



File Number: _____

TALBOT COUNTY OFFICE OF PLANNING & ZONING

PRELIMINARY & FINAL APPLICATION FOR MINOR & MAJOR REVISION PLAT
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: _____



Preliminary: _____ **Final:** _____
Minor Revision Plat: _____ **Major Revision Plat:** _____

Property Owner #1: _____

Address of Owner: _____

Telephone Number(s): _____

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

Agent/Contact Person: _____

Telephone Number(s) of Agent/Contact Person: _____

Property Owner #2: _____

Address of Owner: _____

Telephone Number(s): _____

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

Agent/Contact Person: _____

Telephone Number(s) of Agent/Contact Person: _____

___ *Check if and note additional information for additional properties on separate attachment or reverse side.*

Project Name: _____

Project Address: _____

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

Proposed: State: _____ County: _____ Private: _____

List Historical Significance/Impacts: _____

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

Property #1: Water: Community: _____ Individual: _____ Sewer: Community: _____ Individual: _____

Property #2: Water: Community: _____ Individual: _____ Sewer: Community: _____ Individual: _____

REGISTERED ENGINEER OR SURVEYOR:

Company Name: _____

Representative: _____

Address: _____

Telephone Number(s): _____ Fax Number: _____

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. Revised: 9/28/09



File Number: _____

REQUIREMENTS OF PRELIMINARY & FINAL REVISED PLAT APPLICATION

All Applications listed above must complete and submit the following for Minor & Major projects. A local jurisdiction may not approve a proposed parcel or lot consolidation or reconfiguration unless the local jurisdiction makes written findings that:

(1-13 for Preliminary/Final)

- _____ 1. All notations and information as required 1–16 for Sketch plan.
- _____ 2. Previous plan approval within past 12 months. Preliminary plat shall be substantially consistent with the approved sketch plan.
- _____ 3. Ten (10) paper copies of revised plat represented at a size of not more than 100 feet per inch.
- _____ 4. Five (5) copies of all current deeds for the property proposed to be subdivided if the ownership or configuration of the property has changed since application for sketch plan review.
- _____ 5. Submission of construction plans for all proposed improvements including, but not limited to, roads, Stormwater management plans and sediment and erosion control plans to appropriate reviewing and approving agencies.
- _____ 6. Three (3) draft copies of any improvement agreements between the developer and the County.
- _____ 7. Three (3) draft copies of any proposed private covenants including private road maintenance agreement.
- _____ 8. Evidence of approval for any permits or plans required by any other county, state, or federal regulations, if applicable, to include joint Federal/State permit(s) for alterations of floodplains, waterways and/or wetlands.
- _____ 9. Evidence of adjoining property owner(s) consent, if and as necessary.
- _____ 10. Copy of soil/site evaluation approval from the Office of Environmental Health.
- _____ 11. Itemized description of changes and/or revisions to the plat or application since previous submission.
- _____ 12. Five (5) copies of an aerial photo for **Major projects only**.
- _____ 13. Completed checklist addressing all requirements for Preliminary/Final Revision Plat 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- Property #1

Date

Applicant’s Signature- Property #2

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 PRELIMINARY-FINAL REVISION PLAT SUBMISSION.

Signature of MD Registered
Design Professional/Surveyor

Date

PLATS CAN NOT BE RECORDED UNTIL FINAL APPROVAL HAS BEEN GRANTED

Revised: 9/28/09



File Number: _____

TALBOT COUNTY OFFICE OF PLANNING & ZONING

**PRELIMINARY & FINAL APPLICATION FOR
MINOR & MAJOR REVISION PLAT**

Surveyor: _____

Checklist completed by: _____

Plat reviewed by: _____

The Surveyor will review each plat submission & 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.

REQUIRED REVISION PLAT NOTATIONS AND INFORMATION

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

(Check 1 - 24 for Preliminary/Final)

- _____ 1. All notations and information as required above 1 – 26 for Sketch plan.
- _____ 2. Date of latest revision
- _____ 3. Location, alignment and width of proposed road and right-of way locations, including names of all proposed roads.
- _____ 4. Proposed lot layout and proposed location of lot lines including lot dimensions, acreage and building/development restriction lines.
- _____ 5. Location of all approved Sewage Disposal Areas including piezometer locations and/or location of water supply and sewage collection & disposal system.
- _____ 6. Location of all building restriction lines including property line setbacks, Chesapeake Bay shoreline development buffer, stream buffer and tidal and nontidal wetland buffers.
- _____ 7. Location and type of all proposed and existing monuments and sufficient data to readily determine the location, length and bearing of all property lines.
- _____ 8. Location and dimension of all proposed or existing stormwater management facilities.
- _____ 9. Location and dimension of all proposed or existing drainage easements.
- _____ 10. Location and dimensions of all proposed or existing utility facilities and easements.
- _____ 11. Plat notations explaining the following:
 - _____ Applicability and explanation of any drainage and utility easements, if any.
 - _____ Applicability and explanation of floodplain information, if any.
 - _____ Applicability and explanation of any sediment and erosion control requirements, if any.

- _____ Applicability and explanation of ownership and maintenance requirements for private roads, if any.
- _____ Applicability and explanation of any state and/or federal nontidal wetland protection regulations affecting the subdivision.
- _____ 12. All other standard plat notes as applicable and described on the Standard Plat Note List and other plat notations as required by the Planning Officer, County Engineering or County Health Officer on a case-by- case basis.
- _____ 13. For all waterfront lots, location of lateral lines and setbacks and harbor lines to define the useable water area for construction of water dependent facilities.
- _____ 14. For lots in the Critical Area, note maximum impervious coverage limitation or limit as restricted by previous subdivision for each lot. Improved lots shall note existing and remaining impervious coverage.
- _____ 15. Appropriate property owner signature block wording and space for notary signature and seal for each owner.
- _____ 16. Surveyor signature block wording.
- _____ 17. Appropriate signature block wording for County Engineer, County Health Officer and County Planning Officer or Planning Commission as appropriate.
- _____ 18. Notation of any self-imposed restrictions and location of any building lines proposed to be established in this matter.
- _____ 19. 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.
- _____ 20. 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.
- _____ 21. Signature and seal of the licensed land or property line surveyor responsible for the plat.
- _____ 22. Approved construction plans for all proposed improvements including, but not limited to, roads, stormwater management plans and sediment and erosion control pans, as applicable.
- _____ 23. Evidence of approval for any permits or plans required by any other County, State, or Federal Regulations, if applicable.
- _____ 24. 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.

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.

ALL REVISION/ ABANDONMENT PLATS ARE REQUIRED TO BE REVIEWED FOR “LOT CONSOLIDATION OR RECONFIGURATION” BY THE CRITICAL AREA COMMISSION. 27.01.02

E. (1)AFTER A FINAL WRITTEN DECISION OR ORDER IS ISSUED, THE LOCAL JURISDICTION SHALL SEND A COPY OF THE DECISION OR ORDER AND, IF APPLICABLE, THE APPROVED DEVELOPMENT PLAN

WITHIN 10 BUSINESS DAYS BY U.S. MAIL TO THE COMMISSION'S BUSINESS ADDRESS.

(2) THE TIME PERIOD DURING WHICH THE COMMISSION MAY FILE AN APPEAL OR A PETITION FOR JUDICIAL REVIEW SHALL COMMENCE ON THE DATE OF THE COMMISSION'S RECEIPT OF THE FINAL WRITTEN DECISION OR ORDER.

(3) UNLESS A LOCAL ORDINANCE OR OTHER LOCAL LEGAL AUTHORITY SPECIFIES A TIME PERIOD GREATER THAN 30 DAYS, THE COMMISSION MAY FILE AN APPEAL OR A PETITION FOR JUDICIAL REVIEW WITHIN 30 DAYS OF THE DATE OF THE COMMISSION'S RECEIPT OF THE FINAL DECISION OR ORDER.

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 REVISION PLAT SUBMISSION.

Applicant's Signature

Date

Revised: 9/28/09



File Number: _____

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

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): _____
Applicant Agent: _____
Phone Number(s): _____
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 & Zoning 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 & Zoning 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 & Zoning 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.

_____ (SEAL)
Applicant
_____ (SEAL)
Applicant/Agent

For Office Use Only: Date Received: _____

Comments: _____

Revised: 9/28/09