



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
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

Yes	No	Na	Standard	Reference
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Title	SO§30.6.2.c
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An approved Forest Stand Delineation or approved Single Lot Declaration of Intent (if applicable)	CZO§75/SO§30.6.2.b
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Road Maintenance Agreement (if applicable)	SO§30.14.2.a

II. Title Information

Yes	No	Na	Standard	Reference
<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"/>	Subdivision name (include "Minor Subdivision " in plan title)	SO§30.6.4.a.(4)
<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"/>	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)	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"/>	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"/>	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
___	<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"/>	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 (if applicable)	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
___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical Area Notes (if applicable)	SO§30.6.4.c.(25)
___	<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

- ___ 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*
- ___ 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*
- ___ 6. Existing lot coverage within 100 foot Critical Area Buffer is ___ square feet.
- ___ 7. Area of slopes 15% or greater is ___ square feet.
- ___ 8. Existing trees or forested area is ___ square feet.
- ___ 9. Area of lot coverage is ___ square feet.
- ___ 10. Proposed areas of vegetation clearing is ___ square feet.
- ___ 11. Proposed areas of soil disturbance is ___ square feet.
- ___ 12. Proposed areas of lot coverage is ___ square feet.
- ___ 13. Required areas of reforestation or afforestation is ___ square feet.

IV. Plan Information

Vicinity Map

- 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*
SO§30.6.4.b.(1)
- North Arrow *SO§30.6.4.b.(2)*

Owner's/Surveyor's Certificate

- Standard Text Used *SO§30.6.4*
- Text is Grammatically Correct

Notes:

Yes	No	Na	Standard	Reference
Subdivision Plat				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow and scale	<i>SO§30.6.4.d.(1)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Density table	<i>SO§30.6.4.d.(2)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All lots shall include the address number for each lot.	<i>CZO §66.4.1</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicates and labels setback, building restriction lines, and buffer yard designations on plan.	<i>SO§30.6.4.f.(2)</i>
<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.	<i>SO§30.6.4.d.(3)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner, deed reference, use and zoning of all adjacent properties	<i>SO§30.6.4.d.(5)</i>
Appropriate Lot Design				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Regularly shaped lots	<i>SO§30.15.1.a</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Appropriate road frontage	<i>SO§30.15.1.b</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Driveway separation.	<i>SO§30.15.1.c</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Side lines roughly perpendicular to road	<i>SO§30.15.1.d</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. Double road frontage access.	<i>SO§30.15.1.e</i>
Easements, Rights of Way, and Right-of-Way Design				<i>SO§ 30.15.2</i>

- | | | | | |
|--------------------------|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location, dimension and purpose of existing non-road easements (i.e. SMECO easements). | <i>SO§30.6.4.d.(6)</i> |
| <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. | <i>SO§30.6.4.f.(1)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Access to public right-of-way, including all existing entrances and distances between entrances | <i>SO§30.6.4.f.(11)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Meets minimum requirements | <i>SO§30.15.2</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Includes mapped future roads | <i>SO§30.15.2.b</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Allows for continuation of roads | <i>SO§30.15.2.c</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. Allows for inter-parcel access | <i>SO§30.15.2.d</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. Low traffic on secondary residential | <i>SO§30.15.2.e</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. Dedication of right-of-way for future county projects | <i>SO§30.15.2.f</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g. Road Name (if 3 or more lots on road) | <i>SO§30.15.2.g</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Easements (10-foot) shown along roads, private roads and shared drives | <i>SO§30.14.6.a</i> |

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	<i>SO§30.6.4.e.(3)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Physical features of the property, including water courses, shore lines, wetlands, 100 year flood plains, existing structures and steep slopes.	<i>SO§30.6.4.e.(1) and CZO§71.6.2.e</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Environmental features of the property, including tree lines and specimen trees, soil types and preliminary forest conservation plan.	<i>SO§30.6.4.e.(2)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly erodible soils	<i>CZO §71.7.1.d</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydric soils – field verify location of wetlands or vernal pools	<i>CZO §71.7.1.e</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In the Patuxent Watershed, include BMP language	<i>CZO §71.7.4.b</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adjacent to wetlands, expand wetland buffer	<i>CZO § 71.7.4.c</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tidal and non-tidal wetlands and buffers. Cite source and provide copy	<i>CZO§71.5.2</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Perennial and intermittent streams and buffers	<i>CZO 71.4.2</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Floodplain (Easement for area in floodplain)	<i>CZO 71.6.2</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing Structures	<i>SO§30.6.4.e.(1)</i>
Habitat Protection Areas including				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FIDS,	<i>CZO§71.8</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RT&E species,	<i>CZO§71.8.4</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Bird/waterfowl,	<i>CZO§71.8.5</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Natural Heritage Ares & Significant Habitat Areas	<i>CZO§71.8.6</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anadromous Fish Habitat	<i>CZO§71.8.7</i>
				<i>CZO§71.8.8</i>

Forest Conservation:

- Current forested and non-forested areas, including lands in agricultural use for the past 5 years. *CZO §75*
- Submitted Forest Stand Delineation (FSD) File # -183- *CZO §75.4*
- Submitted Forest Conservation Plan (FCP) File # -185- *CZO §75.5*

Critical Area:

SO§30.6.4.e.(4)

- County Critical Area Review
- State Critical Area Review

Notes:
