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: