

**BUREAU OF DEVELOPMENT REVIEW**

**CONCEPT SUBDIVISION PLAN REQUIREMENTS CHECKLIST**

**A. Title Block (to be located in lower right corner of plan):**

- \_\_\_\_\_ 1. Proposed subdivision name (approved by the Bureau of Development Review prior to submission; not to be changed during process).
- \_\_\_\_\_ 2. Owner's name, address, and phone number.
- \_\_\_\_\_ 3. Developer's name, address, and phone number.
- \_\_\_\_\_ 4. Surveyor's name, address, and phone number.
- \_\_\_\_\_ 5. Town, Election District, County, State.
- \_\_\_\_\_ 6. Scale at 1" = 20' to 1" = 100' - plan must be clear and legible.
- \_\_\_\_\_ 7. Date of plan and subsequent revision dates.
- \_\_\_\_\_ 8. Tax map, block, and parcel number.
- \_\_\_\_\_ 9. County file number.

**B. Data Block:**

- \_\_\_\_\_ 1. Zoning district(s).
- \_\_\_\_\_ 2. Soil classification map number.
- \_\_\_\_\_ 3. Number of lots proposed.
- \_\_\_\_\_ 4. Total area of subdivision.
- \_\_\_\_\_ 5. Breakdown of dwelling units by type:  
Single-family \_\_\_\_\_ Two-family \_\_\_\_\_ Multi-family \_\_\_\_\_

**C. Individual items and notes to be included on the plan:**

- \_\_\_\_\_ 1. All sheets in the set numbered, i.e. Sheet 1 of 5, etc.
- \_\_\_\_\_ 2. Vicinity map located in upper right corner of plan with property outlined or shaded. Preferable scale 1" = 1 mile or 1" = 2000'.
- \_\_\_\_\_ 3. North point with the datum identified.
- \_\_\_\_\_ 4. Field run or flown contours at 2' intervals.
- \_\_\_\_\_ 5. Bearings and distances of property perimeter (may be from deed description).
- \_\_\_\_\_ 6. Zoning boundary lines and acreage breakdown.

- \_\_\_\_\_ 7. Municipal boundary lines.
- \_\_\_\_\_ 8. Soil boundaries and symbols as found in the Soil Survey of Carroll County, Maryland.
- \_\_\_\_\_ 9. Existing environmental features, including streams, 100-year-floodplain, springheads, wetlands, ponds, rock outcrops, wooded areas, sinkholes, 15 to 25 percent slopes (outlined and shaded), and slopes of 25 percent or greater (outlined and shaded).
- \_\_\_\_\_ 10. Existing site development features, including structures, fences, wells, and all overhead and underground gas, electric, and telephone transmission lines, pipes, and/or poles by ownership and number. Any site development feature to be razed/removed must be identified as such.
- \_\_\_\_\_ 11. Existing roads and planned major streets (name, location, and right-of-way width).
- \_\_\_\_\_ 12. Existing and proposed easements and right(s)-of-way. A recording reference must be provided for all existing easements and right(s)-of-way.
- \_\_\_\_\_ 13. Proposed roads (location and right-of-way width).
- \_\_\_\_\_ 14. Consecutive lot numbers beginning with last number of any previously recorded section, if any. Consecutive letters for parcels and tracts.
- \_\_\_\_\_ 15. All yard setbacks (front, rear, side) dimensioned and labeled on every lot.
- \_\_\_\_\_ 16. Conceptual locations of proposed landscaping.
- \_\_\_\_\_ 17. For all adjoining properties, the current owner's name and address.
- \_\_\_\_\_ 18. All existing structures located within 100' of the boundaries of the proposed subdivision.
- \_\_\_\_\_ 19. Any areas required for reservation or conveyance for roads or other public uses such as open space, schools, etc.
- \_\_\_\_\_ 20. Location and distance to the nearest existing or proposed potable water supply.
- \_\_\_\_\_ 21. Location and distance to the nearest existing fire hydrant or water supply used for fire protection.
- \_\_\_\_\_ 22. In the Agricultural Zoning District, the outline of the total tract at a scale so as to be accurate and legible. The remaining portion must be so labeled and the acreage of the remaining portion noted. The outline and remaining portion may be shown in the vicinity map provided it is drawn accurately to a scale of 1 inch equals 2,000 feet.
- \_\_\_\_\_ 23. In the Agricultural Zoning District, a lot yield sketch and tabulation.
- \_\_\_\_\_ 24. Any other items required by review agencies.