



SKETCH PLAN SUBDIVISION CHECKLIST (MAJOR AND MINOR)

Applicant/Subdivision Name _____

Tax Map _____ Grid _____ Parcel _____ Lot _____ Zoning: _____

Surveyor _____

Checklist completed by: _____ Date _____

Plat reviewed by: _____ Date _____

The Surveyor will review each subdivision sketch plan 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 SKETCH PLAN NOTATIONS AND INFORMATION

Based on unique characteristics of each parcel the Technical Advisory Committee may require additional information to be submitted during the sketch plan review.

- ____ 1. Name or proposed name of subdivision.
- ____ 2. Name, address and telephone number of property owners and/or contract purchaser, if applicable.
- ____ 3. Deed reference of property. Last recorded plat reference.
- ____ 4. Deed reference for any recorded right-of-ways or easements on property including existing covenants and road maintenance agreements.
- ____ 5. Name, address and telephone number of any consultants/professionals used to prepare the plat.
- ____ 6. Tax Map, Grid and Parcel numbers for property to be included in title block.
- ____ 7. Zoning district designation and minimum lot size.
- ____ 8. Required building/development setbacks applicable to the subdivision including:
 - ____ property line setbacks
 - ____ special setbacks from State Highways
 - ____ shoreline development buffer/tidal wetland buffer
 - ____ non-tidal wetland buffer
 - ____ stream setbacks
 - ____ perimeter agricultural buffer
 - ____ 20 foot Sewage Disposal Area buffer
- ____ 9. Calculation of development rights permitted, to be used for the subdivision and development rights to be retained for future use on a designated lot(s).
- ____ 10. Area calculations for:
 - ____ total property
 - ____ area to be subdivided

- ___ area in lots
- ___ area in roads and rights of way
- ___ area of open space, remaining lands, etc.
- ___ area protected by Reservation of Development Rights
- ___ area of Chesapeake Bay Critical Area
- ___ area of forest; both inside and outside Critical Area
- ___ area of forest conservation
- ___ area of afforestation
- ___ area of state/private tidal wetlands
- ___ 11. Month, Day and Year of plan preparation and latest plan revision with brief description of revision.
- ___ 12. Vicinity map at a scale of not more than 1"=2,000'.
- ___ 13. Graphic Scale for plan view and vicinity map.
- ___ 14. North Arrow for plan view and vicinity map.
- ___ 15. Location of existing property lines, lengths and bearings, easements and right-of-ways.
- ___ 16. Location of zoning district lines and Chesapeake Critical Area Lines, if applicable.
- ___ 17. Location of existing buildings, structures and burial grounds with access and notation of buildings or sites with historical and/or architectural significance.
- ___ 18. Location of existing agricultural buildings, lands/fields, watercourses, wetlands (tidal and nontidal), forests, wooded areas, hedgerows, individual standing mature trees, 100 year floodplains, habitats of threatened and endangered species, steep slopes, significantly eroding shorelines and other significant natural features of the site identified from available mapping sources and general field observations.
- ___ 19. Approximate existing topography and approximate existing drainage pattern identified from available mapping sources and general field observations.
- ___ 20. All major subdivision plat submissions and all minor subdivision plats of lands with significant natural features shall include an ariel photograph of the subject lands.
- ___ 21. Location, width, name and type of all existing roads or rights-of-way within or immediately adjacent to the site.
- ___ 22. Location of property lines and ownership and deed information for all tracts or parcels adjacent to any perimeter boundary of the subdivision.
- ___ 23. Location of proposed road and right-of-way locations. (All proposed lots must meet the mandatory road frontage requirement.)
- ___ 24. Proposed lot layout and proposed location of lot lines including lot dimensions and lot size.
- ___ 25. Proposed well and Sewage Disposal Area locations and/or existing well with tag number, components of septic systems and Sewage Disposal Areas and/or public water and sewer facilities where applicable.
- ___ 26. Proposed location, dimensions and size of lands to be designated for community open space, public use, public dedication reserved open space, remaining lands for future development, etc.
- ___ 27. Location of temporary stakes set to give general field reference for important existing and proposed features such as; lot corners, SDAs, access points, etc, which could not otherwise be easily located on the site.
- ___ 28. If future subdivision is anticipated for the parcel or for contiguous holdings under the same ownership, a separate master sketch plan for the entire area is required. The master sketch plan should be drawn to a suitable scale and generally show a

probable lot and road layout and generalized drainage pattern and future timetable for phasing of development. The master sketch plan is to be reviewed for information purposes only and will not be a part of the subdivision sketch plan approval.

APPLICANT FAILURE TO ADEQUATELY ADDRESS ALL APPLICATION AND CHECKLIST ITEMS, AND THOSE SPECIFICATIONS IN ACCORDANCE WITH CHAPTER 168 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 SKETCH PLAT REVIEW SUBMISSION.

Surveyor/Design Professional signature

Date