

GARRETT COUNTY SUBDIVISION ORDINANCE

MAJOR SUBDIVISION - PRELIMINARY PLAT

CHECKLIST & SUBMITTAL REQUIREMENTS

Applicant's Name: _____

Name of Subdivision or Development: _____

Please review all items for completeness

**Indicates that the information may be shown on a separate sheet.*

A. GENERAL SUBMISSION ITEMS: *(Note: the county staff may require the submission of additional copies)*

- 1. * County application/ review fee(s)/escrow
- 2. Three copies of the complete preliminary plat & 9 copies of the layout plan for Planning Commission review. Layout plans should be identical to the submitted plat and may be reduced to a minimum of 11"x17"
- 3. * One copy of any required supporting documents

B. DRAFTING REQUIREMENTS: *All information shall be legibly and accurately presented.*

- 1. All copies of plans should be folded to approximately 9"x12" size in such a manner that the title of the sheet faces out, except very large and thick sets of plans may be rolled
- 2. Plans drawn at a standard scale with dimensions in feet to the nearest hundredth of a foot, lot area to the nearest hundredth of an acre and bearings in degrees, minutes and seconds
- 3. The difference shall be clear between existing and proposed features
- 4. The boundary line of the tract shall be shown as a heavy boundary line
- 5. *If the layout plans involve 2 or more sheets, a map of the layout of the entire project at an appropriate scale on 1 sheet, and notations showing how the sheets connect
- 6. *If the tract(s) crosses a government boundary, a map showing both the portions in Garrett County and the town or other county, in sufficient detail to show how the parts interrelate

C. GENERAL INFORMATION:

- 1. Name of project, words "preliminary plat" and sheet title (such as "layout plan") on each sheet.
- 2. Name of landowner and developer (with addresses)
- 3. Identification number of tax map and existing parcel(s)
- 4. Last known names of adjacent property owners and county map/parcel identification numbers of those lots
- 5. Approximate locations of adjacent lot lines and any buildings, roads, common open spaces, detention basins or drainage channels existing or approved within 100 feet of the boundaries of the proposed project
- 6. Owners statement, surveyor and plan preparer's statement, and approval/review signature blocks

- 7. *Location map at a standard scale (such as a 1"= 2000' USGS map or tax map) showing the location of the project in relation to existing & proposed roads within approximately 500 feet of the boundaries of the tract, with names of those roads
- 8. North arrow, graphic scale, written scale
- 9. Date of plan preparation and all subsequent revision dates, with space to note future revision dates and general type of revisions

D. NATURAL FEATURES:

- 1. Existing and proposed contour lines shown at the same scale as the layout plan. Contours shall be prepared by field run topo at contour intervals of 5 feet. Note: Contours are required to be shown only in areas of anticipated disturbance on any lot (such as house site, driveways, septic areas, well site and accessory building sites)
- 2. Identification of any slopes greater than 30%, or a statement that there are no such slopes present.
- 3. Watercourses (with any name), lakes and any required stream buffers
- 4. Boundaries of wetlands that have been delineated pursuant to State or Federal regulations and a statement regarding the status of any wetland delineation or permit applications
- 5. Areas within the 100 year floodplain according to official federal mapping, or a statement on plan that such areas are not present
- 6. Boundaries of any Source Water Protection Areas
- 7. * Evidence of notification if development activity potentially impacts the habitat of State or Federally listed Rare, Threatened or Endangered Species.

E. MAN MADE FEATURES: *(with existing features graphically differentiated from proposed features)*

- 1. Existing & proposed lot lines. The boundaries of new lots shall be certified by a licensed surveyor. The boundaries of any residual tract that is 10 acres or more may be determined by deed
- 2. Sufficient measurements of all lots, roads, rights of way, easements and common areas to accurately reproduce each course on the ground
- 3. Sewer lines, storm water facilities, water lines, bridges & culverts
- 4. Locations and types of existing and proposed utility easements, including all stormwater facilities and drainage channel easements, and restrictive covenants and easements for purposes that might affect development (stating which easements and rights of ways proposed for dedication to which entity).
- 5. Existing building locations, & if known: proposed building locations & principal uses
- 6. Minimum building setback lines, minimum lot width and minimum lot area
- 7. Name of zoning district or land classification based on Article 3 and the Land Classification Map or from an applicable zoning ordinance.
- 8. Protected open space: (where applicable):
 - a. Lot area and location of any proposed protected open space
 - b. Statement of proposed method of ownership and entity responsible for maintenance of any protected open space
 - c. Description of intended purposes and uses of protected open space, proposed improvements (such as rough grading) and any proposed recreation facilities
- 9. Location of any existing and proposed monuments/lot pins

F. PROPOSED LAYOUT:

- 1. Total acreage of site and total proposed number of lots and dwellings
- 2. Identification number for each lot (& for each building if more than 1 building per lot)
- 3. Proposed lot width and proposed lot area

- 4. Existing and proposed rights of way, cartway widths and locations of existing and proposed roads, including existing and proposed roads within 100 feet of boundaries of tract, and names of roads
- 5. *Road centerline information, right of way lines and horizontal curve data for roads in sufficient detail to determine compliance with this chapter
- 6. *Any improvements proposed by the applicant to existing roads
- 7. Statement of which road rights of way are proposed to be dedicated to the state, county or town or to remain private.
- 8. Arrangement of off road parking spaces, parking aisles, any loading areas and extent of areas to be covered by stone or asphalt

G. UTILITY PLAN

- 1. Proposed wells and septic drain field locations
- 2. If central sewage service is proposed:
 - a. * Proposed contour lines and lot lines on same sheet as utility layout
 - b. * Location, diameter and materials of lines and location of manholes
 - c. * Profile of proposed ground surface and sanitary sewage lines
- 3. If central water service is proposed:
 - a. * Location, diameter and materials of existing and proposed waterlines
 - b. * Existing and proposed fire hydrant locations, if applicable
- 4. Locations of any existing and proposed underground natural gas, electrical, telephone, cable TV or other utility lines

H. ROAD PLAN PROFILES: *(in sufficient detail to determine compliance with this Chapter)*

- 1. *Profile of existing & proposed ground surface along proposed road, at a standard scale
- 2. *Vertical curve data for roads
- 3. *Horizontal curve data for roads

I. SUPPORTING INFORMATION:

- 1. * Residual lands sketch. If the submitted plans do not include all undeveloped adjacent lands owned by or under the control of the same landowner/developer then an informal conceptual sketch plan should be submitted on 1 sheet, covering all such land holdings together with a sketch of a reasonable future potential road system. Such sketch should demonstrate that the proposed subdivision provides for the orderly long term future development of any residual lands
- 2. * Sewage. If applicable, a copy of evidence from the County Health Department that sewage requirements have been met
- 3. * Central sewage and water. If central water service and/or central sewage service is proposed using an existing provider, then the applicant shall provide a letter from such entity(ies) which states that the provider expects to be able to adequately serve the development and that the proposed system is generally acceptable
- 4. *Nonpublic sewage. If service is proposed by a central sewage system that is not publicly owned the developer shall provide sufficient information to show that the proposed system would be feasible, within state regulations and maintained and operated through an acceptable system
- 5. * List of any modifications or waivers requested to this chapter
- 6. * Offer of dedication and acceptance statements if lot adjoins county road where title has not been conveyed to county