

Preliminary Plan of Subdivision (PPS) Checklist – Major and Minor

Submittal Date: _____

Project Name & Number: _____

Reviewer: _____

Technician Review Date: _____ **Date to Supervisor:** _____

Date to Reviewer: _____ **Date Returned to Technician:** _____

Date Comments Transmitted to Applicant: _____

Application and Posting Fee \$: _____

Date Revised Plans/Documents Received: _____

DOCUMENTS REQUIRED

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| <ul style="list-style-type: none"> <input type="checkbox"/> Signed application form <input type="checkbox"/> CD or direct digital file share link of all documents/plans required for acceptance (PDF files) <input type="checkbox"/> Preliminary Plan or Conservation Sketch Plan <input type="checkbox"/> Approved stormwater management concept plan and letter, copy of unapproved plan or indication that application has been filed with the Dept. of Public Works & Transportation or the municipality with approval authority <input type="checkbox"/> Copies of Previously Approved Resolutions/Decision <input type="checkbox"/> Type I Tree Conservation Plan or Standard Exemption Letter <input type="checkbox"/> Zoning Sketch Map with subject property outlined in red – must match the plat of computation (no older than 6 months) <input type="checkbox"/> Signed NRI Environmental Package <input type="checkbox"/> Signed Bicycle and Pedestrian Impact Statement Scoping <input type="checkbox"/> Pre-Application Conference summary form (if required) <input type="checkbox"/> Pre-Application Neighborhood Meeting package (if required) <input type="checkbox"/> Certificate of Adequacy filed (must be filed <i>with</i> filing a PPS) <input type="checkbox"/> Open Space Set-Aside Exhibit | <ul style="list-style-type: none"> <input type="checkbox"/> Grading Plan <input type="checkbox"/> Title information pertaining to the most recent conveyance of the property <input type="checkbox"/> Copy of a hydraulic planning analysis (HPA), submitted to WSSC (per Section 24-3402(c)(2)(A)(xxviii)) <input type="checkbox"/> Connectivity Index Analysis Exhibit (if applicable) <input type="checkbox"/> If condominium townhouse dwelling units are proposed, a reasonable and achievable lotting pattern exhibit <input type="checkbox"/> Signed Transportation checklist package & required study or counts <input type="checkbox"/> Signed Archaeology checklist package & required study <input type="checkbox"/> Variation Statement and/or Justification <input type="checkbox"/> Informational Mailing with Affidavit, Receipt, and list of addresses (applicable if owners are not the petitioners) (owner; not applicable)) <input type="checkbox"/> Technician to verify POR List <input type="checkbox"/> WSSC Receipt and WSSC Comments <input type="checkbox"/> Point-by-Point Response addressing technician comments on application deficiencies (to be submitted after initial review comments) <input type="checkbox"/> Application Fee Made Payable to M-NCPPC (DO NOT SUBMIT FEE UNTIL REQUESTED) |
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PROPERTY SURVEY REQUIREMENTS

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| <ul style="list-style-type: none"> <input type="checkbox"/> Professional Signed and Sealed <input type="checkbox"/> Bearings and Distances in Feet <input type="checkbox"/> Zoning of Subject Property <input type="checkbox"/> Adjoining Property - Zoning, Use, Owner's Names and/or Lot and Block <input type="checkbox"/> Abutting Streets - Name, Location, Center Line and Right-of-Way Width (public or private) | <ul style="list-style-type: none"> <input type="checkbox"/> Distance to Nearest Intersecting Street <input type="checkbox"/> North Arrow and Scale <input type="checkbox"/> Total Area Calculation in Square Feet (under an acre) or Acres <input type="checkbox"/> Entire Property Outlined in Red on one sheet <input type="checkbox"/> Floodplain waiver (if applicable) <input type="checkbox"/> Vicinity map |
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PLAN REQUIREMENTS

All plans must be prepared, signed, and sealed by a licensed land surveyor or a professional landscape architect. If the PPS has been prepared by a Property Line Surveyor, the plan shall be certified by either a Professional Land Surveyor or a Professional Engineer.

General Notes (in order):

- Existing parcel/lot, deed description/Liber Folio, and plat number
- Tax map, grid
- 200-foot map reference (WSSC)
- Purpose of subdivision
- Prior approvals
- Total acreage; Gross/Net and by zone
- Net developable area outside of PMA (indicate calculation at 0 or greater if any)
- Acreage of Environmental Regulated Features (indicate calculation at 0 or greater if any)
- Acreage of 100-year floodplain (indicate calculation at 0 or greater if any)
- Agreement and proposal (if location in center or corridor)
- Distance to Nearest Intersecting Street
- North Arrow and Scale
- Total Area Calculation in Square Feet (under an acre) or Acres
- Entire Property Outlined in Red on one sheet
- Floodplain waiver (if applicable)
- Acreage of road dedication (indicate calculation at 0 or greater if any)
- Existing zoning/use
- Proposed use of property
- Breakdown of proposed dwelling unit by type (residential only)
- Density calculation (residential only)
- Minimum lot size required by Zoning Ordinance and Subdivision Regulations (24-130)
- Minimum Lot Width at Front Building Line and Front Street
- Sustainable Growth Tier (indicate yes/no)
- Military Installation Overlay Zone (indicate yes/no)
- Center or Corridor location (indicate yes/no)
- Existing and proposed Gross Floor Area (non-residential only)
- Stormwater Management Concept number and approval date
- Water/Sewer Category Designation (existing and proposed)
- Method of sewage disposal

- Aviation Policy Area (airport name and APA#)
- Mandatory park dedication requirement (indicate yes and how to be provided -or- not applicable)
- Cemeteries on or contiguous to the property (indicate yes/no)
- Historic sites on or in the vicinity of the property (indicate yes or no, if yes, add number)
- Type One Conservation Plan (indicate yes or no, if yes, add number)
- Within Chesapeake Bay Critical Area (indicate yes/no)
- Wetlands (indicate yes/no)
- Streams (indicate yes/no)
- Soils by soil type and source of soil information (if no NRI)
- In or adjacent to an easement held by the Maryland Environmental Trust, The Maryland Agricultural Land Preservation Foundation, or any land trust or organization (indicate yes/no, if yes, provide deed reference)

Plan Drawing Requirements:

- Assigned case name and number (BIG & BOLD) in Title Block
- North arrow (NAD, WSSC, or MD Coordinate System)
- Location/Vicinity Map showing nearest road intersections, police, fire and rescue facilities scale (1'=100' or greater)
- Preliminary Plan, TCPI, and NRI at the same scale
- Revision box
- Names and addresses of record owner(s) (indicate either owner or contract purchaser), subdivider, and surveyor/engineer
- Seal and Signature of licensed Surveyor or Landscape Architect
- Legend
- Perimeter Bearings and Distances for property and Lot
- Line Dimensions in feet
- Existing Parcel, Lot, Outlot, or Outparcel
- Designation, layout, and dimensions (lesser line weight) (Inset for clarification as requested)
- Proposed Parcel, Lot, Outlot, or Outparcel designation, layout, and dimensions (Inset for clarification as requested)
- Acreage of each lot, parcel, outlot or outparcel (square footage for under an acre)
- Proposed ownership and use for parcels and easements (including any SWM parcels)
- Zoning categories and uses of adjacent properties

- Adjoining Property: Ownership, Legal Description (Liber Folio or Plat Number), subdivision name, lot and block
- Description of existing uses, and major improvements within 50 feet of the property line
- Dimension lines from townhouse stick or lot to project boundaries
- Location, square footage, and disposition of existing structures, and fences (Provide setbacks and if to remain)
- Proposed street names, right-of-way widths, and street dedication (public or private)
- Locations, names, and widths/dimensions of existing and ultimate rights-of-way widths of adjacent streets; or alleys Center line and base line of existing and proposed rights-of-way width
- Legal Description of all existing easements and rights-of-way on or abutting property (including Liber & Folio) and copies of deeds
- Proposed Street Grading Concept: percent slopes/flow arrows (if no SWM or TCP)
- 10-foot Public Utility Easement along all streets
- Show all utility easements necessary to serve anticipated development
- Existing topography at two-foot contours with labels (existing)
- Aviation Policy Area Inset (if applicable)
- Drainage Area Map Inset (if no NRI)
- Proposed public dedication area, including any proposed parkland. If on-site recreational facilities are proposed, submit a list of proposed facilities and an estimate of their cost
- One-hundred-year floodplain; streams and their associated buffers; wetlands and their associated buffers and the full extent of the regulated area (PMA and as shown on signed NRI)
- Location of entrance feature or gateway sign, including easement, if proposed (residential subdivisions only)
- Historic and/or archeological resources and sites within or adjacent to the site with label and resource number
- Cemeteries within or adjacent to the site
- Location of existing and proposed storm drains, water and sewer lines and conceptual public connections (house connections as requested)
- Area of steep slopes (15-25%) and severe slopes (over 25%)
- For private well and septic, show proposed well locations and septic fields (category 6)
- Water/Sewer lines (existing and proposed) and how the development is to be served
- Noise contour for 65 dBA Ldn (if applicable)

APPLICATION DEFICIENCIES:

Technician Comments:

Supervisor Comments:

SCHEDULE FOR SDRC

All Sections: Please place an X in the box if the review is deficient and require correction and re-review.

Subdivision Section:

Environmental Planning Section:

Geotechnical review:

Reviewer Comments:

Transportation Planning Section:

Historic-Archeology Section:

Community Planning Division:

Special Projects: