

Vacation Petition (Major and Minor) Submission Checklist

Submittal Date: _____

Project Name & Number: _____

Technician Review Date: _____ Date to Supervisor: _____

Reviewer: _____

Date Comments Transmitted to Applicant: _____

Revised Plans/Documents Received: _____

A. DOCUMENTS AND PLANS REQUIRED

- Signed Application Form
- Vacation Petition (Draft)
- Copy of Original Recorded Plat (8 ½ x 11) Label EXHIBIT A
- Plat of Computation Label EXHIBIT B
- Exhibits (Legal Description) Label EXHIBIT C
- Zoning Sketch Map with subject property outlined in red – **must match the plat of computation (no older than 6 months)**
- Written evidence that all owners of abutting properties have been notified if other than petitioner
- Informational Mailing with Affidavit, Receipt, and list of addresses (applicable if owners are not the petitioners) (owner; not applicable)
- Minor Final Plat (print)
- WSSC Receipt and WSSC Comments
- Application Fee Made Payable to M-NCPPC:
- _____

(DO NOT SUBMIT FEE UNTIL REQUESTED)

B. FINAL PLAT REQUIREMENTS

- Title block in bottom right corner with subdivision name, election district, scale, and date prepared
- Plat must be 18 x 24 with ½ inch border all around
- M-NCPPC signature block in the bottom left corner
- DPIE signature block next to M-NCPPC block or Health Department approval
- Recordation block next to DPIE block
- Zone, preliminary plan # and WSSC (200#) next to recordation block (bottom center)
- Vicinity map in top right corner
- North arrow with WSSC/MD grid
- Coordinate points on two property corners
- Property information (i.e. lots, blocks, square footage/acreage, street names, etc.)
- Bearings and distances with stones and pipes
- Adjoining property information and across street (plat book and page or liber and folio)
- Surveyors Certificate
- Owners Dedication
- Applicable plat notes
- Staff will review and mark up copies and return them to the applicant with Final Plat Return Form indicating actions required for acceptance

APPLICATION DEFICIENCIES:

Technician Comments:

Supervisor Comments: