

## **FINAL PLAN CHECKLIST**

Subdivision Name: \_\_\_\_\_

Subdivision Number: \_\_\_\_\_ Project Number: \_\_\_\_\_

### REVIEW CRITERIA

Plans: A final plan shall be on a 24" x 36" sheet at a scale that is no smaller than 1" = 40' and shall contain all information required by the Office of Planning and Zoning. All plans and computations shall be signed and sealed. The information ordinarily shall include:

- \_\_\_\_\_ (1) a title block, including subdivision name, type of subdivision, scale, date, tax map, block, parcel, assessment district, county, state
- \_\_\_\_\_ (2) a vicinity map no smaller than 4" x 4" at a scale of 2000' = 1";
- \_\_\_\_\_ (3) a boundary line survey using the County coordinate system;
- \_\_\_\_\_ (4) a north arrow;
- \_\_\_\_\_ (5) a scale;
- \_\_\_\_\_ (6) a legend;
- \_\_\_\_\_ (7) the gross area of the site in acreage and square feet;
- \_\_\_\_\_ (8) the zoning of all property within the site; (show division lines and identify acreage of each zoning classification)
- \_\_\_\_\_ (9) the site boundary and the location, size, and type of proposed lot lines, including any bulk parcels;
- \_\_\_\_\_ (10) the setbacks required by Article 18 of this Code;
- \_\_\_\_\_ (11) a field run or aerial topography of existing conditions; (statement on plans)
- \_\_\_\_\_ (12) three coordinate 'tics' shown at multiples of 250';
- \_\_\_\_\_ (13) the location and size of all existing and proposed easements with a label explaining the purpose;
- \_\_\_\_\_ (14) the location, rights-of-way widths, paving widths, and names of all existing improved and unimproved roads;
- \_\_\_\_\_ (15) the location, size, and type of open space;

- \_\_\_\_\_ (16) the location of slopes of 15% or greater in the critical area and in environmentally sensitive areas; the location of steep slopes outside the critical area and environmentally sensitive area; the location of slope buffers; the location of a 100-year floodplain, including FEMA floodplain; the location of coastal floodplain and coastal high hazard areas; and the location of other natural features, (including all applicable buffers)
- \_\_\_\_\_ (17) the location of all historic resources, archeological sites, and cemeteries;
- \_\_\_\_\_ (18) the location of proposed stormwater management devices;
- \_\_\_\_\_ (19) the location of existing and proposed structures, driveways, sewers, water lines, and storm drains on the site, and a note if they are to be removed;
- \_\_\_\_\_ (20) the location of each structure located within 100 feet of the site;
- \_\_\_\_\_ (21) a 100-foot adjacent peripheral strip, showing existing topography;
- \_\_\_\_\_ (22) the critical area boundary and classifications and a tabulation of acreage by critical area classification;
- \_\_\_\_\_ (23) the location of proposed private onsite water and sewerage facilities;
- \_\_\_\_\_ (24) tabulations of gross area of lots, floodplain, open space, and rights-of-way;
- \_\_\_\_\_ (25) tabulation of any proposed bulk parcel;
- \_\_\_\_\_ (26) limit of disturbance;
- \_\_\_\_\_ (27) soil classifications mapped;
- \_\_\_\_\_ (28) building restriction lines to be shown graphically and dimensioned.

**Attachments.** A final plan shall be accompanied by all information required by the Office of Planning and Zoning, including to the extent applicable:

- \_\_\_\_\_ (a) a final infrastructure construction plan, including a storm water management plan (prepared in accordance with the Stormwater Management Practices and Procedures Manual) in accordance with Article 16 of this Code, a storm drain plan, a water and sewer plan, and a public road plan; (including all pertinent studies and computations); a bicycle, pedestrian, transit plan
- \_\_\_\_\_ (b) a forest conservation plan;

- \_\_\_\_\_ (c) If adequacy of facilities was not addressed with the sketch plan, applicant shall provide the following: 1) traffic impact study, 2) EDU worksheets for swamp run and fire flow test, 3) mitigation proposal if applicable.
- \_\_\_\_\_ (d) the approved bog protection plan, accompanied by a bog protection agreement;
- \_\_\_\_\_ (e) a proposed record plat
- \_\_\_\_\_ (f) a bicycle, pedestrian, transit assessment

A proposed record plat shall be on an 18" x 24" mylar sheet with a 1 ½" margin at the left edge, and shall contain the following:

- \_\_\_\_\_ (1) a title block in the lower right corner that includes:
  - (ii) a proposed subdivision name that does not duplicate or closely approximate any other subdivision name;
  - (ii) the title, scale, date, and Maryland NAD 83;
  - (iii) the location by County and State and the assessment district;
  - (iv) if the final plan was for a site that is less than what was covered by the sketch plan, the subdivision name and section, the outlines of the proposed subdivision, roads within 1000 feet of the proposed subdivision, and abutting properties; and
  - (v) for all unsubdivided property within 200 feet of the boundaries of the proposed subdivision, subdivision number and project number, the name and address of the property owner of record and the tax map, block, and parcel number;
- \_\_\_\_\_ (2) for a subdivision served by public water and public sewer, a signature block to the left of the title block for the Planning and Zoning Officer, indicating that the Planning and Zoning Officer signs for the Office of Planning and Zoning and for the Health Officer or, for all other subdivisions, separate signature blocks for the Health Officer and Planning and Zoning Officer to the left of the title block, with an identification of whether the subdivision is served by well and septic, well and public sewer, or public water and septic;
- \_\_\_\_\_ (3) the name, address, phone number, fax number, and e-mail address of the consultant who submitted the plat to left of the signature blocks in the lower left corner of the plat;
- \_\_\_\_\_ (4) a vicinity map in the upper right corner;

- \_\_\_\_\_ (5) general notes below the vicinity map;
- \_\_\_\_\_ (6) a tabulation below the general notes that includes the total number of lots, the current zoning of the property, the net density of the site; the density of any bulk parcel; and the gross area of the site, each lot, open space, recreation area, floodplain, public road rights-of-way, and private road rights-of-way;
- \_\_\_\_\_ (7) reference to each condition, covenant, and restriction relating to the use and maintenance of open space;
- \_\_\_\_\_ (8) a dedication by all owners in the top left corner of the plat as follows:

**Dedication by Owners**

The undersigned, being all owner(s) of the property shown and described on this record plat, with the exception of lien holders adopt(s) this record plat; establish(es) the minimum building restriction lines; and dedicate(s) all public roads, widening strips, floodplains, easements, and rights-of-way to public use, such lands being deeded to Anne Arundel County, Maryland or to the State, as may be appropriate, prior to or contemporaneous with the recordation of this plat.

To the best of my/our knowledge, information, and belief, the requirements of § 3-108 of the Real Property Article of the State Code, concerning the making of plats and setting of markers, have been satisfied. There are no suits, actions at law, leases, liens, mortgages, trusts, easements, or rights-of-way affecting the property included in this record plat other than the following: \_\_\_\_\_. All owners of the property have affixed their signatures and seals on this record plat.

Witness and date:	Owner and date:
_____	_____ (Seal)
_____	_____ (Seal)

I (we) assent to and do hereby join in this record plat.

Witness and date:	Owner and date:
_____	_____ (Seal)
_____	_____ (Seal)

\_\_\_\_\_ (9) for a residential subdivision in which open space is required, one of the following paragraphs within the dedication:

The open space shown on this record plat is set aside for the use of the residents of the subdivision and is conveyed to

\_\_\_\_\_ *[insert name of incorporated homeowners' association]*  
before or with the recordation of this plat.

or

The open space shown on this record plat is conveyed to Anne Arundel County, Maryland, by deed to be set aside for public use, such lands being deeded to Anne Arundel County, Maryland, or the State of Maryland, as may be appropriate, before or with the recordation of this plat.

or

In lieu of setting aside open space for this site, the owner(s) has/have paid a fee to Anne Arundel County, Maryland for the County's acquisition, creation, maintenance, and administration of offsite open space.

\_\_\_\_\_ (10) a surveyor's certificate in the following form:

**Surveyor's Certificate**

I certify that this record plat is correct; that it is a subdivision of \_\_\_\_\_ of the lands conveyed by  
[indicate "part" or "all"]

\_\_\_\_\_ *[insert names of immediate prior grantors]*  
to \_\_\_\_\_

*[insert names of present owners]*  
by deed dated \_\_\_\_\_ and recorded in the land records of Anne Arundel County, Maryland, in Liber \_\_\_\_\_, Folio \_\_\_\_\_; and that the requirements of § 3-108 of the Real Property Article of the State Code, concerning the making of plats and setting of markers, have been satisfied.

\_\_\_\_\_ Date Surveyor's signature

Surveyor's typed name and address: \_\_\_\_\_ Surveyor's professional seal:

\_\_\_\_\_  
\_\_\_\_\_  
SEAL

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- \_\_\_\_\_ (11) the name, address, and seal of the registered land surveyor responsible for creating the plat placed above the owner and surveyor certification on the left margin of the plat;
- \_\_\_\_\_ (12) all plat boundary lines, with lengths and courses to hundredths of a foot and bearings related to the County grid coordinate system to a minimum accuracy of 30 seconds, as determined by a survey in the field, with a minimum adjusted error of closure of one in 10,000;
- \_\_\_\_\_ (13) location and identifying marks for all permanent reference monuments and markers;
- \_\_\_\_\_ (14) the exact layout, including:
- (i) the lengths of all arcs, radii, and tangents;
  - (ii) all lines with dimensions in feet and hundredths and with bearings to a minimum accuracy of 10 seconds;
  - (iii) easements and rights-of-way;
  - (iv) the limits of each 100-year floodplain, coastal floodplain, and coastal high hazard area; and
  - (v) all lots numbered in numerical order and all blocks lettered in alphabetical order in the manner required by the Office of Planning and Zoning;
- \_\_\_\_\_ (15) accurate outlines with dimensions and acreage of a lot reserved for acquisition and use by the County or the Board of Education;
- \_\_\_\_\_ (16) the gross area of each lot;
- \_\_\_\_\_ (17) the critical area boundary and designation (LDA, RCA or IDA);
- \_\_\_\_\_ (18) existing bogs and buffers;
- \_\_\_\_\_ (19) the boundaries of an historic resource, archeological site, or cemetery;
- \_\_\_\_\_ (20) the location of noise mitigation measures; and
- \_\_\_\_\_ (21) the boundaries of a bulk parcel, with a note stating that the parcel may not be subdivided or otherwise developed without first passing the tests for adequacy of public facilities.

\_\_\_\_\_ (22) For each plat sheet include 3 tic marks and coordinates. Coordinate reference system to be used is Maryland State Plane based on NAD83 (North American Datum, 1983), units in U.S. Survey Feet.

\_\_\_\_\_ (23) For each plat sheet include at least 2 well defined corner points marked and labeled with coordinates. Coordinate reference system to be used is Maryland State Plane based on NAD83 (North American Datum, 1983) units in U.S. Survey Feet.

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Owner/Agent

Date