



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

23150 Leonard Hall Drive, Leonardtown, Md. 20650
Phone (301) 475-4200, ext. 1530 Fax (301) 475-4672

MINOR SUBDIVISION CHECKLIST



Control Number _____ Project _____

Applicant _____ Surveyor _____

Address _____

Zoning _____ Zoning Overlays (if applicable) _____

TM _____ BK _____ Parcel _____ Acreage _____

Date _____ Reviewer _____

TEC DATE _____

I. Required Supporting Information

Table with 4 columns: Yes, No, Na, Standard, Reference. Rows include Certificate of Title, Current tax assessment map, Copy of Soil Survey, Provide copy of FIRM panel, Wetlands maps, Topography Map, Single Lot Declaration of Intent, Road Maintenance Agreement, Water/Sewer Waiver, and Variances to the subdivision regulations.

II. Title Information

Table with 4 columns: Yes, No, Na, Standard, Reference. Rows include Scale (1"=100' preferable), Date of original, Election district, Land Use and Growth Management Control Number, Name, address and telephone number of surveyor, Subdivision name, Revision date, Drawn by/checked by, Sheet of, and Legend of symbols used on plan.

Notes: _____

III. General Note Requirements

	Yes	No	Na	Standard	Reference
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tax map, block and parcel number	SO§30.6.4.c.(1)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site area in acres (square feet if less than an acre)	SO§30.6.4.c.(2)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning including Critical Area or other Overlay zone (ACIUZ, AE, ALPD, H, PUD, other) and allowable density	SO§30.6.4.c.(3)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Setbacks, building restriction lines	SO§30.6.4.c.(4)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Note showing that setbacks, etc. are drawn from sensitive areas as shown.	SO§30.6.4.c.(4)
Water/Sewer Provisions Notes					
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Category _____	SO§30.6.4.c.(7)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed water provision note indicating connection to public/private water system OR private well.	SO§30.6.4.c.(8)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sewer Category _____	SO§30.6.4.c.(7)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water/Sewer Category Waiver Requested	CZO§70.8,70.9.1.b
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water/Sewer Category Waiver Approved	CZO§70.8,70.9.1.b
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed sewer provision note indicating connection to public system OR sewage reserve areas	SO§30.6.4.c.(8)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Health Department Note “This health department approval certifies...”	SO§30.6.4.c.(6)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum Ownership Statement (20,000 sq ft area)	SO§30.6.4.c.(5)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sewerage Plan compliance note as follows: “This subdivision is in compliance with the St. Mary’s County Comprehensive Water & Sewer Plan.”	SO§30.6.4.c.(9)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utility easement note reserving 10 feet on all lot lines.	SO§30.6.4.c.(10)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any prior restriction affecting the subdivision with the recording reference.	SO§30.6.4.c.(11)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Resource protection/Sensitive Areas note	CZO§ 71.3
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outlot/Outparcel note	
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private ROW Exemption Note (if applicable)	SO§30.14.3
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family Conveyance Note (if applicable)	SO§30.14.4
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of lots served by each private road or drive.	SO§30.6.4.c.(13)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-conforming structure note	CZO §52.4.1
Phasing plan for entire property Note					
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provides density calculations for existing conditions, proposed units, density parcels, and remaining dwelling units available.	SO§30.6.4.d.(2)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate density parcel number and label “density parcel” on the plan and in Title Block if applicable	
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TDR Note (if applicable)	SO§30.6.4.c.(22)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Septic Bill Note (if applicable)	
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subdividing around existing conditions note (if applicable)	SO§30.3.7.b
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Premise address note	SO§30.6.4.c.(14)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Horizontal and Vertical datum note	
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flood Hazard Zone Note (Specify the Flood Hazard Zone and Source)	SO§30.6.4.c.(15)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Tidal Wetlands Note (State existence or non existence and source)	SO§30.6.4.c.(16)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soils Note (Source of soils info)	SO§30.6.4.c.(17)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Topography Note (Source of topo)	SO§30.6.4.c.(17)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical Habitats, Cultural Features, Historic Site Note (with source)	SO§30.6.4.c.(18)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forest Conservation Exemption Note	SO§30.6.4.c.(21)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storm water management Sediment and Erosion Control Note	SO§30.6.4.c.(19)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Airport Environs Note (If applicable)	SO§30.6.4.c.(24)

Notes:

	Yes	No	Na	Standard	Reference
Critical Area Notes					
___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Approximately ___ acres of this site lie within Maryland's Critical Area. Any and all development activities proposed within this area are subject to Critical Area regulations and will not be permitted until all appropriate local, state, and federal agencies have conducted a thorough environmental review and have approved the development plan.	
___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. The Critical Area buffer must remain in natural vegetation and may not be disturbed except as provided under COMAR 27.01.09.	CZO§71.8.3.c
___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. No development is permitted in wetlands without approval from the appropriate local, state, and federal agencies. This site has (has not) been field evaluated for tidal or non-tidal wetlands.	CZO§71.6.2.b
___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. All existing forest shown hereon shall remain undisturbed except as permitted under the provisions of Chapter 72 (Forest and Woodland Resources, in the Critical Area) of the St. Mary's County Comprehensive Zoning Ordinance. Any and all afforested or reforested areas created under the provisions of the St. Mary's County Critical Area Ordinance and designated on this plat shall be preserved from future disturbance.	CZO§72
___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Locations of natural heritage areas, habitats of threatened or endangered species, and habitats of significant plants or wildlife are identified on this plat in accordance with Section 71.8 of the St. Mary's County Comprehensive Zoning Ordinance.	CZO§71.8.1.f
___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Existing lot coverage within 100 foot Critical Area Buffer is ___ square feet.	
___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Area of slopes 15% or greater is ___ square feet.	
___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Existing trees or forested area is ___ square feet.	
___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Area of lot coverage is ___ square feet.	
___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Proposed areas of vegetation clearing is ___ square feet.	
___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Proposed areas of soil disturbance is ___ square feet.	
___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Proposed areas of lot coverage is ___ square feet.	
___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Required areas of reforestation or afforestation is ___ square feet.	

IV. Plan Information

Vicinity Map				SO§30.6.4.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.a.(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"/>	Density Parcel Depicted	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical Area Boundary Drawn	SO§30.6.4.b.(3)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Labels remaining undeveloped land on the plan and density parcels in vicinity maps.	
Owner's/Surveyor's Certificate				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standard Text Used	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text is Grammatically Correct	

Notes:

Yes	No	Na	Standard	Reference
Subdivision Plat				
<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"/>	Density Parcel Depicted (If applicable)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All lots and farmsteads show street address oval.	CZO §66.4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicates existing and proposed utility lines on the plan (electric, gas, other).	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicates appropriate existing and proposed water lines/wells on plan.	
<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"/>	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"/>	Owner, deed reference, use and zoning of all adjacent properties	SO§30.6.4.d.(5)
Lot and block layout				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lots in numerical order & blocks in alphabetical order	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prefix for re-subdivided lots (i.e. 500-)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Size of each lot in acres or sq. ft. if less than 1 acre	
Appropriate Lot Design				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Regularly shaped lots	SO§30.15.1 SO§30.15.1.a
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Appropriate road frontage	SO§30.15.1.b
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Driveway separation.	SO§30.15.1.c
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Side lines roughly perpendicular to road	SO§30.15.1.d
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. Double road frontage access.	SO§30.15.1.e
Easements, Rights of Way, and Right-of-Way Design				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, dimension and purpose of existing non-road easements (i.e. SMECO easements).	SO§ 30.15.2 SO§30.6.4.d.(6)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing and proposed easements or rights-of-way including name of road, on and off-site easements as required, use, and recording references of the easement with metes and bounds description of the centerline with adequate location dimensions.	SO§30.6.4.f.(1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access to public right-of-way, including all existing entrances and distances between entrances	SO§30.6.4.f.(11)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Meets minimum requirements	SO§30.15.2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Includes mapped future roads	SO§30.15.2.b
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Allows for continuation of roads	SO§30.15.2.c
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Allows for inter-parcel access	SO§30.15.2.d
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. Low traffic on secondary residential	SO§30.15.2.e
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f. Dedication of right-of-way for future county projects	SO§30.15.2.f
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g. Road Name (if 3 or more lots on road)	SO§30.15.2.g
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easements (10-foot) shown along roads, private roads and shared drives	SO§30.14.6.a

Notes:

Yes	No	Na	Standard	Reference
Natural Features Site Analysis, including:				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Topography (5 foot contour interval minimum for grades greater than 5%, 2-foot contours for grades less than 5% and in the Critical Area) extending at least 100 feet from property line and citing source of data	SO§30.6.4.e.(3)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steep slopes over 15% (stabilize slope and improve runoff) and no disturbance to 25% or greater grades in RPD	SO§30.6.4.e.(1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soils delineation with the following soils identified specifically with labeling or shading:	SO§30.6.4.e.(2)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly erodible soils	CZO §71.7.1.d
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydric soils – field verify location of wetlands or vernal pools	CZO §71.7.1.e
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prime agricultural soils	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In the Patuxent Watershed, include BMP language	CZO §71.7.4.b
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adjacent to wetlands, expand wetland buffer	CZO § 71.7.4.c
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100-year floodplain and buffer/easement.	CZO §71.6.2 and SO§30.6.4.e.(1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tidal and non-tidal wetlands and buffers. Cite source and provide copy	CZO§71.5.2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Perennial and intermittent streams and buffers	CZO 71.4.2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Floodplain (Easement for area in floodplain)	CZO 71.6.2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing Structures	SO§30.6.4.e.(1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing condition of adjacent land uses (open field, wooded)	
Habitat Protection Areas including				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FIDS,	CZO§71.8
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RT&E species,	CZO§71.8.4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Bird/waterfowl,	CZO§71.8.5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Natural Heritage Ares & Significant Habitat Areas	CZO§71.8.6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anadromous Fish Habitat	CZO§71.8.7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cultural features, such as those indicated on USGS maps	CZO§71.8.8
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Historic sites	
Forest Conservation:				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current forested and non-forested areas, including lands in agricultural use for the past 5 years.	CZO §75
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submitted Forest Stand Delineation (FSD) File # <u> -183- </u>	CZO §75.4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submitted Forest Conservation Plan (FCP) File # <u> -185- </u>	CZO §75.5
Critical Area:				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	County Critical Area Review	SO§30.6.4.e.(4)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State Critical Area Review	

Notes:
