

Howard County Department of Planning and Zoning  
Division of Land Development

# FINAL PLAN APPLICATION

Date Submitted/Accepted \_\_\_\_\_

DPZ File No. \_\_\_\_\_

## SITE DESCRIPTION

Project/Subdivision Name: \_\_\_\_\_

Location: \_\_\_\_\_  
(Tax Map No.) (Grid/Block No.) (Parcel No.) (Street Address and/or Road Name)

\_\_\_\_\_  
(Election District) (Planned Use) (Zoning District) Liber: \_\_\_\_\_ Folio: \_\_\_\_\_ Date: \_\_\_\_\_  
(Current Deed Reference)

\_\_\_\_\_  
(No. of Lots) (No. of Parcels) (No. of Units) (Type of Unit) (No. of Acres)

Proposed Sanitary Facilities: Water \_\_\_\_\_ Sewerage \_\_\_\_\_  
(Private or Public) (Private or Public)

## APPLICANT/CONSULTANT INFORMATION

OWNER (Fee Simple Only) DEVELOPER/CONTRACT \_\_\_\_\_ PURCHASER

\_\_\_\_\_  
(Name) (Name)

\_\_\_\_\_

\_\_\_\_\_  
(Address) (Address)

\_\_\_\_\_  
s)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone) (Fax) (E-mail)

\_\_\_\_\_  
(Telephone) (Fax) (E-mail)

Contact Person: \_\_\_\_\_

Contact Person: \_\_\_\_\_

SURVEYOR/ENGINEER OTHER

CONSULTANT

\_\_\_\_\_  
(Name) (Name)

\_\_\_\_\_

\_\_\_\_\_  
(Address) (Address)

\_\_\_\_\_  
s)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone) (Fax) (E-mail)

\_\_\_\_\_  
(Telephone) (Fax) (E-mail)

Contact Person: \_\_\_\_\_

Contact Person: \_\_\_\_\_

## PLAN APPLICATION REQUIREMENTS

Submission of application for subdivision plans will require completion of all the following items at the time of the initial submittal to ensure acceptance of the plan for processing. **Plan submission applications found to be incomplete will be rejected prior to entering the County's subdivision plan processing system.**

**Please be advised that all plan application submissions are ACCEPTED BY APPOINTMENT ONLY. All plan submission appointments must be scheduled with the Division of Land Development at (410) 313-2350.**

Plan applications are available on the DPZ website at <http://www.co.ho.md.us/DPZ/formsfeesapplications.htm>.

I. **Number of Copies Required** (check appropriate location)

If located on: **County Road** **Maryland State Highway**  
 \_\_\_ Plat 23 \_\_\_ Plat 27

If a **major subdivision**: (if previously submitted and approved, list DPZ file number adjacent to item)

___	Road and Storm Drain Construction Plans (Includes Forest Cons Plan)	10	___	Road and Storm Drain Plans (includes Forest Cons Plan)	14
___	<b>APFO Road Test (if not previously submitted)</b>	<b>5/8*</b>	___	<b>APFO Road Test (if not previously submitted)</b>	<b>8</b>
___	APFO Road Mitigation Plan	5/10*	___	APFO Road Mitigation Plan	10
___	Pond Safety Computations	3	___	Pond Safety Computations	3
___	Floodplain Study	3	___	Floodplain Study	3
___	SWM Report (temp. and perm.)	3	___	SWM Report (temp. and perm.)	5
___	Storm Drain Computations/ Drainage Area Map	3	___	Storm Drain Computations/ Drainage Area Map	5
___	Off-Site Forest Conservation	2	___	Off-Site Forest Conservation	2
___	Plat of Easement (if applicable)		___	Plat of Easement (if applicable)	
___	Retaining Wall Comps/Details	2	___	Retaining Wall Comps/Details	2
___	Sight distance analysis (if applic or not prev subm)	3	___	Sight distance analysis (if applic or not prev subm)	4
___	Density sending plat of if applicable	4	___	Density sending plat of if applicable	4
easement,	Water and Sewer Final Plans	4	___	Water and Sewer Final Plans	4
Construction	[see Item IV on next page]	Construction	___	[see Item IV on next page]	

If a **minor subdivision/or resubdivision** (see checklist item #37 for details):

___	Soils Map/Topography/ Landscaping Plan	6	___	Soils Map/Topography/ Plan	6
___	Forest Stand Delineation/ Conservation Plan/Worksheet	4	___	Forest Stand Delineation/ Plan/Worksheet	4
___	Noise Study, if applicable (residential only)	3	___	Noise Study, if applicable (residential only)	4
___	Sight Distance Analysis (if applic)	3	___	Sight Distance Analysis (if applic)	4
___	Wetlands Report/Certif Letter **	3	___	Wetlands Report/Certif Letter **	3
___	Percolation Plat (if applicable)	2	___	Percolation Plat (if applicable)	2
___	Off-Site Forest Conservation	2	___	Off-Site Forest Conservation	2
___	Plat of Easement (if applicable)		___	Plat of Easement (if applicable)	
___	Photographs of exist. structures	3	___	Photographs of exist. structures	3
___	Property deeds	2	___	Property deeds	2

\* **Additional copies required if test involves SHA intersection**

\*\* Environmental analyses may not be required for agricultural or rural cluster subdivisions; consult the Subdivision and Land Development Regulations for applicability

II. **Checklists** (one copy for each)

- A. The attached submission checklist must be completed and signed by the professional person responsible for the plan preparation.
- B. A DPZ Development Engineering Division checklist must be completed and signed by the professional person responsible for the plan preparation.
- C. A Forest Conservation application and checklist must be completed and signed by the professional person responsible for the plan preparation, if applicable.
- D. A DPZ, Green Neighborhood checklist must be completed and signed by the professional person responsible for the plan preparation for residential development projects requesting Green Neighborhood Allocations.

III. **Fees**

The Final Plan application fees shall be in accordance with the adopted fee schedule. All checks shall be made payable to the *Director of Finance*. **The application and plans will not be accepted for processing until fees have been paid.** For more information or questions, please contact DPZ at (410) 313-2350.

IV. **Public Water and Sewer Final Construction Plans, if applicable (includes shared septic system plans)**

Submission of public water and sewer plans and DED checklist to the DPZ must be accomplished with the submission of this plan application. **This plan application will not be accepted for processing unless submission of the public water and sewer plans and DED checklist is completed**, or a detailed written justification statement must be provided and signed by a professional engineer explaining the reasons for not submitting the public water and sewer plans.

V. **Certification of Applicant**

I hereby certify that the information supplied herewith is correct and complete and authorize such periodic on-site inspections by the Department of Planning and Zoning and the Subdivision Review Committee agencies as may be necessary to review this application and any waiver petitions filed in connection herewith and to enforce the Subdivision Regulations and other applicable laws. This right-of-entry shall continue until all administrative appeals pertaining to the property have been exhausted. **\* If the applicant is the owner's agent, written documentation from the property owner granting that authority is required.**

\_\_\_\_\_  
(Signature of Property Owner/Agent) \*

\_\_\_\_\_  
(Print Name of Property Owner/Agent)

\_\_\_\_\_  
(Date)

Owner =s authorization attached \*

**Howard County Department of Planning and Zoning  
Division of Land Development  
FINAL PLAN CHECKLIST**

**Project Name** \_\_\_\_\_ **DPZ File No.** \_\_\_\_\_

*FINAL SUBDIVISION PLAN AND FINAL PLAT REQUIREMENTS AND PREPARATION INFORMATION*

The Final Subdivision Plan is the culmination of the subdivision process. The Final Plat is intended to become the official record of the division of land within a development and no lot therein may be sold legally until a Final Plat has been approved and recorded by the Department of Planning and Zoning.

Final Plans and Plats and all subsequent revisions or amendments are to be prepared in accordance with Section 16.147, Final Plans, of the Howard County Code and submitted to the Department of Planning and Zoning when required as part of the subdivision process. The following checklist is to serve as a guide in preparing the Final Plan and Plat for submittal. Compliance with the following will assure processing in an expeditious manner. **Checklist items shown with an asterisk (\*) are essential items for the acceptance of the plan for processing. Notice: Incomplete, incorrect or missing items may result in the rejection of the application or require revised plans resulting in additional review time.**

Legend:	<u>  T  </u>	Information Provided	<u>  X  </u>	Information Not Provided,
	<u>  NA  </u>	Not Applicable	Justification	Attached

**GENERAL INFORMATION**

\_\_ \* 1. PRE-SUBMISSION MEETING AND POSTING REQUIREMENTS

**→→→** \_\_ a. **Community Meeting Requirement** – If no previous zoning or conditional use petitions or subdivision plans were processed, a pre-submission community meeting is required for the initial plan submittal of all\_\_ new residential development in accordance with Sections 16.147(b)(1) and 16.128 of the Subdivision and Land Development Regulations. The property owner/developer must provide 3 weeks advance notice regarding the community meeting=s date, time and location to all adjoining property owners identified in the records of the State Department of Assessments and Taxabn by first class mailand to DPZ, which will place the meeting notice on the DPZ's website and the Howard County Council (CB No. 6-2007, effective 5/8/07). **A certification that meeting notices were mailed and a summary of the community comments must be submitted to DPZ along with the initial plan application.**

**→→→** \_\_ b. **HDC Meeting Requirement** - A pre-submission advisory meeting with the Historic District Commission is required for new development located within a Historic District or if the site is listed in the Historic Sites Inventory in accordance with Section 16.605 of the Howard County Code. Verify this requirement by checking the Historic Sites Inventory list and maps available at the DPZ public service desk. The property owner/developer must contact the DPZ, Division of Public Service and Zoning Administration for the HDC scheduling pcess and procedures. **The property owner/developer must submit a copy of the minutes from the HDC Advisory Meeting to DPZ, along with the initial subdivision or site development plan application.**

**→→→** \_\_ c. **Posting Requirement** -Posters are required for public notice of new residential developments for minor subdivisions and resubdivisions in accordance with Section 16.147(b)(3) of the Subdivision and LandDevelopment Regulations. Complete the attached form entitled, "*Procedures for Public Notice of New Residential Developments*".



d. **MAA Meeting Requirement** - For all proposed subdivisions or developments located within the BWI Airport Noise Zone or the Airport Zoning District (4 mile radius from the center of the airport), the review and approval by the Maryland Aviation Administration is required prior to signature approval of final plan road and SWM construction drawings and/or site development plans. Please contact the MAA at P.O. Box 8766, BWI Airport, Maryland, 21240-0766, or (410) 859-7100. A copy of the MAA approval letter must accompany the submission of the final road/SWM construction plan original drawings and/or site development plan original.

\* 2.a. The size of the Plat shall be eighteen (18) inches by twenty-four (24) inches, including a one-half (1/2) inch margin on all sides (see attached plat format). Where necessary, the Final Plat may be on several sheets accompanied by an index sheet showing the entire subdivision submitted.

\* b. **Record plats must be folded to a size no larger than 6"x9" and stapled into sets.** Title blocks and vicinity map should be visible. Road construction drawings (24"x36") must be folded no larger than 7-1/2" x 12". Large numbers of plan sheets (excess of eight or more) may be separated and folded into stapled subsets. Supplemental plans (soils maps, forest stand delineation plans, etc.) shall be folded separately and not assembled into the sets of 23 or 27 plans. Supplemental reports or studies (traffic studies, SWM reports, etc.) should be bundled separately. **The pre-packaging of plans and supplemental reports by SRC agency will be permitted by DPZ provided that each package contains a cover letter which itemizes all plans, reports and documents included in the package.**

c. All final plat and road construction drawing originals submitted for signature approval must meet the following DPZ original requirements:

- 1) Be made of durable, reproducible mylar material. No sepia paper, tracing paper, etc will be accepted.
- 2) Not be pieced, spliced, have "stick-ons" or "press-type" lettering.
- 3) Have original seal and signature of Maryland registered professional engineer/land surveyor authorized by appropriate section of Annotated Code of Maryland to prepare final plats and road construction drawings on all sheets of the plan.
- 4) Have the original signature of owner/developer/engineer on required certificates that are to be on appropriate sheets of plan.
- 5) All required signatures and seals on the original drawings shall be in permanent black waterproof ink.
- 6) The property owner's and project engineer's or surveyor's full names, mailing addresses and telephone numbers shall be placed on all sheets of the plan.

d. Parcel and rights-of-way boundaries in a digital format that meets County standards to be submitted with the final plat original mylar.

3. The title block shall appear in the lower right-hand corner of the Plat and shall include the following information:

- a. Name of the subdivision. The name approved by the Department of Planning and Zoning and recorded in the Land Records shall constitute the subdivision's official and only name. No other name may be used for advertising or sales purpose unless an approved and amended Plat is recorded bearing the revised name;
- b. Section, area (if required) and lot numbers, and state whether a Resubdivision, Revision or Correction Plat;
- \* c. Scale and date of application. Scale shall be 1"=100', 1"=50', or 1"=30', or as approved by the Department of Planning and Zoning prior to submittal.
- d. Location by Election District, County, State, tax map, grid and parcel number references;
- e. Show current zoning and all previous Department of Planning and Zoning subdivision file numbers; and
- f. Plat sheet number. All sheets to be numbered (ie: sheet 1 of 4, etc.).

4. Vicinity map, indicating the exact location of the property with respect to surrounding properties and vicinal streets drawn to an accurate scale with a north arrow and the location of nearby survey monuments of the Howard County Geodetic Control.

- \_\_\_ 5. North arrow drawn through one of the property corners of the subdivision with north oriented to top of plat.
- \_\_\_ \* 6. Provide the owner's name(s) and deed references for all adjoining unsubdivided property. In the event that a recorded subdivision adjoins the land to be developed, the subdivision name, lot number, and recording reference will be indicated with dashed line. Provide information regarding any adjoining undeveloped parcel that is landlocked or has insufficient frontage which may need access through the proposed subdivision. Also, include the applicable parcel number and zoning designation for all surrounding properties.
- \_\_\_ 7. For subdivisions with multiple sections, provide an index map showing location and relationship of each section to the project entirety.

**STANDARD CHARTS, SIGNATURE BLOCKS AND CERTIFICATIONS**

- \_\_\_ \* 8. **Tabulation Chart of Final Plat** (locate above County signature blocks) showing the following:

Area Tabulation Chart

(to be located on each plat sheet with a total tabulation chart on sheet 1)

- a. Total number of lots and/or parcels to be recorded
  - Buildable \_\_\_\_\_
  - Non-Buildable \_\_\_\_\_
  - Open Space \_\_\_\_\_
  - Preservation Parcels \_\_\_\_\_
- b. Total area of lots and/or parcels
  - Buildable \_\_\_\_\_
  - Non-Buildable \_\_\_\_\_
  - Open Space \_\_\_\_\_
  - Preservation Parcels \_\_\_\_\_
- c. Total area of roadway to be recorded including widening strips \_\_\_\_\_
- d. Total area of subdivision to be recorded \_\_\_\_\_

- \_\_\_ \* 9. For lots with pipestems, provide a minimum lot size tabulation chart as follows:

**MINIMUM LOT SIZE CHART**

LOT NO	GROSS AREA	PIPESTEM AREA	MINIMUM LOT SIZE
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- \_\_\_ \* 10. Surveyor's Certificate -- certification, signature and seal by Registered Land Surveyor [see Section 16.147(c)(20) of the Howard County Code for wording].
- \_\_\_ \* 11. Owner's Certificate -- certification by owner or owners of property [see Section 16.147(c)(21) or (22) of the Howard County Code for wording].
- \_\_\_ \* 12. Certification by a qualified professional that:
  - (i) There are no wetlands on site that will be disturbed or that will require 401 and 404 wetlands permits from the State of Maryland; or
  - (ii) Reference the numbers of 401 and 404 wetlands permits that have been approved and any wetlands mitigation requirements.
 If mitigation is required, indicate the type, amount and proposed location.
- \_\_\_ 13. Provide the following standard Howard County approval signature blocks in the lower left corner of all plat and/or road construction drawing sheets for signature of County agencies.

**PLATS**

APPROVED: HOWARD COUNTY DEPARTMENT OF PLANNING AND ZONING	
_____	_____
Chief, Development Engineering Division	Date
_____	_____
Director	Date

APPROVED: FOR PUBLIC / PRIVATE <i>[select only one]</i> WATER AND PUBLIC / PRIVATE <i>[select only one]</i> SEWERAGE SYSTEMS HOWARD COUNTY HEALTH DEPARTMENT	
_____	_____
Howard County Health Officer	Date

**ROAD CONSTRUCTION DRAWINGS**

APPROVED: DEPARTMENT OF PUBLIC WORKS	
_____	_____
Chief, Bureau of Highways	Date
=====	
APPROVED: DEPARTMENT OF PLANNING AND ZONING	
_____	_____
Chief, Division of Land Development	Date
_____	_____
Chief, Development Engineering Division	Date

- \_\_\_ \* 14. The following Soil Conservation Service signature blocks and certifications shall be provided on all sediment and erosion control sheets of the road construction drawings.

This development plan is approved for soil erosion and sediment control by the HOWARD SOIL CONSERVATION DISTRICT.	
_____	_____
Howard SCD	Date

ENGINEER'S _____ CERTIFICATE	
"I hereby certify that this plan for sediment and erosion control represents a practical and workable plan based on my personal knowledge of the site conditions and that it was prepared in accordance with the requirements of the Howard Soil Conservation District."	
_____	_____
Signature of Engineer [print name below signature]	Date

DEVELOPER'S \_\_\_\_\_ CERTIFICATE

"I/We certify that all development and construction will be done according to this plan of development for sediment and erosion control, and that all responsible personnel involved in the construction project will have a Certificate of Attendance at a Department of Environment Approved Training Program for the Control of Sediment and Erosion before beginning the project. I also authorize periodic on-site inspections by the Howard Soil Conservation District."

\_\_\_\_\_  
Signature of Developer [print name below signature] Date

**REQUIRED GENERAL NOTES**

(select the appropriate notes as applicable to the project)

- \_\_\_ 15.a. The subject property is zoned \_\_\_\_\_ per the \_\_\_\_\_ (indicate adopted date) Comprehensive Zoning Plan.
- b. Driveways shall be provided prior to issuance of a use and occupancy permit for any new dwellings to insure safe access for fire and emergency vehicles per the following minimum requirements:
- 1) Width -- 12' (16' serving more than one residence);
  - 2) Surface -- 6" of compacted crusher run base w/tar and chip coating (1-1/2" min.);
  - 3) Geometry -- Max. 14% grade, max. 10% grade change and min. 45' turning radius;
  - 4) Structures (culverts/bridges) -- capable of supporting 25 gross tons (H25 loading);
  - 5) Drainage Elements -- capable of safely passing 100-year flood with no more than 1 foot deep over driveway surface;
  - 6) Maintenance -- sufficient to insure all weather use.
- c. No grading, removal of vegetative cover or trees, paving and new structures shall be permitted within the limits of wetlands, stream(s), or their required buffers, floodplain and forest conservation easement areas.
- d. For flag or pipestem lots, refuse collection, snow removal and road maintenance are provided to the junction of the flag or pipestem and road right-of-way line and not onto the pipestem lot driveway.
- e. *County Road*  
Reference the road dedication area with the following note: Land dedicated to Howard County, Maryland, for purposes of a public road (\_\_\_\_\_ acres).
- State Road*  
Land dedicated to the State of Maryland for purposes of a public road (\_\_\_\_\_ acres).
- f. Water and sewer service to these lots will be granted under the provisions of Section 18.122.B of the Howard County Code.
- g. Public water and sewage allocation will be granted at the time of issuance of the building permit if capacity is available at that time.
- h. There is an existing dwelling/structure(s) located on Lot(s) \_\_\_\_\_ to remain. No new buildings, extensions or additions to the existing dwelling(s) are to be constructed at a distance less than the zoning regulation requirements.

- i. In the New Town District, add the following not, "Minimum building setback restrictions from property lines and the public rights-of-way lines to be in accordance with FDP-\_\_\_\_\_ criteria".
- j. The Forest Conservation Easement has been established to fulfill the requirements of Section 16.1200 of the Howard County Code and Forest Conservation Act. No clearing, grading or construction is permitted within the Forest Conservation Easement; however, Forest Management Practices as defined in the Deed of Forest Conservation Easement are allowed.
- k. Reservation of Public Utility and Forest Conservation Easements  
Developer reserves unto itself, its successors and assigns, all easements shown on this plan for water, sewer, storm drainage, other public utilities and forest conservation (designated as "Forest Conservation Area"), located in, on, over and through lots/parcels, any conveyances of the aforesaid lots/parcels shall be subject to the easements herein reserved, whether or not expressly stated in the deed(s) conveying said lot(s)/parcels. Developers shall execute and deliver deeds for the easements herein reserved to Howard County with a metes and bounds description of the forest conservation area. Upon completion of the public utilities and their acceptance by Howard County, and in the case of the forest conservation easement(s), upon completion of the developer's obligations under the forest conservation installation and maintenance agreement executed by the developer and the County, and the release of developer's surety posted with said agreement. The County shall accept the easements and record the deed(s) of easement in the Land Records of Howard County.
- l. Landscaping for Lot(s) \_\_\_\_\_ is provided in accordance with a certified Landscape Plan  
**'X' appropriate choice:** \_\_\_\_\_ on file with this plat  
\_\_\_\_\_ included with the road construction plan set  
in accordance with Section 16.124 of the Howard County Code and the Landscape Manual.
- m. This subdivision is exempt from the requirements of Section 16.1200 of the Howard County Code for Forest Conservation because \_\_\_\_\_

\_\_\_\_\_ [explain reason for exemption]

**OR**

This plat is conditionally exempt from the requirements of Section 16.1200 of the Howard County Code for Forest Conservation with the filing of a Declaration of Intent for \_\_\_\_\_

\_\_\_\_\_ [explain type of DOI]

**OR**

This plat complies with the requirements of Section 16.1200 of the Howard County Code for Forest Conservation by \_\_\_\_\_

\_\_\_\_\_ [provide explanation on compliance]

- n. The 65 dBA noise contour line drawn on this subdivision plan is advisory as required by the Howard County Design Manual, Chapter 5, revised February, 1992 and cannot be considered to exactly locate the 65 dBA noise exposure. The 65 dBA noise line was established by Howard County to alert developers, builders and future residents that areas beyond this threshold may exceed generally accepted noise levels established by the U.S. Department of Housing and Urban Development.
- o. Agricultural Land Preservation Program Notes
  - This plat is subject to Section 15.514(b) of the Agricultural Preservation Program.
  - Lot \_\_\_\_\_ is created in accordance with the provisions of Section 104.E.6 or 105.E.6 of the Zoning Regulations.

- This subdivision is exempt from the requirements of the Forest Conservation Program per Section 16.1202(b)(1)(vi) of the Subdivision and Land Development Regulations because the property is in the Agricultural Preservation Program.
- Landscaping requirements for this lot are in accordance with the alternative compliance provisions of Section 16.124 of the Howard County Code and the Landscape Manual as a result of the lot's site location within the farm's interior.

**PLAT REQUIREMENTS**

- \_\_\_ \* 16. A heavy line indicating the boundary of the Final Plat with lengths of courses to hundredths of a foot and bearings relating to the Maryland State Plane Coordinate System to a minimum accuracy of fifteen (15) seconds, if Howard County geodetic survey control points and information are within one mile of proposed subdivision. A note shall be placed on the Plat indicating the source of the Maryland State Plane Coordinate System. Also, delineate wetland limits with bearings and distances.
- \_\_\_ \* 17. Howard County geodetic control survey stations located on the site shall be accurately located. Any geodetic control stations that need relocation shall be identified.
- \_\_\_ 18. Coordinate information for all property lines, streets, public rights-of-way lines, outside boundary of Plat and all other locations as required by the Department of Planning and Zoning. Indicate in tabular form. The lengths of all arcs, radii, points of curvature, and chord and tangent bearings and distances in table form.
- \_\_\_ \* 19. Exact locations, centerlines, widths, bearings, pad classification, and names of all streets and widths of all alleys and pedestrian ways within the subdivision or adjoining the outline of the subdivision. Identify all scenic roads abutting the site. Verify this requirement by checking the scenic roads inventory list and map available at the DPZ public service desk. Indicate, identify and dimension the public road frontage where "Vehicular Ingress/Egress is Restricted" per the Subdivision Regulations.
- \_\_\_ \* 20. All rights-of-way, easements, and reservations, including the following, shall be shown:
  - a) Easements to fulfill the requirements of the final Forest Conservation Plan as required by Section 16.117 of the Subdivision and Land Development Regulations.
  - b) Preservation parcel easements for cluster subdivisions in the RC or RR zoning districts and, where a shared sewage disposal facility is to be used, access and maintenance easements for all components of the facility, including easements for septic tanks and piping on private lots and easements for a subsurface wastewater disposal area.
  - c) Easements for water, sewer, storm drainage, public stormwater management facilities, other public utilities, floodplains and maintenance of private access place roads or use-in-common driveways.
  - d) All existing and proposed easements shall be highlighted with a symbol or pattern and indicated with recording references if existing.
- \_\_\_ 21. All lot lines and proposed easements with dimensions in feet and hundredths, and bearings to a minimum accuracy of fifteen (15) seconds.
- \_\_\_ \* 22. Minimum area of each lot in square feet or in acres if lot size is greater than 60,000 square feet. Steep slopes shall be calculated using existing topography.
- \_\_\_ 23. Indicate lot numbers in numerical order throughout the entire subdivision. For a resubdivision, the resubdivided lots shall be numbered numerically, beginning with the number following the highest original lot number. The original lot lines and lot number will be indicated by dotted lines. Apartment,

condominium, non-residential and bulk parcels will be lettered in alphabetical order. In the event there is a resubdivision of any parcel, the letter will be retained with a number to follow the letter: (example "A-1"); the original parcel lines shown dashed; and original parcel letter dotted.

- \_\_\_ 24. Indicate front, rear, and side building setback restriction lines graphically with dimensions for each lot except in the New Town District.
- \_\_\_ \* 25. Delineation of the 65 dba noise line, 100 year floodplain, forest conservation areas, streams and tidal wetlands with required buffer setbacks and proposed wetlands creation, if any.
  - a. Environmental analyses are not required for agricultural preservation and rural cluster subdivisions, if the owner/developer submits a certification by an authorized professional which meets the standards of the Soil Conservation District and states that the residential development and roads will not impact wetlands, streams, wetland and stream buffers. Floodplain delineation is not required for these subdivisions if the floodplain is obviously not critical to the proposed development (based on the standards of the Design Manual) and is not needed for Forest Conservation calculations.
  - b. Provide detailed written justification and any supporting plans or documents for any proposed impacts to environmentally sensitive features or buffers that are to be considered as a **'necessary or essential disturbance'** by DPZ and the Soil Conservation District in accordance with Section 16.116(c) of the Subdivision and Land Development Regulations.
- \_\_\_ \* 26. Delineation of the location and approximate age of any burial grounds or cemetery sites. A certification by the owner/developer is required if there are burial grounds on the property being subdivided that the burial grounds have not and will not be disturbed except as permitted by State law. Verify the cemetery sites by checking the cemetery inventory list and maps available at the DPZ Public Service Desk. A cemetery boundary documentation and accommodation plan shall be submitted, if applicable, pursuant to the requirements of Subtitle 13; Cemetery Preservation', of the Subdivision and Land Development Regulations.

## OPEN SPACE REQUIREMENTS

- \_\_\_ 27. Accurate outlines of any open space to be dedicated to the County or reserved for common use by residents of the subdivision or general public use, with the purposes and ownership indicated thereon.
- \_\_\_ 28. Where appropriate, open space dedication to a homeowner's association shall be noted on the final plat in accordance with Section 16.121(c) as follows:

*OPEN SPACE DEDICATION*  
"The open space shown hereon is hereby dedicated to a property owners association for the residents of this subdivision and recording references of the Articles of Incorporation and restrictions are shown hereon."
- \_\_\_ 29. A general note which provides Liber and Folio reference for protective covenants including covenants governing the maintenance of community owned open space, preservation parcels, and the maintenance and use of use-in-common driveways, reservations or forest conservation areas. Provide the date of acceptance and approval of the Articles of Incorporation of the Homeowners Association by the State Department of Assessments and Taxation. Submit one copy of the Homeowners Association documents; see Section [16.121(c)] which are to be clipped and highlighted to clarify the following:
  - a. Location of open space or HOA owned preservation parcels (Tax Map, Block and Lot);
  - b. HOA responsibility to maintain open space or HOA owned preservation parcels in good repair and safe condition;
  - c. HOA shall carry adequate liability insurance;

- d. HOA may only dispose of open space to Howard County or another entity with authority to manage it as open space;
- e. HOA State Charter number.

\_\_\_ 30. A recreation dedication note shall be shown on the final plat in accordance with Sections 16.121 and 16.147(c)(24) of the Subdivision and Land Development Regulations.

**PRIVATE WATER (WELL) AND SEWAGE (SEPTIC) SYSTEM REQUIREMENTS**

\_\_\_ \* 31. Locations of soil percolation tests are to be indicated in accordance with the specifications of the Maryland State Department of the Environment if a private sewage system or a shared sewage disposal facility is to be used. A crossed-hatched area will be noted on the Final Plat to indicate the private sewage easement area along with the following statement:

*This area designates a private sewage easement of at least 10,000 square feet (or 10,000 square feet per lot for shared drain fields associated with a shared sewage disposal facility) as required by the Maryland State Department of the Environment for individual sewage disposal (COMAR 26.04.03). Improvements of any nature in this area are restricted until public sewage is available. These easements shall become null and void upon connection to a public sewage system. The County Health Officer shall have the authority to grant variances for encroachments into the private sewage easement. Recordation of a modified sewage easement shall not be necessary.*

\_\_\_ \* 32. *Private Water (Well) and Private Sewage (Septic) Systems*

\_\_\_ a. Major Subdivision

For any major subdivision utilizing onsite (well) water supplies, onsite (septic) sewage disposal systems or shared septic systems, one copy of the preliminary plan approved by the County Health Officer in accordance with Regulations Pertaining to Water Supply and Sewerage Systems in the Subdivision of Land in Maryland (COMAR 26.04.03) **must** accompany any final record plat for agency review.

\_\_\_ b. Minor Subdivision/Resubdivision

For any minor residential subdivision utilizing on-site (septic) sewage disposal systems, provide **two** copies of the **signed** percolation plat approved by the County Health Officer.

\_\_\_ c. Rural Cluster Subdivision

Identify and label community sewage disposal areas for cluster subdivisions in the RR or RC zoning districts.

\_\_\_ 33. If a subdivision consisting of lots smaller than 3 acres each is in a planned service area for sewer as specified in the Howard County Master Plan for Water and Sewerage, and individual on-site sewage disposal systems are used but an adequate community sewer system will be available within a 5-year period, the following statement shall appear on the final plat:

*"Interim individual on-site sewage disposal systems may be utilized in the subdivision for a maximum of 1 year after an adequate community sewer system becomes available."*

If a subdivision consisting of lots smaller than 3 acres each is in a planned service area for water as specified in the Howard County Master Plan for Water and Sewerage, and individual interim water wells are used, but an adequate community water system will be available within a 5-year period, the following statement shall appear on the final plat:

*"Interim individual water wells may be utilized in the subdivision for a maximum of 1 year after an adequate community water system becomes available."*

**RURAL CLUSTER SUBDIVISION AND DEO/CEO INFORMATION (WESTERN ZONING DISTRICTS ONLY)**

- \_\_\_ 34. For cluster subdivisions in the RC or RR zoning districts, reference the protective covenants governing the use of the preservation parcels. State the purpose of the preservation parcel(s) easement on the plat.
  
- \_\_\_ 35. For a density exchange or a cluster exchange subdivision in the RC or RR zoning districts, provide the following, and 2 paper copies of each "Density Sending Plats of Easement":
  - a. References on the receiving subdivision plat for the sending parcel subdivision(s).
  - b. References on the sending subdivision plat(s) to the receiving subdivision plat(s), the number of lots exchanged via DEO or CEO and whether any density remains on the sending plat.
  - c. The following certification on the sending parcel easement plat:

<b>SURVEYOR'S CERTIFICATION FOR DENSITY SENDING PARCEL</b>		
I hereby certify that the final easement plat shown hereon is correct; that it defines a preservation parcel easement of ___ acres on (all/part) ___ of the land conveyed by (previous owner) to (present owner) by deed dated (date) and recorded in the land records of Howard County in liber _____, folio _____. All monuments are in place.		
_____	_____	_____
Date	Registered	Land Surveyor/Property Line Surveyor

- d. Information for the sending parcel (Plat of Easement) to include: property owner's name and address, gross acreage, location (tax map, grid and parcel number), zoning, inventory of existing residential buildings on site, the location and size of the proposed preservation parcel easement (if the entire parcel will not be encumbered) and the purpose of the preservation parcel.
- e. See "RE" (Receiving Plat Application) for typical notes, charts and other requirements for Density Sending Plats of Easement.

**RESIDENTIAL INFILL SUBDIVISION – NEIGHBORHOOD PRESERVATION DEO INFORMATION (EASTERN ZONING DISTRICTS ONLY)**

- \_\_\_ 36. Residential development rights derived from neighborhood preservation sending parcels may be received as bonus density for developments on parcels in the R-SA-8, R-A-15 and CAC districts. Residential development rights derived from neighborhood preservation sending parcels may be received as bonus density for developments on parcels at least 11 acres in size in the R-20 and R-12 districts.

An application for the use of the bonus density on a receiving parcel shall be made to the Department of Planning and Zoning and shall include a calculation of the proposed density and the number of development rights to be obtained from one or more sending parcels.

- \_\_\_ 37. For a parcel that qualifies as a 'Neighborhood Infill Development' and is eligible to be a sending parcel for neighborhood preservation in the R-ED, R-20 and R-12 zoning districts, reference the protective covenants governing the use of the neighborhood preservation parcels. State the purpose of the neighborhood preservation parcel easement on the plat.
  
- \_\_\_ 38. For a 'Neighborhood Preservation' sending property in the R-ED, R-20 or R-12 zoning districts, provide the following and 2 paper copies of each 'Density Sending Plats of Easement':
  - a. References on the receiving subdivision plat for the sending parcel subdivision(s).
  - b. References on the sending subdivision plat(s) to the receiving subdivision plat(s), the number of units exchanged via the density exchange and whether any density remains on the sending plat.

- c. The following certification on the sending parcel easement plat:

SURVEYOR'S CERTIFICATION FOR DENSITY SENDING PARCEL		
I hereby certify that the final easement plat shown hereon is correct; that it defines a neighborhood preservation parcel easement of ____ acres on (all/part) of the land conveyed by (previous owner) to (present owner) by deed dated (date) and recorded in the land records of Howard County in liber____, folio _____. All monuments are in place.		
_____	_____	_____
Date	Registered	Land Surveyor/Property Line Surveyor

- d. Information for the sending parcel (Plat of Easement) to include: property owner's name and address, gross acreage, location (tax map, grid and parcel number), zoning inventory of existing residential buildings on site, the location and size of the proposed neighborhood preservation parcel easement and the purpose of the preservation parcel.
- e. See 'RE' (Receiving Plat Application) for typical notes, charts and other requirements for Density Sending Plats of Easement.

\_\_\_ 39a. **Moderate Income Housing Units (MIHU)** are required for projects in the PSC (Planned Senior Community), R-A-15, R-SA-8, R-SI, POR, CCT and CAC zoning districts, for projects in the R-MH zoning district (when the SFA or the apartment option will be used), for projects using the MXD overlay, and for Conditional Uses for Age Restricted Adult Housing. Please be advised that a MIHU Agreement and MIHU Covenants will be required for the project. These documents and their required content are described in Section 13.402 of the County Code. They are to be compiled in a format dictated by the Department of Housing and Community Development (DHCD) and will have to be reviewed/approved by the DHCD and the Office of Law.

\_\_\_ 39b. **Age Restricted Adult Housing** is permitted in the PSC, CCT, RSI and POR zoning districts and as a Conditional Use within the RC, RR, R-ED, R-20, R-12, R-SC, R-SA-8 and R-A-15 zoning districts. The age restrictions are to be enforced/monitored by the HOA or a Condominium Association. Please be advised that HOA/Condominium documents and Covenants will be required for the project. These documents are to be reviewed by the Office of Law for legal sufficiency and recorded by the developer. Age Restricted Adult Housing must incorporate Universal Design Standards to facilitate ease of use by an elderly population.

#### ADDITIONAL MINOR SUBDIVISION OR RESUBDIVISION/PLAT REQUIREMENTS

- \_\_\_ \* 40. For minor subdivisions and final plats with waivers from the sketch and preliminary plan submissions, or resubdivision plats which increase the number of lots or parcels and, if required by the SRC to evaluate the plan, the following support data will be submitted on separate plan sheets [verify this requirement with DPZ if in doubt]:
- \_\_\_ a. Topography with indication of slopes 15-24.9% and those exceeding 25% by different shading or crosshatching. Indicate the squarefoot area of contiguous slopes 25% or greater (including both the on- and off-site portions of the contiguous stretch). Identify the basis for the topography and the date.
  - \_\_\_ b. Soils Map at the same scale and boundary as the Final Plat. Submit as a separate sheet with a tabular chart of soil types and highlighting of hydric soils, soils with hydric inclusions and soils with slopes of less than 15% having significant erosion potential.
  - \_\_\_ c. A forest stand delineation and forest conservation plan as required by Section 16.117 of the Subdivision Regulations (forest conservation application and checklists must be attached to this application).

- \_\_\_ d. Traffic study: for submissions meeting the criteria of the Howard County Design Manual (Chapters 4 and 5, Volume III) or upon request for lesser projects if potential exists for adverse effect on the levels of service or capacity of existing roads and pursuant to the requirements of the Adequate Public Facilities Act. Consult with plan review staff of the DPZ, Development Engineering Division, if in doubt.
- \_\_\_ e. Noise impact study for residential sites adjacent to higher volume roads or railroads to indicate noise contour for areas with 65 dBA or greater. Indicate measures for reducing noise impact (site design, grading, noise barriers, landscaping, etc.).
- \_\_\_ f. Location and approximate age of any existing structure to be retained or removed. Provide a certified location plan for any structures to remain with dimensions to all existing and proposed property lines at the closest points. Also indicate all vicinal structures, driveways and easements within 50 feet of the site. Submit 2 sets of photographs of all existing on-site structures.
- \_\_\_ g. Landscaping and street tree plan including schedules of required landscaping and showing type and location of plant material, planting legend and typical planting details in accordance with the Howard County Landscape Manual. Indicate whether the developer and/or builder will be responsible for installation of specific elements of the landscape plan and which landscaping will be provided as part of the final plan.
- \_\_\_ h. Wetlands Report or professional certification that wetlands are non-existent on the property. Contact the Howard Soil Conservation District concerning the content requirements for the wetlands report or certification.
- \_\_\_ i. A 18" x 24" forest conservation plat of easement is required for any off-site retention/ reforestation or afforestation areas (contact DPZ for details).
- \_\_\_ j. Certification of pre-submission community meeting for residential infill development for minor subdivisions in the Planned Water and Sewer Service area.
- \_\_\_ k. For development of a site abutting a scenic road, the following are required:
  - a. Location of views and viewsheds as seen along the entire frontage of the scenic road indicated on the plan.
  - b. Photographs, perspective sketches or elevations of the property as necessary to adequately portray the visual character of the scenic road rights-of-way and the site as viewed from the scenic road.
  - c. Perspective sketches, elevations or cross-sections of the proposed development as viewed from the scenic road showing the relationship of development to the scenic character of the landscape as viewed from the road.
  - d. Location of overhead utility line maintenance easements that would conflict with proposed landscaping or forest buffers, if any.
- \_\_\_ l. **Property Deeds** – Information to confirm the legal creation or status of the property to be subdivided. (Copy of deeds from Howard County Land Records Office). **A complete chronological deed history is required for all deeded residential properties. Provide 2 copies of the recorded deeds for the subject property tracing its history back to 1960.**
- \_\_\_ m. **Green Neighborhood Site Requirements and Checklist**  
 The subdivision plan shall show and label all applicable Green Neighborhood checklist items. For residential projects requesting Green Neighborhood Allocations, the subdivision plan must demonstrate how the project will comply with the Green Neighborhood site portion of the Green Neighborhood checklist. For additional processing information and the checklist eligibility requirements, please contact DPZ, Resource Conservation Division. The GN Plan Sheet must include the following:
  - **Green Neighborhood Site Compliance Checklist.** The Compliance Checklist that shall be used to demonstrate compliance is available in printed and digital format from the Department of Planning and Zoning or on the DPZ web site. The Compliance Checklist must be signed by the LEED Accredited Third Party Certifier.

- **Vicinity Maps or Diagrams.** Maps and Diagrams shall be numbered to correspond with the credit number (B-1, B-2, B-3, etc.). Maps should be at the scale of 1"=600' or 1"=1000'.
- **Notes.** Notes shall be numbered to correspond with the credit number. If notes explaining the credit compliance are extensive (more than a few sentences), a narrative should be provided in the Green Neighborhood Report instead.
- **Tables.** Tables shall be numbered to correspond with the credit number (B-1, B-2, B-3, etc.).
- **Signature Blocks.** Signature blocks shall be provided for the Director, Department of Planning and Zoning; the Chief, Resource Conservation Division; and the LEED Accredited Professional team member.
- Provide the standard Howard County approval signature block for the Chief, Development Engineering Division; and Chief, Division of Land Development on the lower left corner of all road plan sheets, as required per the applicable Department of Planning and Zoning checklists.
- Provide the Howard County approval signature block on the lower left corner of the Green Development Plan Sheet(s). Approval indicates that the plan has achieved the minimum points required for Green Neighborhood for Sites and qualifies for Green Neighborhood allocations.

<b>APPROVED</b>	
<b>Howard County Department of Planning and Zoning</b>	
<b>Green Neighborhood Plan for Sites</b>	
<hr/>	
Chief, Resource Conservation Division	Date

- Provide a LEED Accredited Professional signature block on the lower right corner of the Green Neighborhood Plan Sheet(s).

<b>LEED ACCREDITED PROFESSIONAL CERTIFICATE</b>		
<b>Green Neighborhood Plan for Sites</b>		
I hereby certify that this plan represents a practical and workable plan for achieving the targeted credits and point total shown on the Green Neighborhood for Sites Compliance Checklist.		
<hr/>		
Signature of (insert printed name)	LEED Accreditation No.	Date

\_\_\_\_ n. Please complete the following:

*A pre-submission meeting was held with DPZ on \_\_\_\_\_ and the attendees were \_\_\_\_\_, [date]  
[DPZ – Director & DLD Division Chief and other SRC representatives]*

*If applicable.*

## ROAD CONSTRUCTION DRAWING REQUIREMENTS

- \_\_\_ \* 41. If new streets are proposed, the following additional information shall accompany the submission of the Final Plan, in accordance with requirements established by the DPZ, Development Engineering Division. The plan information will be indicated on additional 24" x 36" plan sheets.
- a. All drawings required to complete construction of streets, storm drains and stormwater management facilities, together with all necessary appurtenances thereto in accordance with procedures and criteria contained in the Design Manual.
  - b. Final drainage area map.
  - c. Final grading plan showing grading for all subdivision improvements and, where applicable, mass grading and the location of sewage disposal easements within 25 feet of the limits of disturbance. Indicate slopes of 15–24.9% and those 25% or greater by different shading or cross-hatching. Indicate the square foot area of contiguous slopes 25% or greater (including both on and off site contiguous stretches).
  - d. The location and approximate age of any existing structure, its use, and whether the structure is to be retained or removed.
  - e. Final storm water drainage plan and storm water management facility.
  - f. Storm drainage and storm water management facility design data and computations.
  - g. Final sediment control plan for entire project area to be recorded and for any adjacent areas affected by the area to be recorded, including:
    - i) The location of forest protection measures, temporary and permanent sediment control measures and vegetative stabilization.
    - ii) The construction sequence for providing forest protection measures and adequate sediment control measures to prevent off-site damage.
    - iii) Specifications for seeding or sodding and fertilizing, a schedule for grading, seeding or sodding and planting, and applicable structural measures, such as ponds.
  - h. Landscaping and street tree plan including schedules of required landscaping and showing type and location of plant material, planting legend and typical planting details in accordance with the Howard County Landscape Manual. All landscape schedules, plant lists, notes and details shall be shown on the Landscape Plan sheet.
  - i. Wetlands mitigation plan and specifications indicating the type, amount and proposed location, if required.
  - j. A Forest Conservation Plan including the locations and specifications for forest retention, reforestation or afforestation.
  - k. A traffic study shall accompany the final plans which are required to pass the test for adequate road facilities if the project has not been tested or has to be retested because of failure to meet a milestone.
  - l. Complete project specifications when they differ from Howard County standards.
  - m. The developer shall furnish any design data and computations as required and in the form and procedures established by the Department of Planning and Zoning and the Howard Soil Conservation District.
  - n. A tabulated estimate of all quantities and costs, including contingent items related to the construction of all required public improvements.
  - o. A final shared sewage disposal facility plan, where a shared sewage disposal facility is to be used for cluster subdivisions in the RR and RC districts.
  - p. Indicate all vicinal structures, driveways and easements within 50 feet of the site.
  - q. Topography with indication of steep slopes 15 – 24.9% and those exceeding 25% by different shading or cross-hatching. Indicate the square foot area of contiguous slopes of 25% or greater (including both the on and off site portions of the contiguous stretch).
- \_\_\_ 42. Additional information which may be required by the Subdivision Review Committee to properly evaluate the plan. Contact the DPZ, Development Engineering Division, for any additional checklist requirements and the Soil Conservation District for any additional SCD checklist requirements.

43. **BGE Overhead Electric Utility Lines/Underground Gas Lines**

Show and label any existing BGE overhead electric utility lines and underground gas lines located within the subject property on the plans. For safety and service reliability reasons, BGE has requested that this Division strictly enforce a clear “wire zone” located at the top of each utility pole for all new development projects. BGE is requiring that any street trees, perimeter landscaping trees or forest conservation plants proposed on new development plans be shorter varieties. BGE has implemented a “Planting Zone Guide” for guidance in selecting trees located beneath or nearby their electric utility lines. A “Green Zone” is required for a 40’ wide area located directly beneath the utility line where no trees or mature trees less than 25 feet in height are allowed and a “Yellow Zone” is required for a 25’ wide area on each side of the “Green Zone” where mature trees of 25’ to 40’ are allowed. Please contact William Rees, Jr., Supervisor for Forestry and Right-of-Way Management, BGE at the following address to coordinate this development plan and to obtain written authorization for any proposed **street trees, scenic road or perimeter landscaping and forest conservation easements** located in the vicinity of their power lines and underground gas lines, if applicable. BGE authorization must be provided with the final and site development plan submissions for this project



William Rees, Jr.  
Supervisor, Forestry and Right-of-Way Management  
BGE  
1068 Front Street  
Front Street Complex, Room 301  
Baltimore, MD 21202  
(410) 685-0123 or 1-800-685-0123 or (410) 291-3479  
or by email at [william.t.rees@bge.com](mailto:william.t.rees@bge.com)

Prepared by:

\_\_\_\_\_  
Signature of Plan Preparer      Date      Firm      \_\_\_\_\_

\_\_\_\_\_  
Print Name

# STANDARD FINAL PLAT SHEET

 <b>1/2" Border</b>		NORTH ORIENTED TO TOP OF PLAT		VICINITY MAP (sheet 1 only)
COORDINATE TABLE	ALL FINAL PLAT SHEETS MUST BE 18" X 24" IN SIZE			GENERAL NOTES  1. _____ 2. _____ 3. _____ 4. _____ 5. _____  PURPOSE NOTE FOR REVISION OR RESUBDIVISION PLATS
AREA TABULATION CHART	ENGINEER/SURVEYOR NAME AND ADDRESS TELEPHONE NUMBER (All Sheets)      (All	OWNER/DEVELOPER SEAL (all sheets)      NAME AND ADDRESS TELEPHONE NUMBER Sheets)	RECORDED AS PLAT NO. _____ ON _____ AMONG THE LAND RECORDS OF HOWARD COUNTY, MD	
STANDARD COUNTY SIGNATURE BLOCKS (all sheets)	OWNER=S CERTIFICATE (all sheets)	SURVEYOR=S CERTIFICATE (all sheets)	TITLE BLOCK (all sheets)  Sheet ____ of ____	
 <b>1/2" Border</b> County File #F- ____ - ____				

**1/2"  
Border**

**PROCEDURES FOR PUBLIC NOTICE OF NEW RESIDENTIAL DEVELOPMENTS  
COUNCIL BILL 52-2001**

Effective January 8, 2002, Howard County Council Bill No. 52 requires the posting of a public notice regarding any subdivision or site development plan for new residential development. The developer (or agent) shall erect the posters within three (3) County working days from the date of plan submission in accordance with the following:

- a. Posting is required for all **new residential development**.
- b. Posting will occur at the sketch or preliminary equivalent sketch plan phase of the subdivision process, except for plans which require no sketch plan shall be posted as part of the minor subdivision or resubdivision plan submission. Projects not involving subdivision must be posted with the SDP submission.
- c. The Department of Planning and Zoning (DPZ) will verify the number and location of the poster(s) proposed by the project applicant. The Department of Planning and Zoning will provide and prepare the poster(s). A fee of \$20.00 for each poster must be paid at the time of submission.
- d. Posters shall be placed at the location of all proposed roadway entrances at the existing public rights-of-way line.
- e. The poster(s) shall be erected at each proposed roadway entrance using two wooden stakes, one on each side of the poster and at an elevation providing clearance over existing vegetation, so as to be noticeable by local residents.
- f. The poster(s) shall remain erect, well maintained, and noticeable for a minimum of 30 days.

The applicant must complete the following:

\_\_\_ I have received \_\_\_ poster(s) and agree that they will be posted in accordance with the above procedures.

\_\_\_\_\_  
[Date]                      [Applicant (or Agent) Signature]

\_\_\_\_\_  
[Print Name]

\_\_\_\_\_  
[File Number]                      [Subdivision Name]

**Howard County Department of Planning and Zoning - Division of Land Development  
FINAL PLAN WORKSHEET  
(For DPZ Use Only)**

**Project Name** \_\_\_\_\_ **DPZ File Number** \_\_\_\_\_  
 DPZ Plan Reviewer \_\_\_\_\_ Submission Date \_\_\_\_\_  
 Plan Consultant Representative \_\_\_\_\_ Time \_\_\_\_\_

**I. Submittal Requirements** *Indicate Yes, No or N/A*

- a. DPZ, Division of Land Development, application and checklist are complete ..... \_\_\_\_\_
  - b. DPZ, Development Engineering Division, checklist is complete ..... \_\_\_\_\_
  - c. DPZ (DED) plat review fees (for minor subdivision lots only) have been paid ..... \_\_\_\_\_  
 (copy of receipt attached - CR \_\_\_\_\_) [not reqd for major subds]
  - d. DPZ letter indicating prior subdivision phase has received signature approval ..... \_\_\_\_\_
  - e. APFO milestone date has been met ..... \_\_\_\_\_
  - f. Required number of plans are provided ..... \_\_\_\_\_
  - g. Required number of supporting documents are provided ..... \_\_\_\_\_
  - h. Certification of pre-submission community meeting for minor subdivisions or resubdivisions  
 that create new lots and three week notice given to DPZ and County Council \*\*\* ..... \_\_\_\_\_
  - i. Minutes of pre-submission HDC advisory meeting for new projects in  
 Historic District or listed on Historic Sites Inventory ..... \_\_\_\_\_
  - j. Photographs of existing structures (Minor Subd. only) ..... \_\_\_\_\_
  - k. Required number of public water and sewer plans and DED checklist have been submitted,  
 or letter is provided) [NO FEE for major subd; Fee required for resubd/minor subd] ..... \_\_\_\_\_  
 DPZ/DPW fees for W&S plans has been paid [3.5% of total construction cost]  
 50% DPZ – Acct #011-005-4212  
 50% DPW – Acct #011-009-4212
  - l. Green Neighborhood Checklist, if applicable ..... \_\_\_\_\_
- Subtotal** \_\_\_\_\_

**II. Fee Computation** **Fees**

- \*\* (a) Per sheet subdivision plats (1<sup>st</sup> 3 sheets each x \$400 each) ..... (a) \_\_\_\_\_ \*\*
  - (a) (\_\_\_ additional sheets x \$300 each) ..... (a) \_\_\_\_\_
  - (b) Per SFD lot (\_\_\_ lots x \$35 each) ..... (b) \_\_\_\_\_
  - (c) Per acre of residential area for SFA/APT/MH residential use (\_\_\_ acres\* x \$60) plus ..... (c) \_\_\_\_\_
  - (d) Per unit SFA, APT, MH (\_\_\_ units)  
 \$525 first 50 units ..... (d) \_\_\_\_\_  
 \$400 next 50 units ..... (d) \_\_\_\_\_  
 \$275 each additional 50 units ..... (d) \_\_\_\_\_
  - (e) Per acre commercial/industrial (\_\_\_ acres\* x \$100) ..... (e) \_\_\_\_\_
  - (f) Per acre open space lots with subdivision plan (\_\_\_ acres\* x \$25) ..... (f) \_\_\_\_\_
  - (g) Per acre open space or public facilities without subdivision plan (\_\_\_ acres\* x \$30) ..... (g) \_\_\_\_\_
  - (h) Per acre for public road dedication with final plat (\_\_\_ acres\* x \$35) ..... (h) \_\_\_\_\_
  - (i) Per plan sheet for construction plans with subdivision plan (\_\_\_ sheets x \$40) ..... (i) \_\_\_\_\_
  - (j) Per acre right-of-way plats without final plat (\_\_\_ acres\* x \$35) ..... (j) \_\_\_\_\_
  - (k) Poster fee for New Residential Development for minor subdivisions and resubdivisions  
 (\_\_\_ \$20 per poster, if applicable) ..... (k) \_\_\_\_\_
  - (l) Forest Conservation Review Fee:  
 \$100 for first sheet of forest stand delineation or conservation plan ..... (l) \_\_\_\_\_  
 (\_\_\_ additional sheets x \$30 each) ..... (l) \_\_\_\_\_  
 [a separate FCP sheet fee is not required if part of road construction drawings]
  - (m) N/A ..... (m) N/A
- Subtotal \_\_\_\_\_
- Total Fee Amount** \_\_\_\_\_

**III. Certification**

Cash receipt number \_\_\_\_\_ Account **#011-005-4201**  
Check issued by \_\_\_\_\_  
\_\_\_\_\_ Plan submission is accepted for processing.  
\_\_\_\_\_ Plan submission is rejected.  
Reason: \_\_\_\_\_  
\_\_\_\_\_ Resubmission is accepted Date \_\_\_\_\_ Staff Initials \_\_\_\_\_  
\_\_\_\_\_ SRC meeting date/comments due date.

Correction Plat/Resubdivision Plat Fee

- \* All fractions will be rounded up to the nearest acre.
- \*\* **\$300** per sheet for a correction plat or a resubdivision plat to combine lots or reduce the number of lots only. Resubdivision plats that create additional lots are subject to the per lot and per acre charges.
- \*\*\* Required for residential minor subdivisions or resubdivisions that create additional lots.

**Comments/Notes:** \_\_\_\_\_  
\_\_\_\_\_