

Howard County Department of Planning and Zoning
Division of Land Development
**FINAL PLAT APPLICATION
FOR "ORIGINALS ONLY" PROCESSING**

Date Submitted/Accepted _____ DPZ File No. _____

SITE DESCRIPTION

Project/Subdivision Name: _____

Location: _____
(Tax Map No.) (Grid/Block No.) (Parcel No.) (Street Address and/or Road Name)

(Election District) (Planned Use) (Zoning District) Liber: _____ Folio: _____ Date: _____
(Current Deed Reference)

(No. of Lots) (No. of Parcels) (No. of Units) (Type of Unit) (No. of Acres)

Proposed Sanitary Facilities: Water _____ Sewerage _____
(Private or Public) (Private or Public)

APPLICANT/CONSULTANT INFORMATION

OWNER (Fee Simple Only)

(Name)

(Address)

(City, State, Zip Code)

(Telephone) (Fax) (E-mail)

Contact Person: _____

SURVEYOR/ENGINEER

(Name)

(Address)

(City, State, Zip Code)

(Telephone) (Fax) (E-mail)

Contact Person: _____

DEVELOPER/CONTRACT PURCHASER

(Name)

(Address)

(City, State, Zip Code)

(Telephone) (Fax) (E-mail)

Contact Person: _____

OTHER CONSULTANT

(Name)

(Address)

(City, State, Zip Code)

(Telephone) (Fax) (E-mail)

Contact Person: _____

PLAT APPLICATION REQUIREMENTS

Written authorization to submit an "Originals Only" final plat must be issued by the Department of Planning and Zoning before the plat submission will be accepted for processing. To request authorization to proceed with this process, the applicant must submit a letter to the Division Chief, Division of Land Development explaining the requested plat changes along with a highlighted copy of the previously recorded plat indicating the proposed revisions in red. Submission of an application for "Originals Only" final plats will require completion of all the following items at the time of the initial submittal to ensure acceptance of the plan for processing. **Plan submission applications found to be incomplete will be rejected prior to entering the County's signature approval plan processing system.**

Please be advised that all plan application submissions are ACCEPTED BY APPOINTMENT ONLY. All plan submission appointments must be scheduled with the Division of Land Development at (410) 313-2350.

I. Number of Copies Required:

- _____ 1 Mylar Original Plat and 3 Paper Copies with Highlighted Revisions
- _____ 1 Certified Location Survey Plan for all Existing Dwellings and Other Accessory Structures, if applicable
- _____ 1 Paper Copy of the Previously Recorded Plat for Private Well and Septic System Properties

II. Checklists (one copy for each)

- A. The attached submission checklist must be completed and signed by the professional person responsible for the plan preparation.
- B. A DPZ Development Engineering Division checklist must be completed and signed by the professional person responsible for the plan preparation.

III. Application and Distribution Printing Fees

The Final Plat application fees shall be in accordance with the adopted fee schedule. All checks for application and printing fees shall be made payable to the *Director of Finance*. **The application and plat will not be accepted for processing until fees have been paid.** For more information or questions, please contact DPZ at (410) 313-2350.

IV. Recording Fees

A check made payable to the "Clerk of the Court" for the cost of recording the plat and any other documents.

V. Copy of Recorded Plat, if applicable

If the subject property is utilizing a private septic and/or well system, and is a part of a previously recorded subdivision, provide 1 copy of the recorded plat so that the Health Department may review the plat original in a timely manner. **This plat application will not be accepted for processing unless submission of the recorded plat is provided, if applicable.**

VI. Certification of Applicant

I hereby certify that the information supplied herewith is correct and complete. *** If the applicant is the owner's agent, written documentation from the property owner granting that authority is required.**

(Signature of Property Owner/Agent) *

(Print Name of Property Owner/Agent)

(Date)

Owner's authorization attached *

**Howard County Department of Planning and Zoning
Division of Land Development
FINAL PLAT CHECKLIST FOR "ORIGINALS ONLY"**

Project Name _____ DPZ File No. _____

FINAL PLAT REQUIREMENTS AND PREPARATION INFORMATION FOR "ORIGINALS ONLY"

The "Originals Only" Final Plat procedure was established as an expedient process to review and re-record previously recorded final plats where only minor revisions or corrections are being made on the plat. Minor revisions may consist of such items as: corrections of drafting or mathematical errors, changes to building restriction lines to comply with present day zoning regulations, to establish or abandon private or public easements, and re-subdividing lots to adjust property lines for land exchanges between owners or to accommodate certain house models or to abate a setback violation.

Final Plats and all subsequent revisions or amendments are to be prepared in accordance with Section 16.147, Final Plans of the Howard County Code and submitted to the Department of Planning and Zoning when required as part of the subdivision process. The following checklist is to serve as a guide in preparing the Final "Originals Only" Plat for submittal. Compliance with the following will assure processing in an expeditious manner. **Checklist items shown with an asterisk (*) are essential items for the acceptance of the plat for processing. Notice: Incomplete, incorrect or missing items may result in the rejection of the application** and plat original for processing.

Legend:	<u>√</u>	Information Provided	<u>X</u>	Information Not Provided, Justification Attached
	<u>NA</u>	Not Applicable		

GENERAL INFORMATION

- ___ * 1.a. The size of the Plat Original shall be eighteen (18) inches by twenty-four (24) inches, including a one-half (1/2) inch margin on all sides (see attached plat format). Where necessary, the Final Plat may be on several sheets accompanied by an index sheet showing the entire subdivision submitted.
- ___ * b. **The three (3) final plat paper copies must be folded to a size no larger than 6"x9" and stapled into sets.** Title blocks and vicinity map should be visible.
- ___ * c. All final plat originals submitted for signature approval must meet the following DPZ original requirements:
 - 1) Be made of durable, reproducible mylar material. No sepia paper, tracing paper, etc. will be accepted.
 - 2) Not be pieced, spliced, have "stick-ons" or "press-type" lettering.
 - 3) Have original seal and signature of Maryland registered professional engineer/land surveyor authorized by appropriate section of Annotated Code of Maryland to prepare final plats on all sheets of the plat.
 - 4) Have the original signature of owner/developer/engineer on required certificates that are to be on appropriate sheets of plat.
 - 5) All required signatures and seals on the original drawings shall be in permanent black waterproof ink.
 - 6) The property owner's and project engineer's or surveyor's full names, mailing addresses and telephone numbers shall be placed on all sheets of the plat.
- ___ * d. Parcel and right-of-way boundaries in a digital format that meets County standards to be submitted with the final plat original.

- ___ 2. The title block shall appear in the lower right-hand corner of the Plat and shall include the following information:
- Name of the subdivision. The name approved by the Department of Planning and Zoning and recorded in the Land Records shall constitute the subdivision's official and only name. No other name may be used for advertising or sales purpose unless an approved and amended Plat is recorded bearing the revised name;
 - Section, area (if applicable) and lot numbers, and state whether a Resubdivision Plat, Revision Plat or Correction Plat;
 - Scale and date of application. Scale shall be 1"=100', 1"=50', or 1"=30', or as approved by the Department of Planning and Zoning prior to submittal;
 - Location by Election District, County, State, tax map, grid and parcel number references;
 - Show current zoning and all previous Department of Planning and Zoning subdivision file numbers; and
 - Plat sheet number. All sheets to be numbered (ie: sheet 1 of 4, etc.).
- ___ 3. Vicinity map, indicating the exact location of the property with respect to surrounding properties and vicinal streets drawn to an accurate scale with a north arrow and the location of nearby survey monuments of the Howard County Geodetic Control.
- ___ 4. North arrow drawn through one of the property corners of the subdivision with north oriented to top of plat.
- ___ * 5. Provide the owner's name(s) and deed references for all adjoining unsubdivided property. In the event that a recorded subdivision adjoins the land to be developed, the subdivision name, lot number, and recording reference will be indicated with dashed line. Also, include the applicable parcel number and zoning designation for all surrounding properties.

STANDARD CHARTS, SIGNATURE BLOCKS AND CERTIFICATIONS

- ___ * 6. **Tabulation Chart of Final Plat** (locate above County signature block) showing the following:

Area Tabulation Chart

(to be located on each plat sheet with a total tabulation chart on sheet 1)

- Total number of lots and/or parcels to be recorded
 - Buildable _____
 - Non-Buildable _____
 - Open Space _____
 - Preservation Parcels _____
- Total area of lots and/or parcels
 - Buildable _____
 - Non-Buildable _____
 - Open Space _____
 - Preservation Parcels _____
- Total area of roadway to be recorded including widening strips _____
- Total area of subdivision to be recorded _____

- ___ * 7. For lots with pipestems, provide a minimum lot size tabulation chart as follows:

MINIMUM LOT SIZE CHART

LOT NO	GROSS AREA	PIPESTEM AREA	MINIMUM LOT SIZE
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- ___ * 8. Surveyor's Certificate -- certification, signature and seal by Registered Land Surveyor [see Section 16.147(c)(20) of the Howard County Code for wording].
- ___ * 9. Owner's Certificate -- certification by owner or owners of property [see Section 16.147(c)(21) or (22) of the Howard County Code for wording].
- ___ 10. Provide the following standard Howard County approval signature blocks in the lower left corner of all plat sheets for signature of County agencies.

APPROVED: HOWARD COUNTY DEPARTMENT OF PLANNING AND ZONING	
_____	_____
Chief, Development Engineering Division	Date
_____	_____
Director	Date

APPROVED: FOR PUBLIC / PRIVATE [<i>select only one</i>] WATER AND PUBLIC / PRIVATE [<i>select only one</i>] SEWERAGE SYSTEMS HOWARD COUNTY HEALTH DEPARTMENT	
_____	_____
Howard County Health Officer	Date

REQUIRED GENERAL NOTES

(select the appropriate notes as applicable to the project)

- ___ 11.
 - a. The subject property is zoned _____ per the _____ (indicate adopted date) Comprehensive Zoning Plan.
 - b. 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:
 - 1) Width -- 12' (16' serving more than one residence);
 - 2) Surface -- 6" of compacted crusher run base w/tar and chip coating (1-1/2" min.);
 - 3) Geometry -- Max. 15% grade, max. 10% grade change and min. 45' turning radius;
 - 4) Structures (culverts/bridges) -- capable of supporting 25 gross tons (H25 loading);
 - 5) Drainage Elements -- capable of safely passing 100-year flood with no more than 1 foot depth over driveway surface;
 - 6) Maintenance -- sufficient to insure all weather use.
 - c. 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.
 - d. For flag or 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.

- e. 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.
- f. In the New Town District, add the following note, "Minimum building setback restrictions from property lines and the public rights-of-way lines to be in accordance with FDP-_____ criteria".
- g. 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.
- h. 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 with a metes and bounds description of the forest conservation area. 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.
- i. Landscaping for this subdivision was previously provided in accordance with a certified Landscape Plan approved under F-_____ in accordance with Section 16.124 of the Howard County Code and the Landscape Manual.

OR

This plat is exempt from the requirements of Section 16.124 of the Howard County Code and the Landscape Manual because it is a revision plat / plat of correction that does not create any new lots / parcel divisions.

- j. 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 addressed the requirements of Section 16.1200 of the Howard County Code for Forest Conservation in accordance with a Forest Conservation Plan previously approved under F-_____.

OR

This plat is exempt from the forest conservation requirements because it is a revision plat that does not create any new lots in accordance with Section 16.1202(b)(1)(vii) of the Howard County Code.

PLAT REQUIREMENTS

- ___ * 12. A heavy line indicating the boundary of the Final Plat with lengths of courses to hundredths of a foot and bearings relating to the Maryland State Plane Coordinate System to a minimum accuracy of fifteen (15) seconds, if Howard County geodetic survey control points and information are within one mile of proposed subdivision. A note shall be placed on the Plat indicating the source of the Maryland State Plane Coordinate System.
- ___ * 13. Howard County geodetic control survey stations located on the site shall be accurately located. Any geodetic control stations that need relocation shall be identified.
- ___ 14. Coordinate information for all property lines, streets, public rights-of-way lines, outside boundary of Plat and all other locations as required by the Department of Planning and Zoning. Indicate in tabular form. The lengths of all arcs, radii, points of curvature, and chord and tangent bearings and distances in table form.
- ___ * 15. Exact locations, centerlines, widths, bearings, road classification, and names of all streets and widths of all alleys and pedestrian ways within the subdivision or adjoining the outline of the subdivision. Identify all scenic roads abutting the site. Verify this requirement by checking the scenic roads inventory list and map available at the DPZ public service desk. Indicate, identify and dimension the public road frontage where "Vehicular Ingress/Egress is Restricted" per the Subdivision Regulations.
- ___ * 16. All rights-of-way, easements, and reservations, including the following, shall be shown:
- Easements to fulfill the requirements of the final Forest Conservation Plan as required by Section 16.117 of the Subdivision and Land Development Regulations.
 - Preservation parcel easements for cluster subdivisions in the RC or RR zoning districts.
 - Easements for water, sewer, storm drainage, public stormwater management facilities, other public utilities, floodplains and maintenance of private access place roads or use-in-common driveways.
 - All existing and proposed easements shall be highlighted with a symbol or pattern and indicated with recording references if existing.
- ___ 17. All property lot lines and any proposed easements shall be shown with dimensions in feet and hundredths, and bearings to a minimum accuracy of fifteen (15) seconds.
- ___ * 18. Minimum area of each lot in square feet or in acres if lot size is greater than 60,000 square feet.
- ___ 19. Indicate lot numbers in numerical order throughout the entire subdivision. For a resubdivision, the resubdivided lots shall be numbered numerically, beginning with the number following the highest original lot number. The original lot lines and lot number shall be indicated by dotted lines. Apartment, condominium, non-residential and bulk parcels will be lettered in alphabetical order. In the event there is a resubdivision of any parcel, the letter will be retained with a number to follow the letter: (example "A-1"); the original parcel lines shown dashed; and original parcel letter dotted.
- ___ 20. Indicate front, rear, and side building setback or restriction lines graphically with dimensions for each lot except in the New Town District.
- ___ * 21. Delineation of existing 65 dba noise lines, 100 year floodplain, forest conservation easement areas, streams and non-tidal wetlands with required buffer setbacks and recorded plat references.
- ___ * 22. Delineation of any existing recorded burial grounds or cemetery sites.

___ * 23. Locations of existing recorded private sewage system easements. A crossed-hatched area will be noted on the Final Plat to indicate the private sewage easement area along with the following statement:

This area designates a private sewage easement of at least 10,000 square feet (or 10,000 square feet per lot for shared drain fields associated with a shared sewage disposal facility) as required by the Maryland State Department of the 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 easement shall not be necessary.

___ 24. Provide a detailed purpose note describing the reason for the resubdivision or revision plat and place the note directly above the title block on sheet1.

___ 25. Add all applicable general notes from the previously recorded plat. Also, add a general note that lists all previous DPZ file references.

Prepared by:



Signature of Plan Preparer

Date


Firm

Print Name

STANDARD FINAL PLAT SHEET

 1/2" Border		NORTH ORIENTED TO TOP OF PLAT		VICINITY MAP (sheet 1 only)
COORDINATE TABLE	ALL FINAL PLAT SHEETS MUST BE 18" X 24" IN SIZE			GENERAL NOTES 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ PURPOSE NOTE FOR REVISION OR RESUBDIVISION PLATS
AREA TABULATION CHART	ENGINEER/SURVEYOR NAME AND ADDRESS TELEPHONE NUMBER (All Sheets)	SEAL (all sheets)	OWNER/DEVELOPER NAME AND ADDRESS TELEPHONE NUMBER (All Sheets)	RECORDED AS PLAT NO. _____ ON _____ AMONG THE LAND RECORDS OF HOWARD COUNTY, MD
STANDARD COUNTY SIGNATURE BLOCKS (all sheets)	OWNER'S CERTIFICATE (all sheets)	SURVEYOR'S CERTIFICATE (all sheets)		TITLE BLOCK (all sheets) Sheet ____ of ____
 1/2" Border		County File #F-____ - ____		

1/2"
Border



**Howard County Department of Planning and Zoning
Division of Land Development
ORIGINALS ONLY FINAL PLAT WORKSHEET
(For DPZ Use Only)**

Project Name _____
 DPZ Plan Reviewer _____
 Plan Consultant Representative _____

DPZ File Number _____
 Submission Date _____
 Time _____

I. Submittal Requirements

Indicate: Yes, No or N/A

- a. DPZ, Division of Land Development, application and checklist are complete
 - b. DPZ, Development Engineering Division, checklist is complete
 - c. DPZ (DED) plat review fees
 - d. DPZ letter authorizing approval for 'O's Only' process
 - e. Deadline date has been met
 - f. Required number of highlighted plans are provided (3)
 - g. Digital submission of final plat
 - h. A completed maintenance agreement for use-in-common driveways,
if applicable
 - i. Completed Forest Conservation Data Summary chart
 - j. Fee-in-lieu of forest conservation
(SAP Acct 2060000000-3000-3000000000-PWPW000000000000-432521)
 - [CR_____]
 - k. Other
- Subtotal** _____

II. Fee Computation

Fees

- a. Per sheet subdivision plats (\$300 each)
- Correction Plat/Resubdivision Plat Fee
\$300 per sheet for a correction plat or a resubdivision plat to combine lots or reduce the number of lots only. Resubdivision plats that create additional lots are subject to the per lot and per acre charges.
- b. Distribution copy fee, check payable to Director of Finance
 - (____ sheets x \$15.00 per sheet)
 - (4 paper prints/1 white film print/1 mylar copy for recording) [CR_____]
 - (9 paper prints after recording)
- Subtotal** _____
Total Fee Amount _____

III. Recording Fees

Checks payable to the "Clerk of the Court" *

- a. Recording fee for final plat (____ sheets x \$5.00)
- b. Use-in-Common Driveway Maintenance Agreement fee
- (1-9 sheets = \$60.00, 10 plus sheets = \$115.00)

* All fees payable to the "Clerk of the Court" must be included on a **single check**.

IV. Certification

Cash receipt number _____
SAP Acct 1000000000-3000-3000000000-PWPW000000000000-432530
 Check issued by _____
 _____ Plan submission is accepted for processing
 _____ Plan submission is rejected
 Reason: _____
 _____ Resubmission is accepted Date _____ Staff Initials _____

Comments/Notes: _____
