DEVELOPMENT REVIEW DIVISION

PRELIMINARY SUBDIVISION PLAN REQUIREMENTS CHECKLIST

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

_____ 1. Proposed subdivision name (approved by the Development Review Division prior to submission; not to be changed during process).

_____ 2. Owner's name, address, and phone number.

_____ 3. Developer's name, address, and phone number.

_____ 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. Tax map, block, and parcel number.

_____ 9. County file number.

_____ 10. Surveyor's seal and signature on the final preliminary plan.

B. Data Block:

_____ 1. Zoning district(s).

_____ 2. Number of lots proposed.

_____ 3. Total area of lots.

_____ 4. Total area of other parcels (list and identify separately).

_____ 5. Total area of subdivision.

_____ 6. Name and length of new roads.

_____ 7. Breakdown of dwelling units by type:

Single-family _____ Two-family _____ Multi-family _____

C. Required Notes:

_____ 1. Title reference: owner, deed reference, date, and grantor.

_____2. Location and distance to the nearest existing or proposed potable water supply.

_____3. Location and distance to the nearest existing fire hydrant or water supply used for fire protection.

_____4. Board of Zoning Appeals case number, decision and decision date, if applicable.

_____5. Means of compliance with forest conservation, i.e., exemption, off-site banking, on-site retention, on-site afforestation.

D. Individual items to be included on the plan:

_____ 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. Preliminary subdivision plans and supporting plans shall be based on the Maryland Coordinate System, North American Datum of 1983 (NAD83).

_____ 4. Field run or flown contours at 2' intervals to 100' beyond the perimeter of the property. Elevations and topography for preliminary subdivision plans and supporting plans shall be based on the North American Vertical Datum of 1988 (NAVD88).

_____ 5. One or more corners accurately tied by bearing and distance to a monument of the Carroll County Control System.

_____ 6. Bearings and distances of property boundary based on a boundary survey.

_____ 7. Distances of lot lines.

_____ 8. Zoning boundary lines and acreage breakdown.

_____ 9. Municipal boundary lines.

_____10. Soil boundaries and symbols as found in the Soil Survey of Carroll County, Maryland.

_____11. Existing environmental features, including streams, 100-year-floodplain, springheads, wetlands, ponds, rock outcrops, wooded areas, sinkholes, 15 to 25 percent slopes (outlined and shaded), and slopes of 25 percent or greater (outlined and shaded).

_____12. Existing site development features, including structures, fences, wells, and all overhead and underground gas, electric, and telephone transmission lines, pipes, and/or poles by ownership and number. Any site development feature to be razed/removed must be identified as such.

_____13. Existing roads and planned major streets (name, location, right-of-way width, and paving width).

_____14. Posted speed limit of existing public roads.

_____15. Proposed public roads (location, right-of-way width, and paving width).

_____16. Proposed use-in-common driveways (location, width, users, limit of construction, profiles, and cross sections).

_____17. All existing and proposed single-use driveways. Profiles must be provided for all

driveways where the grade exceeds 10%.

_____18. Details of any common entrances.

_____19. Sight distance at all entrances to public roads.

_____20. Existing and proposed easements and right(s)-of-way. A recording reference must be provided for all existing easements and right(s)-of-way.

_____21. Consecutive lot numbers beginning with last number of any previously recorded section, if any. Consecutive letters for parcels and tracts.

_____22. For residential subdivisions, location of proposed residences with directional arrows indicating the front orientation.

_____23. All yard setbacks (front, rear, side) dimensioned and labeled on every lot.

_____24. For all adjoining properties, the zoning and the current owner's name, address, and deed reference.

_____25. All existing wells and septic areas on adjoining properties within 100' of the boundaries of the proposed subdivision.

_____26. All existing structures located within 100' of the boundaries of the proposed subdivision.

_____27. Location of any areas required for reservation or conveyance for roads or other public uses such as open space, schools, etc.

_____28. All proposed grading.

_____29. Natural vegetation to remain.

_____30. Proposed landscaping.

_____31. Proposed public water and/or sewerage connections, if applicable.

_____32. Stormwater management facilities, both temporary and permanent.

_____33. In the Agricultural Zoning District, the outline of the total tract at a scale so as to be accurate and legible. The remaining portion must be so labeled and the acreage of the remaining portion noted. 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.

_____34. In the Agricultural Zoning District, a lot yield sketch and tabulation.

_____35. For cluster subdivisions, a table showing the amount of open space provided and the amount of open space required.

_____36. Any other items required by review agencies.

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