



City of Havre de Grace Department of Planning and Zoning

FINAL PLAT CHECKLIST

**THIS BOX FOR CITY USE ONLY**

Plan # \_\_\_\_\_ Abb. \_\_\_\_\_ Tracking# \_\_\_\_\_  
 Submitted \_\_\_\_\_ Census # \_\_\_\_\_ T/Z# \_\_\_\_\_  
 Executed Plat Call \_\_\_\_\_ BGE \_\_\_\_\_  
 Documents: CDA \_\_\_\_\_ S/D AGMT \_\_\_\_\_ SWM AGMT \_\_\_\_\_  
 FOR RET \_\_\_\_\_ HOA \_\_\_\_\_ ROW \_\_\_\_\_  
 DEED: CONVEY \_\_\_\_\_ CONSOL \_\_\_\_\_ ESMT \_\_\_\_\_  
 MAINT AGMT: L/S \_\_\_\_\_ SWM \_\_\_\_\_ ESMT \_\_\_\_\_  
 MISC \_\_\_\_\_

**SITE DESCRIPTION**

**Project/Subdivision Name:** \_\_\_\_\_ **Plan Alias:** \_\_\_\_\_

**Approved Plan Name and Number** \_\_\_\_\_

\_\_\_\_\_  
 (Tax Map No.) (Grid No.) (Parcel No.) (Lot No.) (Revised Plat #) (Total Acreage) (Tax Id)

**Property lies within the Master Water & Sewer Plan Area** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**APPLICANT/CONSULTANT INFORMATION**

**OWNER**

**SURVEYOR**

\_\_\_\_\_  
 (Name)

\_\_\_\_\_  
 (Name)

\_\_\_\_\_  
 (Address)

\_\_\_\_\_  
 (Address)

\_\_\_\_\_  
 (City, State, Zip Code)

\_\_\_\_\_  
 (City, State, Zip Code)

\_\_\_\_\_  
 (Telephone) (Fax) (E-mail)

\_\_\_\_\_  
 (Telephone) (Fax) (E-mail)

\_\_\_\_\_  
 (Contact Person)

\_\_\_\_\_  
 (Contact Person)

## PLAT APPLICATION REQUIREMENTS

*Submission of application for plats will require completion of all the following items at the time of the initial submittal to ensure acceptance of the plan for processing. Plat submission applications found to be incomplete will be rejected.*

### LEGEND

P Provided NA Not Applicable

X Not Provided, Justification Attached.

### Submittal Requirements

- \_\_\_\_\_ Mylar with review by the Maryland State Assessment Office
- \_\_\_\_\_ Paper Copies - Final Plat = \_\_\_ copies or Abbreviated Final Plat = \_\_\_ copies
- \_\_\_\_\_ Departmental Directive required for the submittal of an Abbreviated Final Plat
- \_\_\_\_\_ Appropriate Fees

### Documents

- \_\_\_\_\_ Common Drive Agreement
- \_\_\_\_\_ Right-of-Way Deed
- \_\_\_\_\_ Misc. (please describe)
- \_\_\_\_\_ Forest Retention Covenants
- \_\_\_\_\_ Stormwater Management Covenants
- \_\_\_\_\_ HOA Documents

## CHECKLIST

### Identification and Description

- \_\_\_\_\_ Plat Title
- \_\_\_\_\_ Scale of 1" to 50' or 100', other: \_\_\_\_\_
- \_\_\_\_\_ Election District(s), City, State
- \_\_\_\_\_ Location map including City limits, monuments, (Harford Co. control and USGS) if within one (1) mile
- \_\_\_\_\_ Name and address of owner as of recording date
- \_\_\_\_\_ Name, address, and seal & signature of professional land surveyor or registered property line surveyor with date
- \_\_\_\_\_ Deed reference
- \_\_\_\_\_ Adjacent property owners/plat reference
- \_\_\_\_\_ North arrow and date of drawing
- \_\_\_\_\_ Sheets sized 24"x20"
- \_\_\_\_\_ Tax Map number and parcel number

**Physical and Environmental Conditions**

- \_\_\_\_\_ Bearings and distances for all boundaries, lot line, etc
- \_\_\_\_\_ 100 year floodplain
- \_\_\_\_\_ Limits and identification of Natural Resource District and buffers (i.e. wetlands, steep slopes)
- \_\_\_\_\_ Survey seal for field run floodplain or FEMA/FIRM Community Panel Number
- \_\_\_\_\_ Zoning district(s)
- \_\_\_\_\_ Board of Appeals number \_\_\_\_\_
- \_\_\_\_\_ Names of adjoining roads
- \_\_\_\_\_ Limits of the City of Havre de Grace Chesapeake Bay Critical Area Overlay District including any required buffers
- \_\_\_\_\_ Critical Area Management District (LDA, RCA, IDA)
- \_\_\_\_\_ Forest Retention Area Afforestation /Reforestation
  - a. \_\_\_\_\_ acre(s) ***“This is informational use for P&Z only”***

**Characteristics of Proposed Development**

- \_\_\_\_\_ Building setback lines including setback from collector or arterial
- \_\_\_\_\_ Lot numbers
- \_\_\_\_\_ Location and description of all monuments (on plat or location map)
- \_\_\_\_\_ Identification of dedicated/reserved areas for public/common use, (i.e. common drive, open space)
- \_\_\_\_\_ Cross Easements (i.e. drainage and utility easements)
- \_\_\_\_\_ Addresses
- \_\_\_\_\_ Acreage of individual lots
  - a. Acreage of lot minus panhandle area
  - b. Acreage of lot minus R.O.W. improvement area
- \_\_\_\_\_ Total acreage enclosed
- \_\_\_\_\_ Purposes for which lots are to be used if other than residential

**Utilities, Water and Sewage Facilities**

- \_\_\_\_\_ Water supply and sewer collection facilities will be available to all lots for sale with owner’s signature
- \_\_\_\_\_ Water resources approval number (more than one lot)
- \_\_\_\_\_ Health Officer signature space that subdivision conforms to master Water and Sewer Plan

### **Streets and Roads**

- \_\_\_\_\_ Location and dimension within or adjacent to plat of public and private street/roads with centerline, location, and easements.
- \_\_\_\_\_ Right-of-way (30' County/State right-of-way or SRC reference)
- \_\_\_\_\_ Curve data (tangent, arc, radius, angle, etc.)
- \_\_\_\_\_ Acreage of road right-of-way if subdivision has interior and exterior dedicated roads
- \_\_\_\_\_ Plan accompanied by signed deed for road improvement r-o-w
- \_\_\_\_\_ Private roads so marked

### **Legal Information**

- \_\_\_\_\_ Owners statement, signature and date
- \_\_\_\_\_ Corporate seal and signature of authorized officer and title
- \_\_\_\_\_ Signature block (for Health, DPW, and Planning Commission)
- \_\_\_\_\_ Tax Assessment initials, date
- \_\_\_\_\_ Public Works Agreement note and date
  - a. Frontage improvements
  - b. Internal roads
  - c. Offsite fees
- \_\_\_\_\_ Signed copy of documents for Homeowners' Association
- \_\_\_\_\_ Covenants and Restrictions for Forest Conservation Requirements
- \_\_\_\_\_ Protective Covenants for Stormwater Management

### **Notes**

- \_\_\_\_\_ If a revised or amended plat – reason and plat reference
- \_\_\_\_\_ This plat is subject to revision
- \_\_\_\_\_ Driveway access construction approval – County or State Commercial (access easements and/or agreements)
- \_\_\_\_\_ Underground electrical and telephone services compliance with State regulations
- \_\_\_\_\_ Approval does not guarantee water and/or sewer service
- \_\_\_\_\_ DPW will not improve or maintain private roads
- \_\_\_\_\_ Private water and/or sewer nullified when public services are available
- \_\_\_\_\_ 100 Year Floodplain note
- \_\_\_\_\_ Outline of total tract on vicinity map
- \_\_\_\_\_ Common drive easement area and Common Driver Agreement (CDA)
- \_\_\_\_\_ Stormwater management note

Should you have any questions, please contact the Department of Planning and Zoning at 410-939-1800 ext. 1122.