

GARRETT COUNTY SUBDIVISION ORDINANCE

MINOR SUBDIVISION

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:

- 1. * County application/ review fee(s)/escrow
- 2. Three copies of the complete final plat & 9 copies of the layout plans for Planning Commission review. Layout plans should be identical to the submitted plat at a minimum size of 11"x17". Layout plans may be a minimum of 8.5"x14" if the final plat is submitted on 8.5"x14" paper.
- 3. * One set of any required supporting documents

B. DRAFTING REQUIREMENTS: *All information shall be legibly and accurately presented and drawn at a standard scale.*

- 1. Plats should be folded to approximately 9"x12" size in such a manner that the title of the sheet faces out.
- 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 & bearings in degrees, minutes & seconds
- 3. Differentiation between existing and proposed features
- 4. Boundary line of the tract, shown as a heavy boundary line

C. GENERAL INFORMATION:

- 1. Name of project (such as "Smith Subdivision No. 2")
- 2. Name of landowner and/or developer
- 3. Names of abutting property owners shown on plan
- 4. Statements of surveyor, plan preparer, owner, & approval/review signature blocks
- 5. * Location map (may be a copy of the tax map) at a standard scale showing the location of the project
- 6. North arrow, graphic scale, written scale
- 7. Date of plat and all subsequent revision dates
- 8. Identification numbers of tax map and existing parcel from county land records
- 9. * Offer of dedication and acceptance statements if lot adjoins county road where title has not been conveyed to county

D. NATURAL FEATURES:

- 1. Existing & 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 & 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. Areas within the 100 year floodplain according to official federal mapping, or a statement on plan that such areas are not present
- 5. Boundaries of wetlands that have been delineated pursuant to State or Federal regulations & a statement regarding the status of any wetland delineation or permit applications
- 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. MANMADE FEATURES:

- 1. Existing & proposed lot lines. The boundaries of new lots shall be certified by a licensed surveyor. The boundaries of any residual tract may be determined by deed
- 2. Location of any existing and proposed monuments/lot pins
- 3. Sufficient measurements of all lots, roads, rights of way, easements & commonly owned or public areas to accurately reproduce each course on the ground
- 4. Sewer lines, storm water facilities, water lines, bridges, culverts & power lines
- 5. 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).
- 6. The name of any applicable zoning district or land classification based upon land classification map.
- 7. Statement of minimum lot area and minimum lot width, based upon Article 3 or an applicable zoning ordinance
- 8. Minimum setback requirements shown for each lot or a statement
- 9. Existing and proposed building locations

F. PROPOSED LAYOUT:

- 1. Total acreage of site and total proposed number of lots
- 2. Identification number for each lot
- 3. Proposed lot width and proposed lot area
- 4. Locations of existing and proposed well and septic systems
- 5. Existing and proposed storm drainage facilities or structures
- 6. * Residual lands sketch. If the plat does not include all undeveloped adjacent lands owned by or controlled by the same landowner or developer, then an informal conceptual sketch plan should be submitted on 1 sheet showing all such land holdings together with a sketch of a reasonable future road system to demonstrate that the proposed subdivision allows for the orderly long range future development of any residual lands
- 7. Evidence from County Health Department (signature) that each lot has been found to meet sanitary sewage regulations

G. MATERIALS REQUIRED PRIOR TO RECORDING: *The following are not required at the time of plat submission, but are required prior to recording of the final plat and prior to the construction of any permanent buildings.*

- 1. * Evidence that the county has determined that the submission complies with the county stormwater management, soil erosion and sediment control, and floodplain ordinances, as applicable
- 2. * Copy of any required permit for traffic access onto a state road
- 3. * Copy of any required permit for traffic access onto a County road or evidence from the Roads Department that proposed entrances meet sight distance requirements.