



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

**Revision Plat Application - Preliminary and Final
(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: _____

A. Major Revision Plats - May include, but are not limited to:

1. Relocation or modification of a public or private road right-of-way, except alterations to bring an existing right-of-way into compliance with road standards as described below;
2. Adjustment of acreage for common space, open space, reserved lands, or land subject to a reservation of development rights;
3. Relocation within a parcel of common space, open space, reserved lands or land subject to reservation of development rights, except minor revisions as described below; or
4. Revision, consolidation or abandonment of lot lines which significantly affect the layout of the subdivision.

B. Minor Revision Plats - May include, but are not limited to:

1. Correction of minor plat or surveying errors;
2. Minor changes to plat notations;
3. Revision, consolidation or abandonment of lot lines which do not significantly affect the layout of the subdivision;
4. Recordation of a plat for an existing parcel created by deed, provided the plat does not alter the property lines;
5. Recordation of a plat to establish a parcel as a buildable lot
6. Establishment or widening of a right-of-way over an existing roadway in order to establish a road right-of-way meeting current road standards;
7. Minor acreage or boundary corrections to open space, common space or reserved land resulting from final surveying, or minor revisions that are at least 50' from an adjoining property line; or,
8. Addition or modification of public or private easements such as drainage or shared access easements.

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

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- Property #1

Date

Applicant's Signature- Property #2

Date



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IMPORTANT: Please submit one (1) copy of the following information for initial review for completeness. The Department will determine within fifteen (15) days of submission if the application is complete. No application shall be deemed complete for processing unless all the information below has been included, and all filing fees have been paid.

Land Development Application **must** be submitted with all Revision Plat Applications: _____

Revision Plat Requirements - Preliminary and Final

All Applications listed above must complete and submit the following for Minor & Major projects. A local jurisdiction may not approve a proposed revision, parcel or lot consolidation or reconfiguration unless the following has been provided:

- _____ 1. Sketch plan approval within past 12 months. Preliminary/Final plat shall be substantially consistent with the approved sketch plan.
- _____ 2. 24" x 36" preliminary/final Revision Plat prepared by a registered Engineer or Surveyor represented at a size of not more than 100 feet per inch.
- _____ 3. All current and recorded deeds for the property proposed to be revised, consolidated or reconfigured if the ownership or configuration of the property has changed since application for sketch plan review.
- _____ 4. Draft subdivision improvement agreements between the developer and the County.
- _____ 5. Draft of any proposed private covenants and restrictions for the subdivision, including private road maintenance agreements.
- _____ 6. Itemized description of changes and/or revisions to the plat or application since the previous submission.
- _____ 7. Aerial photo for **Major projects only**.
- _____ 8. Completed checklist addressing all requirements for Preliminary/Final Revision Plat submittal.
- _____ 9. 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.
- _____ 10. 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.
- _____ 11. Evidence of adjoining property owner(s) consent, if and as necessary.
- _____ 12. Copy of soil/site evaluation approval from the Office of Environmental Health.

Upon determination that the following items have been deemed complete by the Department of Planning and Zoning, please assemble and submit ten hard copy packets with ten (10) copies of Items 2-8. Also, please provide single hard copies of the remaining items. If produced electronically, one electronic copy of the required submission materials, in pdf format, shall also be submitted.

Please note that a greater or a fewer number of copies may be required to be submitted, as determined by the Department to be appropriate. A determination of completeness does not constitute a determination that the application meets the requirements for approval and does not preclude the Department from requesting additional information or materials in the future to complete the review of the application.

File Number: _____

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 cannot be recorded until final approval has been granted. After recordation at Clerk of the Courts Office please return the receipt to Department of Planning and Zoning within 5 days.



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Revision Plat Checklist - Preliminary and Final

Surveyor: _____

Checklist completed by: _____

Plat reviewed by: _____

The Maryland Registered Design Professional/Surveyor will review each plat submission and application for completeness and accuracy. Failure to depict the items below shall not relieve the applicant of any requirement to depict such items on subsequent application. 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 1-32 for Sketch plan.
- _____ 2. Location, alignment and width of proposed road and right-of way locations, including names of all proposed roads.
- _____ 3. Proposed lot layout and proposed location of lot lines including lot dimensions, acreage and building/development restriction lines.
- _____ 4. Location of all approved Sewage Disposal Areas including piezometer locations and/or location of water supply and sewage collection and disposal system.
- _____ 5. Location of all building restriction lines including property line setbacks, Chesapeake Bay shoreline development buffer, stream buffer and tidal and nontidal wetland buffers.
- _____ 6. Location and type of all proposed and existing monuments and sufficient data to readily determine the location, length and bearing of all property lines.
- _____ 7. Location and dimension of all proposed or existing stormwater management facilities and drainage easements.
- _____ 8. Location and dimensions of all proposed or existing utility facilities and easements.
- _____ 9. 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 Revision Plat.
- _____ 10. 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.
- _____ 11. 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.
- _____ 12. 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.
- _____ 13. Appropriate property owner signature block wording and space for notary signature and seal for each owner.
- _____ 14. Appropriate surveyor signature block wording.
- _____ 15. Appropriate signature block wording for County Engineer, County Health Officer and County Planning Officer or Planning Commission as appropriate.

- _____ 16. Notation of any self-imposed restrictions and location of any building restriction lines proposed to be established in this matter.
- _____ 17. 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.
- _____ 18. If the owner of land is a corporation, the title and name of the representative signing the plat for the corporation shall appear on the plat.
- _____ 19. Signature and seal of the licensed land or property line surveyor responsible for the plat.
- _____ 20. Approved construction plans for all proposed improvements including, but not limited to, roads, stormwater management plans and sediment and erosion control pans, as applicable.
- _____ 21. Evidence of approval for any permits or plans required by any other County, State, or Federal Regulations, if applicable.
- _____ 22. 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.

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.

All Critical Area revision/abandonment plats are required to be reviewed for “lot consolidation or reconfiguration” by the Critical Area Commission. The Department of Planning and Zoning shall forward the final decision to the Critical Area Commission in accordance with COMAR 27.01.02.08.G as outlined below:

- (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

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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 Department of Planning and Zoning, 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 Department of Planning and 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 Department of Planning and Zoning, 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

