sewerage
 Water - Existing Service Area
 Sewer - Existing Service Area

Public water and sewer will be available, and no individual water or sewerage systems shall be permitted.

(b) Where there are existing water facilities and no sewerage facilities:

County Master Plan for Water and Sewerage

Water - Existing Service Area

Public water will be available and no individual water system shall be permitted. Sewer - If and when public/community sewerage facilities become available to the lots in this subdivision, the lot owner shall be required to connect to the system in accordance with applicable law.

(c) Where there are existing sewerage facilities and no water facilities:

County Master Plan for Water and Sewerage

Water - If and when public/community water facilities become available to the lots in this subdivision, the lot owner shall be required to connect to the system in accordance with applicable law.

Sewer - Existing Service Area

Public sewer is available and no individual sewerage systems shall be permitted.

(d) Where neither public water nor public sewerage facilities are available:

If and when public/community water and/or sewerage facilities become available to the lots in this subdivision, the lot owner(s) shall be required to connect to the system in accordance with applicable law.

E. Additional General Notes (Select the notes applicable to the subdivision):

- _____ 1. Place on all plats where buildable areas for residences are required by the Carroll County Health Department to be shown on the plat:

The "buildable areas for residences" as shown hereon are a requirement of the Carroll County Health Department and are subject to change upon approval of the Carroll County Health Department.

- _____ 2. Place on all plats in the Agricultural Zoning District:

Agriculture is the preferred use in the Agricultural District. All Agricultural operations shall be permitted at any time, including the operation of farm machinery and no Agricultural use shall be subject to restriction because it interferes with other uses permitted in the District.

- _____ 3. Place on all plats in the Agricultural Zoning District:
Remaining Portion - (Acreage), (Current Deed Reference).

- _____ 4. Place on all plats where no further lots are permitted on the remaining portion of property located in the Agricultural Zoning District:

This entire tract is located within the Agricultural District established by the Carroll County Zoning Ordinance. The regulations for the Agricultural District

prohibit further subdivision of the area designated on this plat as Remaining Portion and the lots shown hereon for the purpose of creating additional lots for residential use.

_____ 5. Place on all plats where additional lots may be created on the remaining portion of property located in the Agricultural Zoning District:

This entire tract is located within the Agricultural District established by the Carroll County Zoning Ordinance. The regulations for the Agricultural District prohibit further subdivision of the lots shown hereon for the purpose of creating additional lots for residential use, but do permit the further division of the area designated on this plat as Remaining Portion subject to limitations on the number of lots which may be created for residential use.

_____ 6. The area shown as Parcel _____, containing _____ acres, is to be conveyed to the Carroll County Commissioners by deed to be recorded simultaneously herewith.

AND/OR

The area shown as Parcel _____, containing _____ acres, is to be conveyed to the State Highway Administration by deed.

_____ 7. Lots _____ shall utilize the use-in-common driveway as shown hereon. A Declaration of Maintenance Obligations setting forth the responsibilities for maintenance of the use-in-common driveway(s) and delineating an easement for ingress and egress is intended to be recorded simultaneously herewith.

_____ 8. Lots _____ Remaining Portion of _____ property and Lots _____ and Remaining Portion of _____ property shall utilize the use-in-common driveway. _____ by deed dated _____, and recorded among the Land Records of Carroll County in Liber _____, folio _____ and _____ by deed dated _____, and recorded among the Land Records of Carroll County in Liber _____, folio _____ have a right-of-way and easement in the use-in-common driveway which is not intended to be affected by this subdivision. A Declaration of Maintenance Obligations setting forth the responsibilities for maintenance of the use-in-common driveway is intended to be recorded simultaneously herewith.

_____ 9. The new street(s) and road(s) shown hereon (list names of streets) are to be conveyed to the Carroll County Commissioners upon acceptance by Carroll County.

_____ 10. Length of each new street (within limits of right-of-way as shown on plat).

_____ 11. Total length of new streets (within limits of right-of-way as shown on plat).

_____ 12. Vehicular ingress and egress to _____ from lots _____

through _____ is prohibited.

_____ 13. Vehicular ingress and egress is prohibited between these points.

_____ 14. The driveway for lot(s) _____ is restricted to the location shown hereon.

_____ 15. Board of Zoning Appeals case number, decision, and decision date.

_____ 16. For residential subdivisions with public stormwater facilities:

The area(s) shown as Parcel(s) _____, containing _____ acres, is/are to be conveyed to the Carroll County Commissioners upon acceptance of the Stormwater Management Facility.

_____ 17. For residential, commercial, or institutional subdivisions with private stormwater management facilities, such as dry wells:

Lots (give lot numbers) contain private stormwater management facilities. A stormwater management easement and maintenance agreement shall be granted to the County Commissioners of Carroll County as an easement of access to the County Commissioners or authorized representatives by a deed to be recorded simultaneously herewith.

_____ 18. For access to a stormwater management facility via a use-in-common driveway:

A stormwater management easement shall be granted to the County Commissioners of Carroll County as an easement of access to Parcel for the County Commissioners or authorized representatives by a deed to be recorded simultaneously herewith.

_____ 19. For subdivisions that achieve stormwater management through grading:

Lots (give lot numbers) are intended to achieve stormwater management through grading. A grading plan will be required for each lot with the building permit application.

_____ 20. The area(s) shown hereon as Forested Water Resource Protection Easement, with a total acreage of _____, shall be granted to the Carroll County Commissioners by a deed to be recorded simultaneously herewith.

_____ 21. The area(s) shown hereon as Non-Forested Water Resource Protection Easement, with a total acreage of _____, shall be granted to the Carroll County Commissioners by a deed to be recorded simultaneously herewith.

_____ 22. The area(s) shown hereon as Forest Conservation Easement, with a total acreage of _____

_____, shall be granted to the Carroll County Commissioners by a deed to be recorded simultaneously herewith.

_____ 23. The area(s) shown hereon as Floodplain Easement, with a total acreage of _____, shall be granted to the Carroll County Commissioners as an easement to provide permanent preservation of the floodplain by a deed to be recorded simultaneously herewith.

_____ 24. The use-in-common driveway shown hereon, known as (drive name) may be subject to flooding and therefore is not eligible for county road status. Lots (list lot numbers) are not provided with flood-free access.

_____ 25. The area(s) shown hereon as Open Space Easement, with a total acreage of _____, shall be granted to the Carroll County Commissioners by a deed to be recorded simultaneously herewith.

_____ 26. No building permit or zoning certificate shall be issued for any lot shown hereon until such time as a Site Development Plan has been approved by the Carroll County Planning and Zoning Commission.

_____ 26. This entire tract is located within the Conservation District established by the Carroll County Zoning Ordinance. The regulations for cluster subdivisions within the Conservation District prohibit further subdivision of the area designated on this plat as open space and the lots shown hereon.

_____ 28. Any other notes required by review agencies.

F. Required Subdivision Plat Signature Blocks:

CARROLL COUNTY PLANNING & ZONING COMMISSION	
BY _____	DATE _____

CARROLL COUNTY DEPARTMENT OF PUBLIC WORKS BUREAU OF UTILITIES	
BY _____	DATE _____

FOR PRIVATE WELLS AND SEPTIC SYSTEMS*

CARROLL COUNTY HEALTH DEPARTMENT	
BY _____	DATE _____

FOR PUBLIC WATER AND/OR SEWERAGE SYSTEMS*

CARROLL COUNTY HEALTH DEPARTMENT	
BY _____	DATE _____
<p>COMMUNITY WATER AND/OR SEWERAGE SYSTEMS ARE IN CONFORMANCE WITH THE CARROLL COUNTY MASTER PLAN FOR WATER AND SEWER (YEAR OF MASTER PLAN)</p>	

*THE APPLICABLE HEALTH DEPARTMENT SIGNATURE BLOCK MUST BE USED.

CERTIFICATE	
<p>THE OWNER(S), TO THE BEST OF HIS (THEIR) KNOWLEDGE, AND THE SURVEYOR DO HEREBY CERTIFY THAT THE LAND SHOWN HEREON HAS BEEN LAID OUT AND THE PLAT PREPARED IN COMPLIANCE WITH SECTION 3-108 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AS AMENDED, PERTAINING TO THE PREPARATION OF RECORD PLATS.</p>	
<p>_____ OWNER(S) SIGNATURE</p>	<p>_____ DATE</p>
<p>_____ SURVEYOR'S SIGNATURE & REGISTRATION NO. DATE</p>	

If public water and/or sewerage facilities are available to the site, the following statement is to be added at the end of the certificate:

COMMUNITY WATER AND SEWERAGE FACILITIES WILL BE AVAILABLE TO ALL LOTS OFFERED FOR SALE.