



File Number: _____

Talbot County Office of Planning and Permits
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

Subdivision Final Application
(Minor and Major)

Office Use Only:

Fee Paid: _____ Application Received Date: _____ Time: _____

T.A.C. Date: _____ Planning Commission Date: _____ C.R.M. Date: _____

Critical Area: _____ Forest Conservation Plan: _____

Minor Subdivision: _____ Major Subdivision: _____

Property Owner: _____

Address of Owner: _____

Telephone Number(s): _____ Cell Number: _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Size: _____ Zone: _____

Representative: _____ Email: _____

Representative Telephone Number: _____ Cell Number: _____

Project Name: _____

Project Address: _____

Existing Project Road Frontage: State: _____ County: _____ Private: _____

Proposed Project Road Frontage: State: _____ County: _____ Private: _____

List Historical Significance/Impacts: _____

Within Town Growth Area: Y/N Critical Area: Y/N RDR: _____ ac. Reserved Land: _____ ac.

Water: Community/Individual Sewer: Community/Individual **(Circle One)**

Source of Electric Service: _____ Source of Telephone Service: _____

Has original parcel been subdivided since June 1989, Critical Area or August 1991, Non-Critical Area: Y/N If so, how many lots have been created: _____

Number of Lots Proposed: _____ Number of Critical Area Lots: _____

Number of Development Rights: Permitted _____ Utilized _____ Remaining _____

File Number: _____

Registered Engineer or Surveyor:

Company Name: _____

Representative: _____

Address: _____

Telephone Number: _____ Cell Number: _____ Fax: _____

Important: Applications on which all required information is not furnished will be returned for completion before processing, and shall not be considered filed with this department.

Applicant's Signature

Date

Note: Plats cannot be recorded until Final approval has been granted. Recording slip shall be provided to Planning & Permits Office within 5 days of recordation with the Clerk of the Courts Office.



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Subdivision Final Plan Requirements

- _____ 1. Preliminary plan approval within past 12 months. Final plat shall be substantially consistent with the approved preliminary plat.
- _____ 2. 1/3 original application fee or based on current configuration (**Major Projects Only**).
- _____ 3. Ten (10) paper copies of final plat represented at a scale of not more than 100 feet per inch.
- _____ 4. Five (5) copies of all current and recorded deeds for the proposed property to be subdivided **if** the ownership or configuration of the property has changes since application for preliminary plan review.
- _____ 5. A title search prepared by a qualified professional, as determined by the Planning Director, for all **Major** Subdivisions, and for **Minor** Subdivisions as required by the Planning Director based on the review of the deeds for the property.
- _____ 6. If the title search indicates that any of the land being subdivided is subject to historic, conservation or similar easements, copies of the easements and the boundaries of the land subject to the easements.
- _____ 7. Evidence of approval of construction plans for all proposed subdivision improvements including, but not limited to, roads, stormwater management, and sediment and erosion control.
- _____ 8. Finalized, ready for approval, public works agreements or developer agreements.
- _____ 9. Final copy of any private covenants for the subdivision.
- _____ 10. Evidence of special exception approval for riparian subdivisions to be served by a community pier.
- _____ 11. Finalized, ready for approval, reservation of development rights agreements.
- _____ 12. Evidence of approval for any permits or plans required by other county, state or federal regulations, if applicable.
- _____ 13. Written assurance that every person identified in the deeds and title search as having an interest in the property has been notified of the proposed subdivision.
- _____ 14. Itemized description of changes and/or revisions to the plat or application since previous submission.
- _____ 15. Completed checklist addressing all requirements for Final Plan submittal.

Applicant failure to adequately address all application and checklist items and those specifications in accordance with Chapter 190 of the Talbot County Code, may result in a project being considered incomplete or inaccurate, any such deficiencies may result in return of application without proceeding through the review process.

Applicant's Signature

Date

As a Maryland registered design professional/surveyor I hereby certify that this application and associated plan(s) are technically correct and accurate to the extent necessary for meeting Talbot County requirements for Final Subdivision Submission.

Signature of Maryland Registered Design Professional/Surveyor

Date



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Subdivision Final Plan Checklist
(Notations and information)

Surveyor: _____

Checklist completed by: _____

Plat reviewed by: _____

The Surveyor will review each plat submission and application for completeness and accuracy. Each item shall be reviewed and checked as follows:

- Y = Information Complete and Accurate
- N/A= Information Not Applicable
- W = Waiver of required information. Submit separate request in writing to Planning Officer.

- _____ 1. All notations and information as required for Sketch and Preliminary.
- _____ 2. Date of latest revision.
- _____ 3. Notation of any self-imposed restrictions and location of any building restrictions lines proposed to be established in this matter.
- _____ 4. All monuments erected, corners, and other points established in the field in their proper places. The material of which monuments, corners, or other points are made shall be noted at the representations thereof or by legend on the plat.
- _____ 5. As owners statement to the effect that the applicant is the owner of the property shown on the final plat and that the plan of subdivision is made with their consent and desire to the record same name.
- _____ 6. The owner statement must be signed by all owners with a separate notary signature for each owner.
- _____ 7. If the owner of land is a corporation, the title and name the representative signing the plat for the corporation shall appear on the plat.
- _____ 8. Signature and seal of the licensed land or property line surveyor responsible for the plat.
- _____ 9. Spaces of endorsement of the County Health Officer, County Engineer and County Planning Officer with appropriate signature block wording.
- _____ 10. Approved construction plans for all proposed improvements including, but not limited to roads, stormwater management plans and sediment and erosion control plans.
- _____ 11. Evidence of approval for any permits or plans required by any other County, State or Federal regulations if applicable.
- _____ 12. Written assurance by every person having a security interest in the subdivision property indicating that they endorse the subdivision.

- _____ 13. Finalized, ready for approval, subdivision improvements agreements and guarantees between the developer and the County.
- _____ 14. Final copy of any private covenants for the subdivision.
- _____ 15. Finalized, ready for approval, Reservation of Development Rights Agreements.
- _____ 16. In the event that the final ruling of the Planning Officer on a preliminary or final plat is appealed to the Board of Appeals, a notation of the Board’s action on the appeal shall be placed on the final plat with the date of the Board’s action.
- _____ 17. Topography may be removed from the final plat submission.

Based on unique characteristics of each parcel the Technical Advisory Committee may require additional information be submitted.

Applicant failure to adequately address all application and checklist items, and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate, any such deficiencies may result in return of application without proceeding to the next level of review. Only that information submitted with the original application and in compliance with submittal deadlines will be reviewed by the Technical Advisory Committee.

Applicant’s Signature

Date

I hereby certify that this checklist and associated plan are technically correct and accurate to the extent necessary for meeting Talbot County requirements for final subdivision submission.

Surveyor Signature

Date



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Independent Procedures Disclosure and Acknowledgement Form

Proposed Project Name: _____

Physical Address of Property: _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Zone: _____

Name of Applicant: _____

Phone Number(s): _____

Agent/Attorney: _____

Phone Number(s): _____

Applicant's Email Address: _____

Agent's Email Address: _____

Property Owner: _____

Phone Number(s): _____

Applicant acknowledges and understands:

1. This Application may be subject to local, state and federal laws, ordinances, rules, or regulations (hereafter "Laws") other than those that the Office of Planning and Permits, Planning Commission or Board of Appeals reviews, administers, or applies in connection with this review.
2. Other agencies, including but not limited to the Talbot County Health Department, Division of Environmental Health, Maryland Department of the Environment, U.S. Army Corps of Engineers, Maryland Department of Natural Resources, US Fish and Wildlife Service and others may also have review authority over the project or development proposed in the application.
3. Applicant remains solely responsible for compliance with all applicable laws, ordinances, rules, or regulations.
4. Applicant understands that review of this Application does not necessarily include review of any other applicable laws.
5. Applicant understands that neither the Office of Planning and Permits nor any of its employees has authority to grant permission or approval of any project or proposed development that violates any applicable law, ordinance, rule, or regulation of Talbot County, Maryland, and that any such approval issued in error has no enforceable legal effect.
6. Applicant understands that any decision issued by the Office of Planning and Permits, Planning Commission or by the Board of Appeals does not necessarily guarantee or assure the applicant that this project or proposed development may proceed.

I HEREBY CERTIFY that I have read, acknowledge, and understand the foregoing.

Applicant's Signature

Date

Attorney/Agent's Signature

Date

