



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

- Signed [application form](#)
- CD or direct digital file share link of all documents/plans required for acceptance (PDF files)
- Preliminary Plan or Conservation Sketch Plan
- Approved stormwater management concept plan and letter
- Copies of Previously Approved Resolutions/Decision
- Type I Tree Conservation Plan or Standard Exemption Letter
- Zoning Sketch Map with subject property outlined in red – **must match the plat of computation (no older than 6 months)**
- Signed NRI Environmental Package
- Signed Bicycle and Pedestrian Impact Statement Scoping and any required study
- Pre-Application Conference summary form (required for major PPS)
- Pre-Application Neighborhood Meeting package (required for major PPS)
- Certificate of Adequacy filed (must be filed *with* filing a PPS)
- Floodplain waiver (if applicable)
- Open Space Set-Aside Exhibit
- Grading Plan
- Approved Concept Grading, Erosion and Sediment Control Plan
- Title information pertaining to the most recent conveyance of the property
- Copy of a hydraulic planning analysis (HPA), submitted to WSSC (per Section 24-3402(c)(2)(A)(xxviii))
- Connectivity Index Analysis Exhibit (if applicable)
- If condominium townhouse dwelling units are proposed, a reasonable and achievable lotting pattern exhibit
- Signed Transportation checklist package & required study or counts
- Signed Archaeology checklist package & required stud
- Informational Mailing with Affidavit, Receipt, and list of addresses (**applicable if owners are not the petitioners**) (**owner; not applicable**)
- Technician to verify POR List
- WSSC Receipt and WSSC Comments
- Point-by-Point Response addressing technician comments on application deficiencies (**to be submitted after initial review comments**)
- Application Fee Made Payable to M-NCPPC (DO NOT SUBMIT FEE UNTIL REQUESTED)
- Statement of Justification that indicates: How the property conforms to the requirements of the Zoning Ordinance and Subdivision Regulations, as applicable, including all conditions of approval in any development approvals to which the PPS is subject (Part 24-4 Subdivision Standards; Part 27-4 Zone Regulations; Part 27-6 Development Standards). Further justification and/or application for any requested variance, variation, and/or waiver from the standards or regulations



EXISTING PROPERTY BOUNDARY SURVEY REQUIREMENTS

- Professional Signed and Sealed
- Bearings and Distances in Feet
- Zoning of Subject Property
- Distance to Nearest Intersecting Street
- North Arrow and Scale
- Adjoining Property - Zoning, Use, Owner's Names and/or Lot and Block
- Abutting Streets - Name, Location, Center Line, Right-of-Way Width (public or private), and recording reference
- Total Area Calculation in Square Feet (under an acre) or Acres
- Entire Property Outlined in Red on one sheet
- Vicinity map

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)
- Total Area Calculation in Square Feet (under an acre) or Acres
- 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 and proposed
- Minimum Lot Width at Front Building Line and Front Street required and proposed
- Sustainable Growth Tier (indicate the tier)
- Military Installation Overlay Zone (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 in feet for existing property
- 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)
- Adjoining Property: Ownership, Legal Description (Liber Folio or Plat Number), subdivision name, lot and block, zoning category and use
- 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:

Reviewer Comments:

SCHEDULE FOR SDRC

ALL SECTIONS: Please place an X in the box if the review is deficient and requires correction and re-review.

Environmental Planning Section:

Geotechnical review:

Transportation Planning Section:

Historic-Archeology Section:

Community Planning Division:

Special Projects: