



M-NCPPC — Development Review Division

Preliminary Plan of Subdivision Submission Checklist

Submittal Date: _____

Project Name & Number: _____

Technician Review Date: _____ Date to Supervisor: _____

Reviewer: _____ Date Returned to Technician: _____

Date Comments Transmitted to Applicant: _____

Revised Plans/Documents Received: _____

A. DOCUMENTS AND PLANS REQUIRED

- Signed Application Form
- Preliminary Plan or Conservation Sketch Plan
- Zoning Sketch Map with subject property outlined in red
- Approved stormwater management concept plan and approval letter or indication that application has been filed with the Dept. of Public Works & Transportation or the municipality with approval authority
- Copies of Previously Approved Resolutions/Council decisions
- Type I Tree Conservation Plan) or Exemption Letter
- Signed NRI Environmental Package
- Signed Bicycle and Pedestrian Impact Statement Scoping Agreement if location in center or corridor
- Signed Transportation checklist package
- Signed Archaeology checklist package

- Vicinity Map (8 ½ x 11)
- Variation Statement and/or Justification
- Affidavit of Informational Mailing documents
- Application fee made payable to M-NCPPC:

(Do not submit the fee until it is requested)

- Point-by-Point Response addressing technician comments on application deficiencies **(to be submitted after initial review comments)**
- WSSC Requirements Checklist and Payment Receipt
- Distance to Nearest Intersecting Street
- North Arrow and Scale
- Total Area Calculation in Square Feet (under an acre) or Acres
- Entire Property Outlined in Red on one sheet

B. PROPERTY SURVEY REQUIREMENTS:

- Professional Signed and Sealed
- Bearings and Distances in Feet
- Zoning of Subject Property
- Adjoining Property - Zoning, Use, Owner's Names and/or Lot and Block
- Abutting Streets - Name, Location, Center Line and Right-of-Way Width (public or private)

C. PLAN REQUIREMENTS

All plans must be prepared, signed and sealed by a licensed land surveyor or a property line surveyor.

General Notes (in order):

- Existing parcel/lot, deed description/Liber Folio, and plat number
- Tax map, grid
- 200 foot map reference (WSSC)
- Purpose of subdivision
- Prior approvals
- Total acreage; Gross/Net and by zone
- Net developable area outside of PMA (if applicable)
- Acreage of Environmental Regulated Features (if applicable)
- Acreage of 100-year floodplain (if applicable)
- Acreage of road dedication (if applicable)
- Existing zoning/use
- Proposed use of property

- Breakdown of proposed dwelling unit by type (residential only)
- Density calculation (residential only)
- Minimum lot size required by Zoning Ordinance and Subdivision Regulations (24-130)
- Minimum Lot Width at Front Building Line and Front Street Line
- Sustainable Growth Tier (indicate yes or no)
- Andrews, Interim Land Use Control (indicate yes or no)
- Center or Corridor location (indicate yes or no)
- Existing and proposed Gross Floor Area (non-residential only)
- Stormwater Management Concept number and approval date
- Water/Sewer Category Designation (existing and proposed)
- Aviation Policy Area (airport name and APA#)

- Mandatory park dedication requirement (indicate yes or not applicable and how to be provided, if applicable)
- Cemeteries on or contiguous to the property (indicate yes or no)
- Historic sites on or in the vicinity of the property (indicate yes or no, if yes, add number)
- Type One Conservation Plan (indicate yes or exempt)
- Within Chesapeake Bay Critical Area (indicate yes or no)
- Wetlands (indicate yes or no)
- Streams (indicate yes or no)
- Soils by soil type and source of soil information (if no NRI)
- In or adjacent to an easement held by the Maryland Environmental Trust, The Maryland Agricultural Land Preservation Foundation, or any land trust or organization (indicate yes or no, if yes, provide deed reference)

- Proposed street names, right-of-way widths, and street dedication (public or private)
- Locations, names, and widths/dimensions of existing and ultimate rights-of-way widths of adjacent streets; or alleys
- Center line and base line of existing and proposed rights-of-way width
- Legal Description of all existing easements and rights-of-way on or abutting property (including Liber & Folio) and copies of deeds
- Proposed Street Grading Concept: percent slopes/flow arrows (if no SWM or TCP)
- 10-foot Public Utility Easement along all streets
- Topography at two-foot contours with labels (existing)
- Aviation Policy Area Inset (if applicable)
- Drainage Area Map Inset (if no NRI)
- Proposed public dedication area, including any proposed parkland
- One hundred year floodplain; streams and their associated buffers; wetlands and their associated buffers and the full extent of the regulated area (PMA and as shown on signed NRI)
- Location of entrance feature or gateway sign, including easement, if proposed
- Historic and/or archeological resources and sites within or adjacent to the site with label and resource number
- Cemeteries within or adjacent to the site
- Location of existing and proposed storm drains, water and sewer lines and conceptual public connections (house connections as requested)
- Existing topography, indicating area of steep slopes (15-25%) and sever slopes (over 25%)
- For private well and septic, show proposed well locations and septic fields (category 6)
- Water/Sewer lines (existing and proposed) and how the development is to be served
- Noise contour for 65 dBA Ldn

Plan Drawing Requirements:

- Assigned case name and number (**BIG & BOLD**) in Title Block
- North arrow (NAD, WSSC, or MD Coordinate System)
- Location/Vicinity Map showing nearest road intersections, police, fire and rescue facilities
- Scale (1'=100' or greater)
- Preliminary Plan, TCPI, and NRI at the same scale
- Revision box
- Preliminary Plan approval box
- Names and addresses of record owner(s) (indicate either owner or contract purchaser), subdivider, and surveyor/engineer
- Seal and Signature of licensed Surveyor
- Legend
- Perimeter Bearings and Distances for property and Lot Line Dimensions in feet
- Existing Parcel, Lot, Outlot, or Outparcel designation, layout, and dimensions (lesser line weight) (Inset for clarification as requested)
- Proposed Parcel, Lot, Outlot, or Outparcel designation, layout, and dimensions (Inset for clarification as requested)
- Acreage of each lot, parcel, outlot or outparcel (square footage for under an acre)
- Proposed ownership and use for parcels and easements (including any SWM parcels)
- Zoning categories and uses of adjacent properties
- Adjoining Property: Ownership, Legal Description (Liber Folio or Plat Number), subdivision name, lot and block
- Description of existing uses, and major improvements within 50 feet of the property line
- Dimension lines from townhouse stick or lot to project boundaries
- Location, square footage, and disposition of existing structures, and fences (Provide setbacks and if to remain)

APPLICATION DEFICIENCIES:

Technician Comments:

Supervisor Comments

REQUEST DIGITAL IMAGE CD FOR PREP OF 3D MODEL FOR PLANNING BOARD HEARING

Reviewer Comments