



MINOR SUBDIVISION PLAT PREPARATION CHECKLIST

The following checklist was developed by Allegany County to assist with the preparation of a **Minor Subdivision Plat**. Utilizing this checklist will support completeness and uniformity, which will expedite the review and approval process. Not all items on this checklist will be applicable for each and every project, in which case the “N/A” box should be checked. Items which are checked “No” should include a written explanation for the deviation from requirements.

Plat Title: _____ Minor Subdivision – Lot(s) _____ <div style="text-align: center; margin-top: 5px;"> [Original Property Owner Name] [Lot #(s)] </div>
Prepared for _____ (optional) <div style="text-align: center; margin-top: 5px;"> [New Owner/Buyer Name] </div>

Yes	No	N/A	GENERAL INFORMATION
			Contact made with Subdivision Administrator to discuss feasibility and approach (see page 4)
			This checklist completed and included with email submittal
			Six paper copies of preliminary plat submitted to Angie Patterson, Dir. of Planning & Growth
			Plat size is 24” x 24”
			Title Block: Plat Title indicates minor subdivision, original property owner and Lot #
			Plat Number (to be assigned by County; 20XX-SB-0XX)
			Maryland Surveyor’s Seal
			Description of location by address, town, election district, county, and state
			Tax Map inset with map and parcel labels and subject property location identified
			Vicinity/Location Map inset with subject project location depicted; indicate scale, north arrow
			Septics law / development rights note (see page 3)
			Land use permit / stormwater note (see page 3)
			Acreage table (including proposed lots and proposed right-of-way dedicated to public use)
			Scale, date, north arrow
			Owner’s certification (see page 3)
			Notary
			Surveyor’s certification (see page 3)
			Agency signature blocks (see page 3)
Yes	No	N/A	EXISTING FEATURES
			Existing lot(s) labeled with progressive numbering (if applicable)
			Adjoining lots labeled with owner and deed reference
			2 ft. or 5 ft. contours, as appropriate
			Depict wooded areas
			Depict and label all stream centerlines and indicate direction of flow
			Non-buildable areas depicted and labeled as non-buildable:
			Areas >25% slope
			Areas within mapped 100-year floodplain (also depict floodway boundary if applicable)
			Areas within 50 ft of top of streambank if watershed > 400 ac
			Areas within 25 ft of centerline of stream or drainage way if watershed < 400 ac
			Areas within 25 ft of delineated wetland

			Note indicating FEMA panel number, flood zone and effective date
			Wetlands addressed (depicted or note indicating none exist)
			Locations, widths, and names of all roads, streets, bridges, alleys, railroads, transmission lines, pipelines, utility R/W easements, parks and other public spaces, subdivisions, lots and property lines, municipal boundaries and special taxing district or sanitary district lines
			Existing buildings and driveways depicted
			Existing utilities depicted and labeled with size
			Zoning district(s) noted with boundary depicted if applicable
Yes	No	N/A	PROPOSED LOT FEATURES
			Proposed lot(s) labeled with progressive numbering
			Proposed lot boundaries in bold line weight
			Lot frontage on public right-of-way (min. lot width)
			Lot(s) and dedicated rights-of-way measurements labeled
			Remainder is buildable with frontage
			Building setback lines depicted and noted
			Lot addresses indicated (provided by County staff upon completion of preliminary plat review)
			Proposed dwellings and driveways depicted
			Drainage/utility easement notes (see page 4)
Yes	No	N/A	ROADS
			Public R/W meets width and grade criteria
			R/W dedicated to public use
			25 ft. from existing road centerline dedicated to public use along proposed lot frontage
			Adjoining roads labeled
			Access to County/State road
			County Roads acceptance note included (see page 4)
			Access exists or is feasible
Yes	No	N/A	WATER/SEWER (PUBLIC)
			Existing utilities depicted, including size and grades of water and sewer lines
			Proposed water and sewer taps depicted
			County Utilities acceptance note included (see page 4)
			Note indicating that lots will be served by public water/sewer by [Service Entity]
Yes	No	N/A	WATER/SEWER (PRIVATE)
			Contact made with Health Department to discuss feasibility/approach, perc testing (see page 4)
			Well: Location with 100 ft. setback radius depicted
			Septic: Min. 10,000 SF sewage disposal area depicted, oriented on contour
			Percolation test locations depicted within the 10,000 sq. ft. approved area.
			Proposed lot(s) on well and septic are minimum 40,000 sq. ft. in area
			Existing septic fields depicted
			Existing wells depicted (with 100 ft. setback radius) within 100 ft. of proposed lot(s)
			Note regarding future public water/sewer (see page 4)
			If Residual is not perc tested and approved as a buildable lot, then include note (see page 4)

Septics Law / Development Rights Note

The subject property is located in Tier ____ of the December 2012 Allegany County Tier Map pursuant to the Sustainable Growth and Agricultural Preservation Act of 2012. Also pursuant to the Act, the following applies: Parcel ____ is a Lot of Record per Deed _____. ____ development rights have been used. Minor subdivision criteria effective December 23, 2012 allows up to seven (7) development rights per Lot of Record, therefore, this Lot of Record has _____ development rights remaining. Future subdivision of this Lot of Record is subject to state law and local ordinances and regulations that are applicable at that time.

Land Use Permit/Stormwater Note

Land use permit, included associated stormwater management requirements will be required prior to any construction activity on Lot(s) ____.

Owner's Certification

The subdivision as shown hereon is made with my consent and at my direction. The monuments shown are in place. The roads as shown, if not previously dedicated, are hereby tendered for dedication to public use. The requirements governing this subdivision, as set forth in the Allegany County subdivision regulations, have been complied with.

Name/Address Date

Surveyor's Certification

I hereby certify this plat to be correct and accurate. The monuments shown hereon are in place and the requirements of the Allegany County subdivision regulations and other applicable laws relating to this plat and setting of the monuments have been complied with.

Name/Address Date
Maryland Registration No. _____

Agency Signature Blocks

Approved for Allegany County Department of Planning & Growth

By: _____
Director

Approved for Allegany County Department of Public Works

By: _____
County Engineer

Approved for Allegany County Health Department

By: _____
Health Officer

[Note: other approval blocks may be needed if utilizing public water/sewer other than County]

Drainage / Utility Easement Note

All lots shown hereon are subject to a utility easement 7.5 ft. wide from side and rear property lines; and a drainage easement 7.5 ft. wide from all property lines and both sides of drainage way centerlines.

County Roads Acceptance Note

This plat and each deed accompanying this plat shall clearly indicate that Allegany County shall not assume responsibility for construction and/or maintenance of any road within this minor subdivision until such time as roads and driveway entrances have been constructed to conform to the specifications of the Allegany County Roads Department and are formally accepted into the Allegany County roads system.

County Utilities Acceptance Note

This plat and each deed accompanying this plat shall clearly indicate that Allegany County shall not assume responsibility for construction and/or maintenance of any water or sewer utilities with, or to serve, this minor subdivision until such a time as these utilities have been constructed to conform to the specifications of the Allegany County Department of Public Works – Utilities Division.

Future Public Utility Connections Note

Should public water and sewer become available at any time in the future, the existing on site well and septic must be abandoned and immediately connect to the public system.

Residual/Non-Buildable Lot Note

This parcel is not a legally established lot under COMAR 26.04.03 and may not be considered for development until such time as either the parcel can be served by a community sewage system or evaluation of the parcel demonstrates that the parcel meets the provisions set forth in COMAR 26.04.03 in place at the time the proposal is submitted. Furthermore, development must be consistent with applicable State and County codes, regulations, and laws and the parcel may not be served by non-conventional means of on-site sewage disposal.”

Code References:

Allegany County Code Chapter 360 Part 1 Subdivision <https://ecode360.com/14698843>

Allegany County Code Chapter 360 Part 4 Zoning <https://ecode360.com/14699580>

Code of Maryland Regulations (Water/Sewer in Subdivisions) <http://mdrules.elaws.us/comar/26.04.03>

Fees: There are no fees charged for a preliminary review. **Final** plat submittal will require a recording fee of \$10.00 for single sheet plats; fee increases \$10.00 for every additional sheet. Make check payable to Clerk of Circuit Court.

Subdivision Administrator:

Angie Patterson, P.E., Director of Planning & Growth, apatterson@alleganygov.org, 301-876-9509

Health Department (Well and Septic):

Jim Swauger, Environmental Health Manager, jswauger@dnhm.state.md.us, 301-759-5040