Vacation Petition (Major and Minor) Submission Checklist

# Submittal Date: Project Name & Number: Technician Review Date: Date to Supervisor: Reviewer: Date Comments Transmitted to Applicant: Revised Plans/Documents Received:

## DOCUMENTS AND PLANS REQUIRED

* + Signed Application Form
	+ 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)**
	+ Written evidence that all owners of abutting properties have been notified if other than petitioner
	+ Informational Mailing with Affidavit, Receipt, and list of addresses (applicable if owners are not the petitioners) (owner; not applicable)
	+ Minor Final Plat (print)
	+ 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
	+ Plat must be 18 x 24 with ½ inch border all around
	+ 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 in top right corner
	+ North arrow with WSSC/MD grid
	+ Coordinate points on two property corners
	+ Property information (i.e. lots, blocks, square footage/acreage, street names, etc.)
	+ Bearings and distances with stones and pipes
	+ 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 copies and return them to the applicant with Final Plat Return Form indicating actions required for acceptance

## APPLICATION DEFICIENCIES:

Technician Comments:

Supervisor Comments: