



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

**Subdivision Sketch Application  
(Minor, Major and Small Scale)**

**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** – A subdivision that meets all of the following conditions:

- A. Proposes to create no more than three new lots; and
- B. Will result in a cumulative total of no more than three lots being divided from the original parcel; and
- C. Does not require the creation or modification of a public or private road.

**Major Subdivision** – This term includes all of the following types of subdivisions located in Tiers I, II which are served by public sewerage or III:

- A. A subdivision of four or more lots.
- B. Subdivision(s) that result(s) in the cumulative creation of four or more lots from the original parcel.
- C. A subdivision that creates or modifies a public or private road.

**Subdivisions, Small Scale** – This term includes all of the following types of subdivisions located in Tier II which are not served by public sewerage and in Tier IV:

- A. A subdivision of four or more new parcels or lots, but no more than seven new parcels or lots.
- B. Subdivision(s) that result(s) in the cumulative creation of four or more lots, but not more than a total of seven new parcels or lots from the original parcel.
- C. A subdivision that creates or modifies a public or private road which creates less than eight new lots.

**Minor Subdivision:** \_\_\_\_\_ **Major Subdivision:** \_\_\_\_\_ **Small Scale Subdivision:** \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Grid: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Size: \_\_\_\_\_ Zone: \_\_\_\_\_ Tier: \_\_\_\_\_

Representative: \_\_\_\_\_ Email: \_\_\_\_\_

Representative Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

File 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 \_\_\_\_\_

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**Registered Engineer or Surveyor:**

Company Name: \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s): (H) \_\_\_\_\_ (C) \_\_\_\_\_ (F) \_\_\_\_\_

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***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 Department of Planning and Zoning within 5 days of recordation with the Clerk of the Courts Office.**



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**Subdivision Sketch Plan Requirements**

- \_\_\_\_\_ 1. Application fee as determined by fee schedule adopted by County Council. Checks shall be made payable to Talbot County, Maryland.
- \_\_\_\_\_ 2. Ten (10) paper copies of sketch plan represented at a scale of not more than 100 feet per inch.
- \_\_\_\_\_ 3. Five (5) copies of all approved and recorded deeds for the properties to be subdivided.
- \_\_\_\_\_ 4. Five (5) copies of all plats of record for the subject lands. All plat information shall be legible.
- \_\_\_\_\_ 5. Five (5) copies of all recorded deeds of easements, covenants, and/or maintenance agreements pertaining to the subject lands.
- \_\_\_\_\_ 6. Five (5) copies of Aerial Plats (**Major and Small Scale only**).
- \_\_\_\_\_ 7. A written listing and description of all approved or recorded subdivisions and revision activity for the subject lands.
- \_\_\_\_\_ 8. A complete, accurate and current list of all contiguous property owners as defined in Chapter 190 of the *Talbot County Code*. The cost of postage for notice of the application to adjoining property owners must be included either by stamps or check (**Major and Small Scale only**).
- \_\_\_\_\_ 9. If greater than ten (10) lots, the applicant shall provide written assurance from the Fire Department District Chief and all utility companies providing basic or essential utilities/services to the subdivision that all such necessary utilities will be installed.
- \_\_\_\_\_ 10. A copy of the application for joint Federal/State permit(s) if initial indications are that alternations of floodplains, waterways and/or wetlands may occur.
- \_\_\_\_\_ 11. A Forest Stands Delineation or Declaration of Intent (DOI), as applicable, shall be submitted to the Planning Office for those projects outside of the Critical Area.
- \_\_\_\_\_ 12. Five (5) draft copies of any improvement agreements between the developer and the County.
- \_\_\_\_\_ 13. 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.
- \_\_\_\_\_ 14. Complete checklist addressing all requirements for Sketch 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 Sketch Subdivision Submission.**

\_\_\_\_\_  
Signature of Maryland Registered  
Design Professional/Surveyor

\_\_\_\_\_  
Date



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**Subdivision Sketch 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 below 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. 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 to be included in title block for each parcel.
- \_\_\_\_\_ 7. Zoning district designation and minimum lot size.
- \_\_\_\_\_ 8. Tier Designation per Senate Bill 236 and County Bill 1229.
- \_\_\_\_\_ 9. 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
- \_\_\_\_\_ 10. 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)
- \_\_\_\_\_ 11. Area calculations for total property:
  - \_\_\_\_\_ Area to be subdivided
  - \_\_\_\_\_ Area in lots
  - \_\_\_\_\_ Area of 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
- \_\_\_\_\_ 12. Month, Day and Year of plan preparation and latest plan revision with brief revision description.
- \_\_\_\_\_ 13. Vicinity map at a scale of not more than 1" = 2,000'.
- \_\_\_\_\_ 14. Graphic Scale for plan view and vicinity map.
- \_\_\_\_\_ 15. North arrow for plan view and vicinity map.

- \_\_\_\_\_ 16. Location of existing property lines, lengths and bearings, easements and right-of-ways.
- \_\_\_\_\_ 17. Location of zoning districts lines and Chesapeake Critical Area boundary, if applicable.
- \_\_\_\_\_ 18. Location and use of existing buildings, structures and burial grounds with access and notation of buildings or sites with historical and/or architectural significance.
- \_\_\_\_\_ 19. Location of existing agriculture buildings, agricultural 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.
- \_\_\_\_\_ 20. Approximate existing topography and approximate existing drainage pattern identified from available mapping sources and general field observations.
- \_\_\_\_\_ 21. All plat submissions of lands with significant natural features shall include an Ariel photograph of the subject lands.
- \_\_\_\_\_ 22. Location, width, name and type of all existing roads or rights-of-way within or immediately adjacent to the site.
- \_\_\_\_\_ 23. Location of property lines and ownership and deed information for all tracts or parcels adjacent to any perimeter boundary of the subject lands.
- \_\_\_\_\_ 24. Location of proposed road and right-of-way locations. (All proposed lots must meet the mandatory road frontage requirements).
- \_\_\_\_\_ 25. Proposed lot layout and proposed location of lot lines including lot dimensions and lot size.
- \_\_\_\_\_ 26. 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.
- \_\_\_\_\_ 27. 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.
- \_\_\_\_\_ 28. Location of temporary stakes set to give general field references for important existing and proposed features such as: lot corners, SDAs, access points, etc, which could not otherwise be easily located on the site.
- \_\_\_\_\_ 29. If future subdivision is anticipated for the parcel or for contiguous holding 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 informational purposes only and will not be a part of the subdivision sketch plan approval.

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 revision plat submission.**

\_\_\_\_\_  
Surveyor Signature

\_\_\_\_\_  
Date

File Number: \_\_\_\_\_



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**Adjacent Property Owner List**

Name(s) and Addresses of the adjacent property owner(s) as required by Chapter 190 of the *Talbot County Code*. Said mailed notice shall be directed to the address to which the real estate tax bill on property is sent. This information can be obtained by contacting Maryland Department of Assessment and Taxation at 410-819-5920 or on their web site at <http://www.dat.state.md.us>.

<b>Name and Address</b>	<b>Map</b>	<b>Grid</b>	<b>Parcel &amp; Lot #</b>

*\*Applicant is responsible upon application submittal for payment of postage for each property owner notified above.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

File Number: \_\_\_\_\_



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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

File Number: \_\_\_\_\_



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## Property Directions

**Directions to the Applicant's Property. Please Print Legible.**

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**All Structures and Additions must be staked out upon submittal.**