



**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  
**CONDOMINIUM PLAT CHECKLIST**



**Control Number** \_\_\_\_\_ **Project** \_\_\_\_\_

**Applicant** \_\_\_\_\_ **Surveyor** \_\_\_\_\_

**Address** \_\_\_\_\_

**Zoning** \_\_\_\_\_ **Zoning Overlays (if applicable)** \_\_\_\_\_

**TM** \_\_\_\_\_ **BK** \_\_\_\_\_ **Parcel** \_\_\_\_\_ **Acreage** \_\_\_\_\_

**Date** \_\_\_\_\_ **Reviewer** \_\_\_\_\_

**I. Required Supporting Information**

<b>Yes</b>	<b>No</b>	<b>Na</b>	<b>Standard</b>	<b>Reference</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deed history of property to evidence parcel of record status (Check deeds for parcel of record status.)	SO§30.6.2.c
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current tax assessment map (portion showing site location)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Variances to the subdivision regulations requested, with written response to criteria for variance, contained in section 24 of the Comprehensive Zoning Ordinance.	SO§22.5

**II. Title Information**

<b>Yes</b>	<b>No</b>	<b>Na</b>	<b>Standard</b>	<b>Reference</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale (1" = 100' preferable)	SO§30.6.4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of original	SO§30.6.4.a.(1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Election district	SO§30.6.4.a.(2)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land Use and Growth Management Control Number placed immediately above the title information block	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name, address and telephone number of surveyor	SO§30.6.4.a.(3)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of the Condominium	SO§30.11.5.a
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Revision date	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drawn by/checked by	SO§30.6.4.a.(5)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sheet ____ of ____	SO§30.6.4.a.(6)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land Use and Growth Management Approval Block	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Health Department Approval Block	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Metcom Approval Block	

**III. Plat Information**

<b>Yes</b>	<b>No</b>	<b>Na</b>	<b>Standard</b>	<b>Reference</b>
<b>Vicinity Map</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale at not less than 1" = 2,000' or as appropriate to show entire site and surrounding state/county road network.	SO§30.6.4.b.(1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow	SO§30.6.4.b.(2)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical Area Boundary Drawn	SO§30.6.4.b.(3)

**Notes:**

Yes	No	Na	Standard	Reference
<b>Owner's/Surveyor's Certificate</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Must include words to the effect of "That the plat together with applicable wording of the declaration, is a correct representation of the condominium described"	SO§30.11.5.f.(1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	"The identification and location of each unit and the common elements, as constructed, can be determined from them."	SO§30.11.5.f.(2)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text is Grammatically Correct	
<b>Plan Information</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow	SO§30.6.4.d.(1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A boundary survey of the property described in the declaration showing the location of all buildings on the property	SO§30.11.5.b
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boundary lines with bearings and distances, corner markers and reference monuments of entire site drawn to scale.	SO§30.6.4.d.(3)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diagrammatic floor plans of each building on the property which show the measured dimensions, floor area, and location of each unit in it. Common elements shall be shown diagrammatically to the extent feasible.	SO§30.11.5.c
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The elevation or average elevation in case of minor variances, above sea level, or from a fixed known point, of the upper and lower boundaries of each unit delineated on the condominium plat.	SO§30.11.5.d
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each unit shall be designated on the condominium plat by a letter or number or combination or other appropriate designation.	SO§30.11.5.e
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicates and labels setback, building restriction lines, and buffer yard designations on plan.	SO§30.6.4.f.(2)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner, deed reference, use and zoning of all adjacent properties	SO§30.6.4.d.(5)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If site is in the Critical Area, show Critical Area boundary on Vicinity Map and plan. Show Critical Area buffer on plan.	SO§30.6.4.e.(4)
<b>Required General Notes</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standard premise address note	SO§30.6.4.c.(14)

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