



Vacation Petition (VPT) 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)
- 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)**
- Copy Draft Minor Final Plat incorporating/consolidating the vacated land (Note: the minor final plat must also be submitted as a separate application for approval, following approval of a vacation petition)
- WSSC Receipt and WSSC Comments
- Application Fee Made Payable to M-NCPPC (DO NOT SUBMIT FEE UNTIL REQUESTED)

FINAL PLAT REQUIREMENTS

- Title block in bottom right corner with subdivision name, election district, scale, and date prepared
- 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 showing the location of the property being platted in top right corner
- North arrow with WSSC/MD grid
- Coordinate points on two property corners
- Bearings and distances for all lot, street, block, and boundary lines
- Location of property line markers or monuments
- Plat must be 18 x 24 with ½ inch border all around
- Property information (i.e. lots number in sequence, blocks, square footage/acreage, street width/centerline, street names, etc.)
- Adjoining property information and across street (plat book and page or liber and folio)
- Surveyors Certificate signed by a Professional Land Surveyor or a Professional Engineer
- Owners Dedication
- Applicable plat notes
- 10-foot wide public utility easements along all public and private streets
- Conservation easements described with bearings and distances
- Easements or other areas to be dedicated to public use
- 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:

SCHEDULE FOR SDRC

Reviewer Comments: