



M-NCPPC–Development Review Division Final Plat of Subdivision Application Procedure/Checklist

All applications for final plats shall be submitted for pre-review with a signed application form and one (1) print set of plats and a CD with documents saved for referral distribution.

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
- DOE signature block next to M-NCPPC block or Health Department approval
- Recordation block next to DOE 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 corners
- Bearings and distances with stones and pipes
- Plat must be 18 x 24 with ½ inch border all around
- Property information (i.e. lots, blocks, square footage/acreage, street names, etc.)
- 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 paper copies and return them to the applicant with Final Plat Return Form indicating actions required for acceptance

Final Plats submitted pursuant to Sections 24-107(c)(17)(B) and 24-108(c)(1) in Sustainable Growth Tier IV

The sole purpose of these plats is to track the number of lots being created in accordance with Section 9-206 of the Environment Article. Same requirements as above except DOE or Prince George's Health Department signature not required.

Final Plats submitted pursuant to Section 24-111(a) shall be governed as a new subdivision (Minor or Major)

Additional requirements below:

- Signed Application Form
- Final Plat
- Approved stormwater management concept plan and approval letter or indication that application has been filed with the Dept. of Public Works & Transportation or the municipality with approval authority
- Copies of Previously Approved Resolutions/Council decisions
- Type I Tree Conservation Plan or Exemption Letter
- Signed NRI Environmental Package
- Signed Bicycle and Pedestrian Impact Statement Scoping Agreement if location in center or corridor
- Signed Transportation checklist package
- Signed Archaeology checklist package
- Variation Statement and/or Justification (if applicable)
- Existing/Proposed Development Plan (if applicable)
- Application fee made payable to: M-NCPPC **(do not submit the fee until it is requested)**
- Point-by-Point response addressing technician comments on application deficiencies **(to be submitted after initial review comments)**

Final Plats submitted pursuant to Section 24-111(c) for resubdivision with no modifications where adequate public facilities exist or are programmed for the area as defined in Divisions 3 and 4

Additional requirements below:

- One copy of the signed Transportation Pre-Submittal Checklist (documents required must be submitted prior to acceptance).
- One copy of the signed Bicycle and Pedestrian Impact Statement Scoping Agreement if location in center or corridor (documents required must be submitted prior to acceptance).

Case Number & Name:

Assigned Reviewer: _____

Please use the box to state the purpose of the application, as you want it to appear in DAMS description:
(Note DAMS description can only hold 180 characters)

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SELECT the REVIEW level

<input type="checkbox"/>	Planning Director level review Posting is waived OR Posting is required?
<input type="checkbox"/>	Planning Board level review

SELECT SDRC scheduling option-

<input type="checkbox"/>	<u>YES</u>, application must be scheduled for SDRC
<input type="checkbox"/>	<u>NO</u>, application does NOT need be scheduled for SDRC

SELECT – Business Entity Status with MD prior to preacceptance:

<https://egov.maryland.gov/businessexpress/entitysearch>

<input type="checkbox"/>	<u>YES</u>, applicant is registered in good standing
<input type="checkbox"/>	<u>NO</u>, applicant is NOT registered or not in good standing.

Date/Initials: _____ Ready for Pre-Acceptance. I have reviewed the sign posting map **linked** and agree OR have changes.

Date/Initials: _____ Items needed to complete processing

Supervisor's Approval: _____
