

SUBDIVISION REGULATIONS

278 Attachment 1

Charles County

Appendix A

Summary of Subdivision Application Criteria

[Amended 12-28-2012 by Bill No. 2012-12; 7-11-2017 by Bill No. 2017-02]

Basic Information Required with Subdivision Applications

KEY:

X - Item required at indicated development stage

Item No.	Description	Development Stage			
		Conceptual Subdivision Plan	Minor Subdivision Plat	Major Subdivision	
				Preliminary Plan	Final Plan
I.	Project - Plan and Plat Information				
1a	Names and address of all owners, applicants, and lienholders; signature of formal applicant and/or agent	X	X	X	X
1b	Signature of the above, for all properties involved		X		X
1c	Right of entry form		X	X	X
2	Name, signature, license number, seal, and address of engineer, land surveyor, architect, planner, and/or landscape architect, as applicable, involved in document preparation	X	X	X	X
3	Title block denoting name and type of application, tax map sheet, election district, block and lot, parcel, and street location	X	X	X	X
4	A key map at a specified scale showing location of tract with reference to surrounding properties, streets, landmarks, streams, etc.	X	X	X	X
5	Existing and proposed zoning of tract and adjacent property	X	X	X	X
6	North arrow and scale	X	X	X	X
7	Proof that taxes are current		X		X
8	Appropriate signature block for Health Department, Planning Director and Resource Infrastructure Management		X		X
9	Appropriate certification blocks			X ¹	X
10	Monumentation, existing and proposed		X		X
11	1 of 4 standardized sheets: 30" x 42" 24" x 35" 18" x 24" 8.5" x 11"	X	X	X	X
12a	Accurate outbounds of property	X	X	X	X

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12b	Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all center lines and rights-of-way, and center line curves on streets		X		X
13	Acreage of tract to the nearest thousandth of an acre	X	X		X
14	Date of original and all revisions		X	X	X
15	Size and location of any existing structures with all setbacks dimensioned	narrative	X	X	X
16a	Location and dimensions of any existing or proposed roads	X (general ROW only)	X (ROW only)	X	X (ROW only)
16b	List of all public and private roads by name, providing classification, proposed typical section and width of right-of-way for any variances	X [Show main project access road(s) ROW only]	X	X	X
16c	Distance from all project entrances to nearest intersecting roads (not shown on plans)		X	X (estimated)	X (surveyed)
17	All proposed lot lines and area of lots in square feet or acres	General development areas only	X	X	X
18	Copy and/or delineation of any existing or proposed deed restrictions or covenants, including verification of existing right-of-way with appropriate deeds and/or plats if right-of-way differs from County records	X (existing)	X	X	X
19a	Any existing and proposed easements. ² Delineate and label existing rights-of-way and/or easements (public and private) on the subject tract and within 100 feet of tract		X	X	X
19b	Identification and depiction of any historic structure or cultural resources on the site ³	X (preliminary)	X	X	X
20	Development stages or staging, or phasing plans			X	X
21	List of design modifications, variance and exceptions required or requested ¹		X	X	X
22	Requested or obtained design waivers or exceptions		X	X	X
23	Payment of application fees	X	X	X	X
24	Adjacent property owners, including liber folios, locations and zoning; within 200 feet	X	X	X	X
II.	Setting-Environmental Information				

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25	All existing streams, watercourses, floodplains, tidal and nontidal wetlands, or other environmentally sensitive areas on site, including areas within 200 feet of site based on best available information; all required state and County buffers for the above features area to be shown ⁴	X (general)	X	X	X
26	Topographical features of subject property from USGS Map	X			
27	Existing two-foot contour intervals from one of the following sources: field verified USGS data, County topographic maps, field-delineated topography through land or aerial survey. Contours to extend at least 100 feet beyond subject property	General location	X (critical area only)		X (critical area only)
28a	Slope analysis $\geq 15\%$ or $\leq 25\%$ shall be shaded	General discussion	X (critical area only)	X	X (critical area only)
28b	Slope analysis areas $> 25\%$ shall be shaded (contract with $\geq 15\%$ slopes) and identified as steep slopes	General discussion	X	X	X
29a	Boundary of wooded areas	X (general)	X	X	X (if needed)
29b	Limits of forest conservation easement		X	X	X
30	Existing system of drainage of subject site and of any larger tract to basin of which it is a part	X (general drainage patterns)		X (general)	
31	Percolation tests		X	X	X
32a	A one-hundred-year floodplain based on FEMA maps or more specific studies	X	X	X	X
32b	Engineered floodplain	General location			X (if required)
33	Nontidal wetland identification based on NWI maps	X			
34	Nontidal wetland delineation and flagging of nontidal wetlands based on field analysis		X	X	X
35	Notes regarding Habitat Protection Plan ⁵		X	X	X
36	Existing soil series information, estimated depth to the high groundwater table and the limitations for each individual soil series based on the largest Charles County Soil Survey (Limitations would be classified as severe, moderate or slight) ⁶			X	
The following items are required in the areas designated in § 278-53, Chesapeake Bay Critical Area Overlay Zones:					
37	Slope analysis areas $> 15\%$ slope shall be shaded and identified as steep slopes		X (if required)	X	X

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38	The known locations for the habitat of any threatened or endangered species or species in need of conservation on or adjacent to the site, or within 1/4 mile of the site in the case of bald eagle habitats		X	X	X
39	The location of anadromous fish spawning stream(s) on or adjacent to the site and a delineation of the watershed area of the stream on the site	X (if required)	X (if required)	X	X
40a	Highly erodible or hydric soils		X	X	X
40b	Slopes greater than 5% on highly erodible soils (if required)		X	X	X
III.	Improvements and Construction Information				
41	Proposed schematic (a diagram/drawing, showing how something works and the relationship between parts) of utility infrastructure plans for sanitary sewer, water, stormwater management and storm drains	X (general drainage patterns, utility connection points)		X (general)	
42	Stormwater management concept plan, including conceptual stormwater easements	X (narrative only)	X	X (general)	X (actual easements)
43	Proposed street names approved by 911 addressing		X	X	X
44	Block and lot numbers		X	X	X
45	Location of proposed monumental entrance signs			X (general)	
46	Sight triangles		X	X (horizontal)	X
47	Schematic vehicular and pedestrian circulation patterns, including proposed locations for sidewalks and hiker-biker paths (less detail necessary for preapplication - concept plan stages)	x (general location)		X	
48	Parking plan providing parking areas with type of spaces, drives, and all ingress and egress areas and dimensions for multifamily and commercial subdivisions			X	
49	Note referring to Design Code, for planned development zones or where applicable			X	X
50	Designated open space/recreational facilities	X		X	X
51	PGM project file numbers (PGM # VR 06-0000) that exist within or adjacent to the boundaries of the property		X (if required)	X	X
52	HOA documentation (various)		X (if required)	X (Summary of facilities only)	X

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IV.	Information Required by the Sustainable Growth and Agricultural Preservation Act of 2012				
53	Designation of Tier I through IV (See adopted Tier Map for reference)	X	X	X	X
54	Cost of providing local government services			X (Tier III areas only)	
55	Potential environmental issues or a natural resources inventory	X (general location)		X (Tier III areas only)	

NOTES:

¹ Standard notes for preliminary subdivision plans can be found in Appendix A(2), which is on file in the County offices.

² Proposed restrictions or covenants do not have to be included for a preapplication and/or conceptual plan. General areas for anticipated stormwater easements should be provided.

³ Conditional approval may be granted subject to other regulatory approvals.

⁴ Chesapeake Bay Critical Area Buffer must be field-delineated.

⁵ Habitat Protection Plan process located in Appendix A(1), which is on file in the County offices.

⁶ Soil limitations should be limited to the following specific uses: home sites with basements, streets, and parking lots.