HowardCounty
maryland
HOWARD COUNTY DEPARTMENT OF PLANNING AND ZONING
3430 Court House Drive, Ellicott City, Maryland 21043 410-313-2350

FINAL SUBDIVISION & FINAL PLAT REQUIREMENTS & PREPARATION INFORMATION

The Final Subdivision Plan is the culmination of the subdivision process. The Final Plat is intended to become the official record of the division of land within a development and no lot therein may be sold legally until a Final Plat has been approved and recorded by the Department of Planning and Zoning.

Final Plans and Plats and all subsequent revisions or amendments are to be prepared in accordance with Section 16.147, Final Plan, of the Howard County Code and submitted to the Department of Planning & Zoning when required as part of the subdivision process. Compliance with the following will assure processing in an expeditious manner.

LEGEND: ☑ Information Provided ☐ N/A Not Applicable ☒ Information Not Provided Justification Attached

SUBMISSION REQUIREMENTS – *Upload to the PDox Exhibits Folder*

- ☐ **Owner's Authorization**
- ☐ **Professional Review Statement**
- ☐ **APFO Letter** *(if applicable)*

MEETING & POSTING REQUIREMENTS

- ☐ **Community Meeting Requirement** (*see Subdivision & Land Development Regulations* **Section 16.128 & 16.147(b)(1)**)

  Presubmission Meeting Submission Requirements to be uploaded to PDox Exhibits Folder

  - Certification that the meeting notices were mailed to all adjoining property owners and any community association that represents the geographic area, and the principle and Parent Teacher Association (PTA) president for each school with an attendance area that includes the subject property. Projects in Downtown Columbia must also notify each Village Board, the Columbia Association and each property owner located within the same Downtown Columbia Plan Neighborhood
  - Verification that the meeting notices were emailed to any citizen/community association **registered online** with Howard County
  - List meeting attendees
  - Copy of the meeting minutes and written responses to the meeting attendees' questions ***uploaded as a separate document***
  - Verification that the meeting minutes and responses were sent within 30 days to all meeting attendees either by mail or email

- ☐ **Community Meeting Requirement for Downtown** (*follow the same guidelines listed above)*
  - Notice in accordance with Section 16.128(d) thru (f) must also be given to the following:
    Each Village Board
    The Columbia Association
    Each property owner located within the same Downtown Columbia Neighborhood

- ☐ **Historic District Commission (HDC) Submission Requirements** to be uploaded to the PDox Exhibits Folder
  - A copy of the minutes from the HDC meeting
  - Verify this requirement by checking the Historic Sites Inventory List or **Maps**

- ☐ **Property Posting for Residential Development** per *Subdivision and Land Development Regulations* **Section 16.147(b)(4)**

- ☐ **DPZ Pre-submission of Plans Meeting**

- ☐ **Design Advisory Panel (DAP) Requirements** to be uploaded to the PDox Exhibits Folder (*Howard County Code* ***Section 16.1500***
  - The DAP project design recommendations

SITE SPECIFIC SUBMISSION REQUIREMENTS

Route 40 Design Manual requirements to be uploaded to PDox Exhibits Folder

- Compliance is required for new development and redevelopment projects located in the Traditional Neighborhood Center (TNC) Zoning Districts and within parcels located within the Route 40 Corridor
- All plan submissions within the Route 40 Corridor shall show all applicable streetscape, site and building designs responding to the Route 40 Design Manual's requirements and recommendations
- Building design and schematic architectural elevation details
- Written summary of how the proposed design achieves the objectives of the Route 40 Design Manual

Route 1 Manual requirements to be uploaded to PDox Exhibits Folder

- Compliance is required for new development and some alterations or enlargements located in the CE, TOD and CAC Zoning Districts and for other zoning districts within the Route 1 Corridor
- All plan submissions shall show all applicable streetscape, site and building designs responding to the Route 1 Manual's requirements and recommendations
- Provide building design and schematic architectural elevation details
- Provide a written summary of how the proposed design achieves the objectives of the Route 1 Manual

Downtown Columbia Revitalization Plan requirements to be uploaded to PDox Exhibits Folder

- Applicable approved FDP
- A demonstration of how the Site Development Plan or Site Development Plan amendment will be implemented and confirm to the approved Final Development Plan or Final Development Plan Amendment, including provision of any required documentation relating to how the applicable Final Development Plan approval criteria and any imposed conditions are met by the submitted Site Development Plan or Site Development Plan amendment
- Each Site Development Plan for Downtown revitalization shall include a statement identifying:
  - The cumulative amount of development approved and built, and;
  - The status of any community enhancements, programs and public amenities, Downtown parkland, Downtown Community Commons and infrastructure as addressed in the Downtown Columbia Plan

Green Neighborhood requirements should include the following:

- Green Neighborhood plan sheet music include: site compliance checklist; vicinity maps & diagrams; notes; tables and **signature blocks**
- For eligibility and checklist requirements, contact Planning & Zoning's Resource Conservation District
- Label all applicable Green Neighborhood checklist items
- For residential projects requesting Green Neighborhood Allocations, plan must demonstrate how project will comply
- Green neighborhood site compliance checklist signed by the LEED accredited third party certifier (*to be uploaded to Pdox exhibits folder)*

Green Buildings requirement

- Registration with the Green Building Council and evidence that the applicable LEED registration fee has been paid
- The checklist must be prepared, signed and dated by the LEED accredited professional

Scenic Road requirements

- Location of views and view sheds as seen along the entire frontage of the scenic road indicated on the plan
- Photographs, perspective sketches or elevations of the property as necessary to adequately portray the visual character of the scenic road rights-of-way and the site as viewed from the scenic road
- Perspective sketches, elevations or cross-sections of proposed developments as viewed from the scenic road showing the relationship of development to the scenic character of the landscape as viewed from the road
- Location of overhead utility line maintenance easements that would conflict with proposed landscaping or forest buffers, if any
- Verify the requirement by checking the Scenic Roads List or **Maps**

Cemetery requirements to be uploaded to the PDox Exhibits Folder

- Cemetery boundary documentation and accommodation plan shall be submitted, if applicable. Pursuant to Subtitle 13 of the Subdivision and Land Development Regulations
- Delineation of the location and approximate age of any burial grounds or cemetery sites
- Verify cemetery sites by checking the Cemetery Inventory List and **Map**

Photographs of existing structures to be uploaded to the PDox Exhibits Folder

Property Deeds to uploaded to the PDox Exhibits Folder

- Information to confirm legal creation or status of the property to be subdivided
- Complete chronological deed history is required for all deeded residential properties tracing its history back to 1960

Age Restricted Adult Housing Projects should include the following:

- Are permitted in the PSC, CCT, R-SI and POR zoning districts and as a conditional use within the R-ED, R-20, R-12, R-SC, R-SA-8, R-H-ED, R-A-15 and R-APT zoning districts
- Must incorporate Universal Design Standards to facilitate ease of use by an elderly population
- The age restrictions are to be enforced monitored by the HOA or Condominium Association. The required HOA/Condominium documents and covenants are to be reviewed by the Office of Law for legal sufficiency and recorded in the Land Records of Howard County by the developer.

Owners Name, Deed Reference, Subdivision Identification

- Include applicable parcel number & zoning designation for all surrounding properties
- For non-residential projects indicate if adjoining uses are residential or non-residential
- Provide the owner's name and deed references for all adjoining, unsubdivided property; if recorded subdivision, provide subdivision name, lot number & recording reference

Moderate Income Housing Units (MIHU) projects include the following: (Advisory Information)

- Required for projects in all residential zoning districts and in the PSC, R-SI, POR, CCT, CEF, and CAC Zoning Districts, for SFA or apartment units in the R-MH Zoning District, for MXD overlay projects, and for conditional uses for Age Restricted Adult Housing MIHU Agreement & MIHU Covenants will be required in accordance with Section 13.402 of the County Code. They are to be completed in a format dictated by the Department of Housing and Community Development (DHCD) and will be reviewed by DHCD and the Office of Law

The following Moderate Income Housing Unit (MIHU) Allocation Exemptions Tracking Chart shall be provided on the first plan sheet:

MODERATE INCOME HOUSING UNIT (MIHU) APPLICATION EXEMPTIONS TRACKING	
Total Number of Lots/Units Proposed	
Number of MIHU Required	
Number of MIHU Provided Onsite (exempt from APFO allocations)	
Number of APFO Allocations Required (remaining lots/units)	
MIHU Fee-in-Lieu (indicate lot/unit numbers)	

BGE Approval *(see Sketch for format)*

- Label existing BOA overhead electric utility lines, underground gas lines, located within subject property BGE has requested that we follow a strict clear "wire zone" located at the top of each utility pole for all new developments, street trees, perimeter landscaping trees or forest conservation plans proposed on new development plans shall be short varieties
- BGE has implemented a "Planting Zone" guide for guidance in selecting trees located beneath or nearby their electric utility lines
  - "Green Zone" is required for a 40' wide area located directly beneath the utility line where no trees or mature trees less than 25' in height are allowed
  - "Yellow Zone" is required for a 25' wide area on each side of the "Green Zone" where mature trees of 25' to 40' are allowed:

Please contact BGE to coordinate the development plans and to obtain written authorization. For any proposed street trees, scenic road or perimeter landscaping and forest conservation. Easements located in the vicinity of their power lines and underground gas lines, if applicable BGE authorization must be provided with the final and site development plan submission for this Project.

Contact: Danny Davis, Howard County Forester
1068 Front Street, Front Street Complex Rm 301, Baltimore, MD 21202
(410) 685-0123 or (410) 470-6685

MAA Meeting Requirement

- Developments located within the BWI Airport Noise Zone or the Airport Zoning District must receive approval by the Maryland Aviation Administration prior to signature approval of the final road/supplemental plan drawings or SDP.
- A copy of the MAA approval letter must accompany the submission of the final road/supplemental plan originals
- Contact MAA at maaairportzoningpermit@bwiairport.com | (410) 859-7100 | *P.O. Box 8766, BWI Airport, Maryland, 21240-0766*

PLAN LAYOUT REQUIREMENTS

Plan Size

- Plan size 24" x 36" with ½" border on all sides
- Plan size 24" x 36" with ½" margin on all sides
- Plats with additional sheets should be accompanies by an index showing the entire subdivision submitted

Vicinity Map

- Provide a Vicinity Map indicating and identifying the total boundary of the property, exact site location, vicinity roads, scale and north arrow

Adjoining Properties

- Include applicable parcel number & zoning designation for all surrounding properties
- Provide the owner's name and deed references for all adjoining, unsubdivided property; if recorded subdivision, provide subdivision name, lot number & recording reference
- Provide information regarding adjoining undeveloped parcels that are landlocked or have insufficient frontage that will need access through proposed subdivision

Title Block (*lower right-hand corner of the plan*)

- Proposed subdivision name which shall not be a duplicate of any other subdivision or development name in the Baltimore Metropolitan Area – (*NOTE – name of sketch or reference sketch name*)
- Section, Area and Phase Number
- Scale of plan
- Location by election district, County and State
- Tax map, grid and parcel number
- Reference, by Department of Planning and Zoning file number, any prior submittals including Sketch Plan, Preliminary Plan, Final Plan, Waiver Petitions, and Board of Appeals or Zoning Board cases, etc.
- Date

Legend

- Provide a legend of all symbols shown on the plan

Multiple Sections

- Subdivisions with multiple sections, provide index map showing location and relationship of each section to the project entirety

North Arrow

- Drawn through one property corner of subdivision with north oriented to the top

Standard Charts

- Address chart
- Certifications
- Green Building Blocks
- Permit Information Chart
- Signature Blocks (DPZ, HSCD, PB, etc)
- Site Analysis Data Chart

Graphic Scale on all sheets

PLAN ELEMENT REQUIREMENTS

Boundary of the Final Plat *(heavy line)*

- Lengths of courses to hundredths of a foot and bearings relating to the Maryland State Plane Coordinate System, minimum accuracy of fifteen (15) seconds.
- Note on the plat indicating the source of the Maryland State Plan Coordinate System

Centerlines, Widths, Bearings, Road Classification, Street Names, Alley, Widths, Pedestrian Walkways

- Exact locations within the subdivision or adjoining the outline of the subdivision
- Identify all scenic roads abutting the site (map)
- Indicate, identify & dimension of the public road frontage where "vehicular ingress/egress is restricted"

Coordinate Information

- For all property lines, streets, public rights-of-way lines, outside boundary of Plat, all other locations, as required by DPZ
- Indicate in tabular form the lengths of all arcs, radii, points of curvature, chord and tangent bearings and distances
- Howard County Geodetic Control Survey Stations located on the site shall be accurately located. Any geodetic control stations that need relocation shall be identified

Delineation of 65 dBA noise line, 100-year floodplain, forest conservation, streams & non-tidal wetlands with required buffer setbacks

- Environmental analyses are not required for ag preservation and rural cluster subdivisions if certification is submitted by an authorized professional and meets standards of the Soil Conservation District, and states that the residential development and roads will not impact wetlands, streams, or their buffers. Floodplain delineation is not required for these subdivisions if the floodplain is obviously not critical to the proposed development (*based on the standards of the Design Manual*)
- Provide detailed written justification and any supporting plans or documents for any proposed impacts to environmentally sensitive features or buffers that are to be considered as a "necessary or essential disturbance" by DPZ and the Soil Conservation District in accordance with **Section 16.116(c)** of the Subdivision & Land Development Regulations.
- Label wetland boundaries on plats with bearings and distances.

Lot (s)

- Apartments, condominiums, non-residential bulk parcels lettered in alphabetical order; resubdivision parcel numbers retain the letter with a number to follow the letter, (ex. A-1); original parcel lines shown dashed and original parcel letter shown dotted
- Calculate steep slopes using existing topography
- Lot lines, proposed easements with dimensions in feet, hundredths, bearings to a minimum accuracy of (15) seconds
- Lot numbers shown in numerical order, resubdivision numbers beginning with number following the highest original lot number. The original lot lines & lot number indicated by dotted lines
- Minimum area of lot in square feet or acres if lot size greater than 60,000 sq. ft.
- Indicate front, rear and side building setbacks or restriction lines for each lot except in New Town District

Location of Cemeteries:

- Approximate age of any burial grounds or cemetery sites

Rights-of-Way, Easements, Reservations

- Easements for water, sewer, storm drain, public swm facilities, other public utilities, floodplains and maintenance of private access place roads or use-in-common driveways
- Existing and proposed easements shall be highlighted with a symbol, pattern or existing recording references
- Forest Con Easements – See **Section 16.117** of the Subdivision and Land Development Regulations

- Preservation parcel easements for cluster subdivisions in RR, RC districts and shared sewage facilities access and maintenance easements for septic tanks and piping on private lots; easements for subsurface wastewater disposal area
- Provide documentation of acknowledgement, authorization from any applicable utility company for impacts associated with your proposed development plan design

REQUIRED GENERAL NOTES – *(Select appropriate notes as applicable to the project)*

The subject property is zoned ___ per the ___ (indicate adopted date) Comprehensive Zoning Plan

Driveways shall be provided prior to issuance of a use and occupancy permit for any new dwellings to insure safe access for fire and emergency vehicles per the following minimum requirements:

Width – 12' (16' serving more than one residence)
Surface – 6" of compacted crusher run base with tar and chip coating (1-1 ½" min)
Geometry – Max. 15% grade, max 10% grade change and min. 45' turning radius
Structure (culverts/bridges) – capable of supporting 25 gross tons (H25 loading)
Drainage Elements – safely passing 100-year flood with no more than 1 foot depth over driveway surface
Maintenance – sufficient to insure all weather use

No grading, removal of vegetative cover or trees, paving and new structures shall be permitted within the limits of wetlands, stream(s), or their required buffers, floodplain and forest conservation easement areas.

Flag and pipestem lots, refuse collection, snow removal and road maintenance are provided to the junction of the flag or pipestem and road right-of-way line and not onto the pipestem lot driveway.

Road dedication – reference the road dedication area with the following note:

Land dedicated to Howard County, Maryland for purposes of a public road (_____acres)
Land dedicated to the State of Maryland for purposes of a public road (_____acres)

Water and sewer service to these lots will be granted under the provisions of Section 18.122.B of the Howard County Code

Public water and sewerage allocation will be granted at time of issuance of building permit if capacity is available at that time

There is an existing dwelling/structure(s) located on Lot(s)____to remain. No new buildings, extensions or additions to the existing dwelling(s) are to be constructed at a distance less than the zoning regulation requirements.

In the New Town District add the following note: Minimum building setback restrictions from property lines and the public right-of-way lines to be in accordance with FDP-_____criteria

The Forest Conservation Easement has been established to fulfill the requirements of Section 16.1200 of the Howard County Code and Forest Conservation Act. No clearing, grading or construction is permitted within the Forest Conservation Easement, however Forest Management Practices as defined in the Deed of Forest Conservation Easement are allowed.

Reservation of Public Utility and Forest Conservation Easements

Developer reserves unto itself, its successors and assigns, all easements shown on this plan for water, sewer, storm drainage other public utilities and forest conservation (designated as "Forest Conservation Area") located in, on, over and through lots/ parcels, any conveyances of the aforesaid lots/parcels shall be subject to the easements herein reserved, whether or not expressly stated in the deed(s) conveying said lot(s)/parcels. Developer shall execute and deliver deeds for the easements herein reserved to Howard County.

Upon completion of the public utilities and their acceptance by Howard County, and in the case of the forest conservation easement(s), upon completion of the developer's obligations under the forest conservation installation and maintenance agreement executed by the developer and the County, and the release of developer's surety posted with said agreement. The County shall accept the easements and record the deed(s) of easement in the Land Records of Howard County

Landscaping for lot(s)___ is provided in accordance with a certified landscape plan ____ on file with this plat; or ___included with the road construction plan set; in accordance with Section 16.124 of the Howard County Code and the Landscape Manual

This subdivision is exempt from the requirements of Section 16.1200 of the Howard County Code for Forest Conservation because with the road construction plan set; in accordance with Section 16.124 of the Howard County Code and the Landscape Manual

*This subdivision is exempt from the requirements of Section 16.1200 of the Howard County Code for Forest Conservation because **[explain reason for exemption]**; or This plat is conditionally exempt from the requirements of Section 16.1200 of the Howard County Code for Forest Conservation with the filing of a Declaration of Intent for **[explain type of DOI]**; or This plat complied with the requirements of Section 16.1200 of the Howard County Code for Forest Conservation by **[provide explanation on compliance]***

The 65dba noise contour line drawn on this subdivision plan is advisory as required by the Howard County Design Manual, Chapter 5, revised February, 1992 and cannot be considered to exactly locate the 65dba noise exposure. The 65dba noise line established by Howard County to alert developers, builders and future residents that areas beyond this threshold may exceed generally accepted noise levels established by the U.S. Dept of Housing and Urban Development

Agricultural Land Preservation Program Notes

- *This plat is subject to Section 15.514(b) of the Agricultural Preservation Program*
- *Lot ___ is created in accordance with the provisions of Section 104.0.E.6 or 105.0.E.6 of the Zoning Regulations*
- *Landscaping requirements for this lot area in accordance with the alternative compliance provisions of Section 16.124 of the Howard County Code and the Landscape Manual as a result of the lot's site location within the farm's interior*

OPEN SPACE REQUIREMENTS

Dedication

- Open space dedication to a homeowner's association shall be noted on the plat in accordance with **Section 16.121(c)** of the Subdivision and Land Development Regulations
- Recreation dedication note shall be shown per **Section 16.121** and **16.147(c)(24)** of the Subdivision and Land Development Regulations

General Note

- Provide Liber and Folio reference for protective covenants; maintenance covenants of community owned space; preservation parcels; maintenance of use-in-common driveways; reservations or forest conservation areas
- Provide date of acceptance & approval of Articles of Incorporation of Homeowner's Association by State Dept of Assessments and Taxation
- Submit one copy of the Homeowner's Association documents (see **Section 16.121(c)** of the Subdivision and Land Development Regulations), which are to be clipped and highlighted to clarify the following:

- *Location of open space or HOA owned preservation parcels*
- *HOA responsibility to maintain Open Space or HOA owned preservation parcels in good repair and safe condition*
- *HOA shall carry adequate liability insurance*
- *HOA may only dispose of open space to Howard County or another entity or another entity with authority to manage it as open space*
- *HOA State Charter number*

Outlines

- Accurate outlines of any open space to be dedicated to the County, or reserved for subdivision or general use, with purposes and ownership indicated thereon

PRIVATE WATER (WELL) AND SEWAGE (SEPTIC) SYSTEM REQUIREMENTS

Locations

- Soil percolation tests to be indicated in accordance with MDE, if private or shared sewage disposal facilities are used
- Indicate private sewage easement area with a cross-hatched symbol and note the following statement:

  This area designates a private sewage easement of at least 10,000 sq ft (or 10,000 sq ft per lot for shared drain fields) associated with a shared sewage disposal facility) as required by Maryland State Department of Environment for individual sewage disposal (COMAR 26.04.03). Improvements of any nature in this area are restricted until public sewage is available. These easements shall become null and void upon connection to a public sewage system. The County Health Officer shall have the authority to grant variances for encroachments into the private sewage easement. Recordation of a modified sewage easements shall not be necessary

Major Subdivision

- Utilizing onsite (well) water supplies, onsite (septic) sewage disposal systems or shared septic systems, copy of the preliminary plan approved by County Health Officer per Maryland COMAR 26.04.03 MUST accompany final plat review

Minor Subdivision/Resubdivision

- Utilizing onsite (septic) sewage disposal systems, requires a copy of signed percolation plat approved by County Health Officer

Planned Service Area

- Subdivisions with lots smaller than 3 acres each in the planned service area for sewer per the Howard County Master Plan for Water and Sewage, individual onsite sewage disposal systems are used, but an adequate community sewer system will be available within a 5 year period, place following statement on final plat:

  "Interim individual onsite sewage disposal systems may be utilized in the subdivision for a maximum of 1 year after an adequate community water system becomes available"
- Subdivisions with lots smaller than 3 acres each in the planned service area for water per Howard County Master Plan for Water and Sewerage, individual interim water wells are used, but an adequate community water system will be available within a 5 year period, place following statement on final plat:

  "Interim individual water wells may be utilized in the subdivision for a maximum of 1 year after an adequate community water system becomes available"

Rural Cluster Subdivision

- Identify and label community sewage disposal areas for cluster subdivisions in the RR or RC zoning districts.

RESIDENTIAL INFILL SUBDIVISION – Neighborhood Preservation DEO Information (*Eastern Zoning Districts)*

Development Rights

- Applications for the use of the bonus density on a receiving plan shall include a calculation of the proposed density and number of development rights to be obtained from one or more sending parcels
- Information for sending parcel should include: property owner's name, address; gross acreage; location (*TM, Grid, Parcel Number)*

- Information for sending parcel should include: property owner's name, address; gross acreage; location (*TM, Grid, Parcel Number); zoning; inventory of existing buildings; location & size of proposed preservation parcel;* may be received as bonus density for developments on parcels in the R-SA-8, R-A-15, R-APT and CAC zoning districts
- May be received as bonus density for developments on parcels at least 5 acres in size in R-ED, R-20, R-12 and R-SC zoning districts

Neighborhood Infill Development

- Parcels that are eligible to be a sending parcel for neighborhood preservation in the R-ED, R-20, R-12 and R-SC zoning districts, reference the protective covenants governing the use of the neighborhood preservation parcels. State the purpose of the neighborhood preservation and parcel easement on the plat

Neighborhood Preservation Sending Plat (*in the R-ED, R-12, R-20 or R-SC Zoning Districts)*

- Provide copy of each "Density Sending Plats of Easement"
- Reference receiving subdivision plat for the sending parcel subdivision(s)
- Reference sending subdivision plat(s) to the receiving subdivision(s), number of units exchanged via density exchange and whether any density remains on the sending plat
- The following certification on the sending parcel easement plat:

SURVEYORS CERTIFICATION FOR DENSITY SENDING PARCEL

*I hereby certify that the final easement plat shown hereon is correct; that it defines a preservation parcel easement of ___acres on **all/part** of the land conveyed by **previous owner** to **present owner** by deed **date** and recorded in the land records of Howard County in Liber___ Folio___. All monuments are in place*

_____ _____

Date Registered Land Surveyor/Property Line Surveyor

- See "RE" (Receiving Plat Application) for typical notes, charts and other requirements for Density Sending Plats

RURAL CLUSTER SUBDIVISION & DEO/CEO *(Western Zoning Districts Only)*

Cluster Subdivision

- RC or RR zoning districts, reference protective covenants governing preservation parcels; state purpose of preservation parcel easement on the plat

DEO/CEO

- Provide copy of Density Sending Plat Easement; reference on receiving subdivision the sending parcel subdivision; reference on sending plat the receiving subdivision plat, number of lots exchanged via DEO or CEO and whether any density remains on sending plat; certification on sending parcel easement as follows:

SURVEYORS CERTIFICATION FOR DENSITY SENDING PARCEL

*I hereby certify that the final easement plat shown hereon is correct; that it defines a preservation parcel easement of ___acres on **all/part** of the land conveyed by **previous owner** to **present owner** by deed **date** and recorded in the land records of Howard County in Liber____Folio____. All monuments are in place.*

_____ _____

Date Registered Land Surveyor/Property Line Surveyor

Plat of Easement

- Information for sending parcel should include; property owner's name, address; gross acreage; location *(TM, grid, parcel number); zoning; inventory of existing building; location; size of proposed preservation parcel; purpose of preservation parcel*

MINOR SUBDIVISION AND RESUBDIVISION SUPPLEMENTAL PLAN REQUIREMENTS

Certification
- Presubmission community meeting for residential infill development for minor subdivisions in Planned Water/Sewer service area

Existing Structure
- Indicate vicinal structures, driveways and easements within 50 feet of site
- Location/age of any existing structures to be retained or removed
- Provide certification location plan for structures to remain with dimensions to existing/proposed property lines at the closest points
- Submit photographs for all existing onsite structures

Forest Conservation Plat
- 18" x 24" forest conservation plat of easement is required for any offsite retention/reforestation or afforestation areas, contact DPZ for details

Forest Conservation Delineation/Forest Conservation Plan (see bottom of checklist)
- As required by **Section 16.117** of the Subdivision Regulations and **Section 16.1200** of the Howard County Code

Landscaping & Street Tree Planting
- Indicate whether developer and/or builder will be responsible for installation of specific elements of the landscape Plan and which landscaping will be provided as part of the final plan
- Planting legend and typical planting details in accordance with Howard County Landscaping Manual
- Schedules of required landscaping, showing type and location of plant material

Noise Impact Study
- For residential sites adjacent to higher volume roads or railroads to indicate noise contour for areas 65dba or greater
- Indicate measure for reducing noise impact (site design, grading, noise barriers, landscaping, etc.)

Soils Map
- Same scale and boundary as Final Plan
- Submit as separate sheet with tabular chart of soil types, highlighting hydric soils, soils with hydric inclusions and soils with slopes of less than 15% having significant erosion potential

Topography
- Identify basis for topography and date
- Indicate slopes 15-24.9% and those exceeding 25% by different shading or crosshatching
- Indicate square foot area of contiguous slopes 25% or greater, include both on/offsite portions of contiguous stretch

Traffic Study
- Submission meeting criteria of Howard County Design Manual, Chapter 4,5, Volume III
- Upon request for lesser projects if potential for adverse effect on levels of service or capacity of existing roads (APFO)

Wetlands

Upload a Non-Tidal Wetlands Report including completed wetland data forms or a certification that no wetlands exist onsite. Upload any correspondence from the U.S. Army Corps of Engineers or MD Dept. of the Environment *(ID, pre-app meeting, etc.)* and reference any applicable wetland permits in a note on the plan. Contact the Division of Land Development concerning the contents of wetland reports/certifications.

ROAD CONSTRUCTION DRAWING REQUIREMENTS

New Streets Proposed *(additional information shall accompany submission of Final Plan, in accordance with DPZ's Development Engineering Division; information will be indicated on additional 24" x 36" plan sheets)*
- Complete project specifications when they differ from Howard County standards
- Design data and computations as required by DPZ and Howard Soil Conservation District
- Drawings required to complete construction of streets, storm drains and stormwater management facilities with necessary appurtenances in accordance with the Design Manual

- Final drainage area map
- Final grading plan; showing grading for all improvements, where applicable, mass grading, location of sewage easements within 25' of the limits of disturbance
- Final sediment control plan for entire project area, and any adjacent areas affected by the recorded area including:
  Location of forest protection measures; temporary/permanent sediment control measures/vegetative stabilization Construction sequence for forest protection measures & adequate sediment control measures to prevent offsite damage seeding, sodding, fertilization specifications; grading, seeding, sodding, planting and structural measures scheduling
- Final shared sewerage disposal facility plan, when such plan is to be used for cluster subdivisions in RR, RC districts
- Final storm water drainage plan and storm water management facility
- Forest Conservation Plan to include locations, specifications for forest retention, reforestation or afforestation
- Indicate all vicinal structures, driveways, easements within 50' of the site
- Indicate slopes of 15-24.9% and 25% or greater by different shading or crosshatching; indicate square foot area of contiguous slopes 25% or greater *(including both on/offsite contiguous stretches)*
- Landscaping, street tree plan; schedules showing types, location of plant material; planting legend, typical planting details in accordance with the Howard County Landscape Manual; All to be shown on Landscape Plan
- Location/age, use, retrained or removal of any existing structures
- Storm drainage, stormwater management facility design data and computations
- Traffic studies required to pass test for APFO, if project has not been tested or retested due to failure to meet milestone
- Tabulated estimate of all quantities and cost, including contingent items related to construction of public improvements
- Wetlands mitigation plan, specifications indicating type, amount, proposed location

Does this plan require a Forest Conservation Application ☐ **YES** ☐ **NO**

Check the Help and Resources Instructions accessible from the ProjectDox login screen for the appropriate locations to upload all documentation including this checklist. Once you have completed your uploads, remember to complete your ProjectDox task.

Save Form

FOREST CONSERVATION DATA SUMMARIES

12-Digit Watershed Number: _____

Impacts to Priority Retention Areas: YES* or NO (please circle)

* Provide justification for disturbance to the priority areas on an 8-1/2" by 11" paper and attached the justification to the Data Summaries chart.

OPTION 1: FEE-IN-LIEU	**FOREST CONSERVATION DATA SUMMARY**	
File Number:	Project/Subdivision Name:	
Fee-In-Lieu Amount:	Net Tract Area:	Cash Receipt No. *:
Comment: Fee-In-Lieu for _____ acres of Reforestation or Afforestation (specify which is applicable)		

* To be completed by DPZ staff

OPTION 2: EXEMPT/DOI	**FOREST CONSERVATION DATA SUMMARY**
File Number:	Project/Subdivision Name:
Regulation Section: _____ (provide Regulation reference and a brief description of the applicable exemption or DOI)	

OPTION 3: PREVIOUSLY ADDRESSED (including use of a FC Bank)	**FOREST CONSERVATION DATA SUMMARY**
File Number:	Project/Subdivision Name:
Comment: Addressed by _____ (provide file number and project/subdivision name)	

OPTION 4: ON-SITE/OFF-SITE PLANTING AND RETENTION	**FOREST CONSERVATION DATA SUMMARY**		
File Number:	Project/Subdivision Name:		
Net Tract Area *Net tract area under review*	**Area of Floodplain** **unforested forested total**	**Existing Forest** *Forest in net tract area minus floodplain*	**Cleared Forest** All forest cleared including floodplain
Retained Forest *Retained forest minus floodplain* **onsite offsite total**	**Planted Forest** **onsite offsite total**	**Long Term Protection** *Total amount of forest planed into LTP*	**Surety Amount Posted** *Total amount of surety posted*
In-Lieu Fees Amount Collected	**Forested Stream Buffers** Linear Length Acreage	**Planted Stream Buffers** Linear Length Acreage	**Amount of Forest Retained but not within an Easement**

OPTION 5: FOREST MITIGATION BANK	**FOREST CONSERVATION DATA SUMMARY**		
File Number:	Project Name:		
Net Tract Area	**Area of Floodplain** **unforested forested total**	**Retained Forest** *Retained forest minus floodplain*	**Planted Forest**
Forested Stream Buffers Linear Length Acreage	**Planted Stream Buffers** Linear Length Acreage	**Long Term Protection** *Total amount of forest planed into LTP*	**Surety Amount Posted** *Total amount of surety posted*

Howard County Department of Planning and Zoning

FOREST CONSERVATION PLAN CHECKLIST

The forest conservation plan submittal shall be at the same scale and sheet size (24" x 36") as the associated subdivision or site development plan and shall include the information listed below. Additional information about these requirements may be found in the Howard County Forest Conservation Manual. For more information or questions, contact DPZ at (410) 313-2350. The Forest Conservation Manual may be found online at **https://www.howardcountymd.gov/planning-zoning/regulations-and-manuals**

Indicate: ✔ - if provided **N/A** – if not applicable **X** – if not provided with justification

1. ***Forest Conservation Plan Sheet(s)***
   a. **Provide all the same information shown on the FSD**.
   b. Boundaries of submission with metes and bounds description.
   c. Tabulation of gross and net tract area.
   d. Existing and proposed topography at same interval as the associated plan.
   e. Environmentally sensitive areas, including Green Infrastructure Network, critical habitat, floodplains, steep slopes, ponds, streams, stream buffer areas, wetlands and their buffers. Provide acreage or square footage for each area.
   f. Boundaries of any proposed open space areas, size in acreage or square feet.
   g. Existing and proposed site improvements (roads, lots, structures, stormwater management practices or devices, community sewage disposal areas, etc.).
   h. Delineation of all existing forest areas and other trees to be retained, size in acreage or square feet, including delineation of historic and specimen trees to be retained and the critical root zone of each tree. Note, if any forest retention areas need selective clearing and supplemental planning to address invasive exotic species.
   i. Delineation of all existing forest areas and other trees to be cleared, size in acreage or square feet.
   j. Location and extent of any reforestation or afforestation plantings, size in acreage or square feet.
   k. Species and planting methods for reforestation and afforestation, i.e. **a replanting plan. May be preliminary or conceptual until Final/SDP**.
   l. Limits of disturbance lines and all protective measures and management techniques (including easements) to maintain the environmental integrity of all forest, historic and specimen tree retention, reforestation or afforestation areas created by the plan.
   m. The proposed easements should show boundary lines and include a label plus size for each. Include bearings and distances and designate the type of FCE (retention, reforestation or afforestation). Include the length and average width of stream buffers located within these easements.
   n. Signature/seal of plan preparer. (State DNR qualified professional who is also a certified arborist, landscape architect, urban forester)

4. ***Off-Site Reforestation Plan or Afforestation Plan (if applicable)***

   a. Written justification for proposed off-site location for reforestation or afforestation.

   b. Plan of off-site property with location and size of areas to be planted; planting plan depicting species and methods to be used to implement reforestation or afforestation; and protective measures and management technique.

   c. Provide legal documentation (written agreement, executed contract, etc.) for right to use off-site location, including all necessary easements and restrictions to be recorded.

   d. Paper plat of off-site location showing off-site easement.

5. **Fees**

   The fees for the Forest Conservation Plan are assessed in conjunction with the associated subdivision or site development plan submission fees.

Howard County Department of Planning and Zoning

FOREST STAND DELINEATION PLAN AND NARRATIVE CHECKLIST

The forest stand delineation plan submittal shall include the information listed below. Additional information about these requirements may be found in the Howard County Forest Conservation Manual. For more information or questions, contact DPZ at (410) 313-2350.

Plan applications are available on the DPZ website at **https://www.howardcountymd.gov/planning-zoning/plan-submissions**

Indicate: ✔ - if provided **N/A** – if not applicable **X** – if not provided with justification

1. ***Forest Stand Delineation Plan Sheet***
   The plan shall be at the same scale and sheet size (24" x 36") as the associated subdivision or site development plan and shall show the following information:
   a. North arrow.
   b. Gross area of the site and property boundaries with metes and bounds description, if applicable.
   c. Existing topographic information at same interval as the associated plan.
   d. Area of 100-year floodplain and net tract area of site.
   e. Current forested and unforested areas, forest stand locations, and tree lines extending off-site.
   f. Locate and list each tree 24" or greater in diameter measured at 4.5' above the ground. State Champion trees, trees 75% of the size (diameter) of State champion trees and trees 30" in diameter or larger. **Advisory:** The removal of any State Champion, trees 75% of the size (diameter) of State champion trees and specimen trees, and trees 30" in diameter or larger, and other forest resources associated with a historic site require the processing and approval of an Alternative Compliance application of Section 16.1205(a)(3) of the Howard County Code.
   g. Steep slopes: 25% and greater and 15% - 25%. Provide area of steep slopes 25% or greater.
   h. Provide notes/information on critical habitats of rare, threatened or endangered species. Also, provide notes/information on presence or absence of trees, shrubs, plants or animals identified as rare, threatened or endangered. If a project site is located wholly or partially within a Sensitive Species Project Review Area, the submittal must include a comment letter from the Maryland Department of Natural Resources, Natural Heritage Program.
   i. Perennial and intermittent streams and required 50', 75' or 100' stream buffers.
   j. Soils, and indicate soils with an erodibility index (K) value greater than 0.35 on slopes of 15% or more; or hydric soils.
   k. Non-tidal wetlands and required 25' buffers.
   l. Existing buildings and structures including walls and fences, roads and trails, utilities and easements. **Note: proposed uses and improvements are not to be shown.**
   m. Adjacent land uses and zoning designation.
   n. Historic structures or other historic resources, including trees and cemeteries.
   o. Other significant vegetation (e.g. hedgerows, tree rows, ornamental plantings).
   p. Other significant natural or man-made features (e.g. quarries, springs, ponds, rock out-crops, rubble landfills, dumps or disposal areas, etc.).
   q. Signature/seal of preparer of plan. (State DNR qualified professional who is also a certified arborist, landscape architect, urban forester)
   r. Site vicinity map. The map shall include the location of the site within a square mile indicating **major roads, land uses and forest cover**. (Source: County topographic maps). Maps may be prepared at 1"=1,000' or 1"=600' scale.
   s. MDE 12-Digit Watershed number.
   t. Agricultural best management practices designed to convey water above or below ground (diversions, grassed or lined waterways, irrigation systems, pipelines, subsurface drains or underground outlets).
   u. Howard County Green Infrastructure Network

2. ***Classification of Forest Stands and Other Vegetation***
   All on-site vegetation shall be classified by plant community types as obtained by field observation. Individual communities must be identified on the forest stand delineation plan sheet. See Section 2.2.3 of the Forest Conservation Manual.

3. ***Forest Stand Analysis Tables***
Data collected by the field observation shall be tabulated and summarized for each forest stand. See Section 2.2.4. of the Forest Conservation Manual. Completed tables in accordance with Appendix C of the Forest Conservation Manual are attached.

4. ***Specimen Trees and Historic Trees Table***
Data collect by the field investigation shall also be tabulated and summarized for specimen trees and historic trees. Each tree should be marked in the field with an aluminum tag or a similar device that records the tree species and DBH. See Section 2.2.5 of the Forest Conservation Manual.

5. ***Forest Stand Delineation Narrative***
A written summary describing each vegetative community including: forest structure stand condition; relationship to other environmental features; typical cover; Habitat value; retention priority areas; potential problems and relationship to off-site forest. Please note priority areas listed in Section 16.1205. See Section 2.2.6 of the Forest Conservation Manual.

6. **Fees**
The fees for FSD plans are assessed in conjunction with the associated subdivision or site development plan submission fees.