

Wicomico County, Maryland
Department of Planning & Zoning
SUBDIVISION/RESUBDIVISION/CORRECTED PLAT
Review Checklist

Project Name/Location _____

Reviewed By: _____

See wicomicocounty.org & Planning & Zoning Dept. & GIS Map Room as a resource for some listed items

A. General Information – Submit 1 paper copy plus \$225 review fee
P&Z Meeting Deadline: 1st working day of month for meetings that month

- _____ 1. Plans prepared on 24" x 36" or 18" x 24" sheets
- _____ 2. Index sheet showing entire site and sheets numbered, if more than one sheet used
- _____ 3. Purpose statement (note describing actions being taken by plat)
- _____ 4. Title which is descriptive (if part of a subdivision, title is of subdivision, not owners' name)
- _____ 5. Election District
- _____ 6. Tax map and parcel numbers
- _____ 7. North arrow on each sheet with reference to datum source
- _____ 8. Graphic scale
- _____ 9. Deed and plat references for each parcel
- _____ 10. Plan preparation and revision dates
- _____ 11. Surveying company, contact name, address, telephone, e-mail
- _____ 12. Surveyor's seal and signature
- _____ 13. Land owner's name (or person of legal control), address
- _____ 14. Premise address of subject property
- _____ 15. Adjacent property owners' names, parcel numbers, deed references
- _____ 16. Vicinity map to scale
- _____ 17. Legend for all symbols, both existing and proposed, as well as line types and hatching
- _____ 18. Location and description of property monuments with coordinates (all corners and breaks – use coordinate table if necessary)
- _____ 19. Metes and bounds description, including complete curve data
- _____ 20. Corporate limits line, if applicable
- _____ 21. Name and location of bodies of water, tidal and non-tidal, appropriate easements and buffers
 - "Blue line" or perennial streams = 25' easement from top of bank and 50' flood protection setback from top of bank if no floodplain and 100' if floodplain, unless the 100' setback extends beyond the floodplain line – then it is only the floodplain line; show name of ditch, if applicable
 - PDA ditch = 20' easement from top of bank; show name of ditch

- _____ 22. Zoning district
- _____ 23. Airport surface zone (** See applicable note in Section C below)
- _____ 24. Historic District limits and note (Quantico & Whitehaven only) [See Section C below]
- _____ 25. Paleo Channel Overlay District limits and note
- _____ 26. Agriculture Preservation District limits and note (no development allowed)
- _____ 27. Front building setback lines (show only front BSL & show from all roads, including private)
- _____ 28. Limits and description of all easements (i.e. – FCA, access, drainage, utility, etc.)
- _____ 29. Critical area limits, designation, buffers and signature block
- _____ 30. Floodplain limits, zone, map number, elevation and note
- _____ 31. Floodway limits (no building in floodway) [Refer to Flood Insurance Study if necessary]
- _____ 32. Non-tidal floodplain on new lots – needs to be labeled as open space/not for development
- _____ 33. Sewage reserve area with coordinates and well location
- _____ 34. Sewage reserve area allows adequate area for driveway
- _____ 35. Street name, number and right-of-way width
- _____ 36. Property line along street matches road right-of-way plat
- _____ 37. Road dedication (usually 30' from centerline of road)
- _____ 38. Does owner own land on opposite side of street? Road dedication needed on both parcels.
- _____ 39. Distance to nearest intersection
- _____ 40. State Highway Administration approval letter for new access and add note [See Section C]
- _____ 41. Meets minimum lot frontage and width
- _____ 42. Existing building(s) location and dimensions to property lines
- _____ 43. Lot numbers, block letters and section number – existing (lighter) and new (bold)
- _____ 44. Accounting of square footage changes to affected lots/parcels [Use table below, if needed]
- _____ 45. 50% set aside limits (Open Space) [A-1 only and after 3 lots from parent since regulatory date]
- _____ 46. Forest Conservation area, metes and bounds, square footage, note
- _____ 47. This subdivision subject to a Stormwater Agreement filed in ____/____; Covenants and Restrictions filed in ____/____ [and any other pertinent recorded documents]
- _____ 48. Check if in Public Drainage Association. If in PDA, check PDA map for named stream. 20' top of bank easement. [See Note in Section C]
- _____ 49. Non-tidal wetlands present (per National Wetlands Inventory); note to be placed prominently on lot/parcel (not in General Notes) [See Section C for note]
- _____ 50. Check cemetery inventory and show cemetery if present; check for right-of-way to cemetery
- _____ 51. Planning & Zoning signature block [See note below in Section D]
- _____ 52. Planning Commission signature block
- _____ 53. Public Works signature block
- _____ 54. Health Department approval block

- _____ 55. Critical Areas signature block [See note below in Section D]
- _____ 56. Subdivision review fee received (\$225 payable to Wicomico County)

B. Notes: The following notes shall appear on all subdivision/resubdivision/corrected plats.

_____ “I/we certify that the requirements of the Real Property Article, §3-108, of the Annotated Code of Maryland, latest edition, as far as it concerns the making of this plat and setting of markers, have been complied with.”

Owner(s) Name

Surveyor Name

_____ Final plat approval certifies that the subdivision has been reviewed for stormwater drainage affecting only streets and public areas within its own boundaries, not individual lots.

_____ All future construction shall conform to the Wicomico County Zoning Code in effect at the time of construction.

_____ These [lots/parcels] may be susceptible to periodic localized storm water drainage problems. Lot owners are encouraged to prepare the site and construction structures so as to minimize the impact of these potential storm water drainage problems.

_____ The approval of the Wicomico County Department of Public Works does not relieve the applicant of the responsibility to comply with all other applicable Federal, State and Local Laws.

C. Notes: The following notes shall appear on plats, if applicable.

_____ [When new lots are created add this note]

Proposed use and development of approved lots shall conform to Chapter 225 (Zoning) of the Wicomico County Code.

_____ This property is located within the _____ Public Drainage Association Watershed and is subject to the conditions, easements and restrictions thereof.

_____ Lots are located within a Special Flood Hazard Area and any development is subject to the requirements and regulations as set forth in Chapter 149 of the Wicomico County Code (Flood Plain Management).

_____ Wetlands are indicated on this property per State and/or Federal mapping sources. Owners may be required to obtain a wetlands delineation prior to development. Owners are encouraged to contact the Maryland Department of the Environment prior to any activity.

[**Place this note prominently on the lot/parcel with mapped NTWs – not in “General Notes”]

_____ This lot not approved at this time for any building construction requiring water supply and sewage disposal. If this lot is ever approved by the Health Department for water supply and sewage disposal, a new plat approved by the Health Department and Wicomico County Department of Public Works must be recorded in the land records of Wicomico County.

_____ A _____ foot wide strip is hereby dedicated to Wicomico County, Maryland for road and utility purposes (Area = _____ sq. ft.)

_____ A _____ foot wide strip is hereby reserved for road and utility purposes (Area = _____ sq. ft.)

_____ This property is located within an area which allows agricultural operations. This "Right To Farm" is protected under Chapter 186 of the Wicomico County Code.

_____ Within the area designated as "Drainage and Maintenance Easement", objects such as trees, shrubs, structures, fences, sidewalks, paved driveways, and/or utilities which may act as an obstruction to the intended use and/or maintenance of this easement, shall not be permitted.

_____ Maintenance of the Drainage & Maintenance Easement located within the Forest Conservation Area shall only occur with prior approval from the Wicomico County Planning Office.

_____ The homeowner is responsible for ditch maintenance.

_____ The area within the Flood Protection Setback shall remain free of buildings, structures, storage tanks, storage of equipment and materials, as well as development, such as paving, grading, filling and excavation.

_____ This portion of _____ Road is unimproved as of the date of this plat. Any improvements shall be in accordance with the Wicomico County Roads policy as adopted.

_____ This property is located within the _____ [Conical Surface, Horizontal Surface, Transitional Surface, or Airport Approach Clear Zone] of the Salisbury-Ocean City-Wicomico Regional Airport and is subject to the restrictions thereof.

_____ Installation of a culvert pipe within an existing ditch must have prior approval of the Wicomico County Department of Public Works and all State agencies as applicable.

_____ [For major subdivisions, a cluster mailbox may be required by post office. Letter from Postmaster determining if individual mail delivery or cluster mailbox is required.]

All lots to be served by a cluster mailbox to be installed on _____ [name of interior street] in accordance with the design standards of the U.S. Postal Service and subject to the approval of the Wicomico County Department of Public Works.

_____ This property is located in the _____ [Quantico or Whitehaven] Historic District and is subject to the restrictions thereof.

_____ [For new lots on State highway]

Prior to driveway/entrance construction, owner will need to contact Maryland State Highway Administration to secure a District Office Access Permit for each proposed access point for _____ (Lot/Lots 1, 2 , etc.) shown hereon.

_____ [If a Forest Conservation Area is established on the plat]

_____ No structures may be placed in the Forest Conservation Easement Area.

_____ No clearing or cutting of any vegetation, or disturbance of soil may occur within the Forest Conservation Easement area without prior approval from the Planning Office.

D. Signature Blocks/Tables: The following signature block notes shall be used when applicable.

<p>Chesapeake Bay Critical Areas Approval</p> <p>The property shown on this plat is located within a [Intensely Developed, Limited Development, or Resources Conservation] Area of the “Chesapeake Bay Critical Area District”. No disturbance of land may occur without a “Chesapeake Bay Critical Area Certificate of Compliance”.</p> <p style="text-align: right;">Date: _____</p> <p>_____ Planning Director</p>
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****Note: This note should also be placed prominently on the lot/parcel to alert the landowner of additional restrictions.**

****Additional Note: If this box is used, you do not need another Planning & Zoning Approval Block**

<p>DENSITY TABULATION</p> <p>Total Rural Density Lots Allowed = ____ [example: 2] (1 Lot per 15 Acres)</p> <p>Total Rural Density Lots Created Per This Plat = ____</p> <p>Rural Density Lots Remaining = ____</p>

**** This box is used when the 1 per 15 rural density requirements are instituted in the A-1 zone and no additional lots are allowed.**

_____ [Example of a table that may be needed to account for changes to lots]

	ORIGINAL AREA	ADDED TO LOT 3	ADDED FROM LOT 2	ROAD DEDICATION	REVISED AREA
LOT 2	63,000 sq ft	3,300 sq. ft.	0	500 sq. ft.	59,200 sq. ft.
LOT 3	40,000 sq.ft.	0	3,300 sq. ft.	200 sq. ft.	43,100 sq. ft.

_____ **Forest Conservation Notes: Put in separate box on plat**

_____ If exempt from a FCA plan:

Wicomico County Forest Conservation Act

Any disturbance of land, transfer of ownership within 5 years of the recording of this plat, or future subdivision activity on this parcel may be subject to the Wicomico County Forest Conservation Act as applicable.
Ref. FCA (E)# _____

_____ If a FCA plan is required:

Wicomico County Forest Conservation Act

This subdivision is bound by the agreements as set forth in FCA # _____ on file in the Planning Office.

_____ Date:
Planning Director

****Note: If this FCA Plan note is used, then an additional Planning & Zoning signature block is not necessary.**