



St. Mary's County Department of Land Use and Growth Management

23150 Leonard Hall Drive, Leonardtown, Md. 20650
Phone (301) 475-4200, ext. 1500 Fax (301) 475-4672

TDR SUBMISSION CHECKLIST



TDR SUBMISSION REQUIREMENTS (Original Transfer)

File Name/Number _____

Applicant Requirements

- _____ Appropriate (Original) TDR Form
- _____ Development Review Application
- _____ Application Fee of \$70.00 payable to St. Mary's County Commissioners
- _____ Complete Deeds or Boundary Survey by a Licensed Surveyor w/deed references
- _____ Exhibit A - Plat of Sending parcel (Map, site and location of parcel clearly depicted if no Boundary survey is submitted above)
- _____ Exhibit C Certificate of Title from Lawyer with references (within 60 days)
- _____ Exhibit C-1 Certificate of Title Exceptions
- _____ Copy of recorded Original Instrument of Transfer to Land Use and Growth Management and Dept of Economic Community Development, upon completion

LUGM Responsibility

- _____ Exhibit B Certificate of Transferable Development Rights
- _____ Exhibit D – List of additional Serial Numbers if applicable
- _____ County Legal Review Summary

TDR SUBMISSION REQUIREMENTS (Intermediate Transfer)

- _____ Copy of recorded Intermediate Instrument of Transfer to Land Use and Growth Management and Dept of Economic Community Development

TDR SUBMISSION REQUIREMENTS (Final Transfer)

- _____ Development Review Application
- _____ Application Fee of \$70.00 payable to St. Mary's County Commissioners
- _____ Recording fees in the amount of \$95.00 payable to "Clerk of the Court"
- _____ Appropriate (Final Instrument) TDR Form w/signatures
- _____ Recorded (Intermediate Instrument) TDR Form if applicable
- _____ Recorded (Original Instrument) TDR Form w/all attachments
- _____ Certificate of Title from Lawyer (less than 60 days old)
- _____ Plat of receiving parcel (Map, site, location of parcel & number of lots clearly depicted)
- _____ County Legal Review
- _____ Copy of recorded Final Instrument of Transfer to Land Use and Growth Management and Dept of Economic Community Development