

LAND SUBDIVISION

73 Attachment 1

Town of Denton

Appendix 1

Basic Information Required with Subdivision Plats and Plans

Note: All plats and plans must be clear and legible. Incomplete plats will be returned to the applicant for completion and resubmission.

Final plats will include a GIS submittal in NAD_1983_StatePlane_Maryland_FIPS_1900, Datum: D_North_American_1983 with metadata.

Item	Description	Development Stage				Checklist Provided/ NA*
		Concept Plan	Minor Sub. Plat	Subdivision Plats		
				Prelim.	Final	
I	Project – Plat Information					
1	Name, address of owner, applicant, developer and lienholder, date of application.	X	X	X	X	
2	Name and address of engineer, land surveyor architect, planner, and/or landscape architect, as applicable, involved in document preparation.	X	X	X	X	
3	Date of survey.		X	X	X	
4	Seal, signature and license number of engineer, land surveyor, architect, and/or landscape architect, as applicable, involved in document preparation. Each sheet must have a surveyor’s seal.		X	X	X	
5	Title block denoting name and type of application, Tax Map sheet, block and lots, parcel, and street location.	X	X	X	X	
6	A vicinity map at a specified scale (no smaller than 1 = 200’) showing location of the tract with reference to surrounding properties, streets, landmarks, streams, etc. Show all of the property owned according to the Tax Map(s) if only part of the property is to be developed.	X	X	X	X	
7	Existing and proposed zoning of tract and adjacent property.	X	X	X	X	
8	Adjacent property owners, names, Liber and Folio.	X	X	X	X	
9	Title, North arrow and scale (1 = 100’).	X	X	X	X	

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10	Appropriate signature block for Planning Commission Chairman, Town Engineer, Director of Planning and Codes, Director of Public Works, and the Health Department.		X	X	X	
11	Appropriate certification blocks.		X	X	X	
12	Certification and dedication by the owner or owners to the effect that the subdivision as shown on the final plat is made with his or her consent and that it is desired to record same.				X	
13	Monumentation, location and description.		X		X	
14	Standardized sheets 24” x 36” (final: black ink).	X	X	X	X	
15	Metes and bounds survey showing dimensions, bearings, curve, data, length of tangents, radii, arc, chords, and central angles for all center lines and rights-of-way, and center-line curves on streets, datum and benchmark, primary central points approved by the Town Engineer. (Boundary of proposed subdivision can be a deed plot.)		X	X	X	
16	Acreage of tract to the nearest thousandth of an acre.	X (general)	X	X	X	
17	Date of original and all revisions.	X	X	X	X	
18	Size and location of any existing or proposed structures with all setbacks dimensioned (for concept plan general location but not setbacks). Include storm drains, culverts, retaining walls, fences, stormwater management facilities, sediment and erosion structures.	X	X	X	X	
19	Number of dwelling units.	X	X	X	X	
20	Location, dimensions, bearings, names of any existing or proposed roads or streets. The location of pedestrian ways, driveways. Right-of-way widths (for concept plans, general locations).	X	X	X	X	
21	All proposed lot lines (width and depth) and area of lots in square feet, number of lots, lot numbers.	X (general)	X	X	X	
22	Location and type of utilities.		X	X	X	

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23	Copy and/or delineation of any existing or proposed deed restrictions or covenants.	X (existing)	X	X	X	
24	References to protective covenants governing the maintenance of undedicated public spaces or reservations.				X	
25	Location and size of proposed natural park areas, playgrounds and other public areas.	X	X	X	X	
26	Any existing or proposed easement (drainage and utility) or land reserved for or dedicated to public use. Location, dimensions of proposed reservations, rights-of-way, open space, buffers, forested areas along with means by which these areas will be permanently maintained.	X (general)	X	X	X	
27	Statement of owner dedicating streets, right-of-way, and any sites for public use.				X	
28	Development stages or phasing plans (for concept plans, general phasing). Sections numbered by phase.	X (general)		X	X	
29	Total number of off-street parking spaces including ratio and number of units per space.			X	X	
30	List of required regulatory approvals/permits.	X	X	X	X	
31	List of variances required or requested.	X	X	X	X	
32	Requested or obtained design waivers or exceptions	X	X	X	X	
33	Payment of application fees.	X	X	X	X	
34	Payment of property taxes and corporation taxes.		X	X	X	
II	Setting -Environmental Information					
35	Total area of the site that will be temporarily and/or permanently disturbed.		X	X	X	
36	All existing streets, watercourses, floodplains, wetlands, or other environmentally sensitive areas on or adjacent to the site.	X (general)	X	X	X	
37	Existing rights-of-way and/or easements on or immediately adjacent	X	X	X	X	

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				Prelim.	Final	
	to the tract.					
38	Topographical features of subject property from USGS map or more accurate source at two-foot to five-foot intervals, 50 feet beyond the boundary, with source stated on maps.	X	X			
39	Field delineated or survey topo.			X	X	
40	General areas of greater than 15% slope shaded and identified as steep slopes.	X	X	X	X	
41	Slope analysis of greater than 15% slopes. These areas shall be shaded and identified as steep slopes.		X	X	X	
42	Forest stand delineation.		X	X	X	
43	Existing system of drainage of subject site and adjacent sites and of any larger tract or basin of which it is a part.	X	X	X	X	
44	A 100-year floodplain based on FEMA maps.	X	X	X	X	
45	Tidal and nontidal wetland delineation based on NWI maps and field review.	X	X	X	X	
46	Nontidal wetlands identification based on field delineation/determination.		X	X	X	
47	Location of sensitive areas and their buffers.	X	X	X	X	
48	Location and width of bufferyards.	X	X	X	X	
49	Soil types based on county soil survey.	X	X	X	X	
50	Traffic impact study, as required.	X		X	X	
51	Statement of effect on school district and school bus service, as required.	X	X	X	X	
52	Location of the Critical Area District boundary and Critical Area designation.	X	X	X	X	
53	Number of acres in the Critical Area.	X	X	X	X	
54	Mean high-water line and landward edge of tidal wetlands.	X	X	X	X	
55	Location of existing forested areas to be disturbed by construction. Planting plan approved by the Maryland Forest Service.	X	X	X	X	
56	The known locations of HPAs, the habitat of any threatened or endangered species, and the habitat of any species in need of conservation. Habitat protection plan reviewed by	X	X	X	X	

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	the MD DNR.					
57	The location of the Critical Area buffer and the expanded buffer, as required.	X	X	X	X	
58	Hydric and highly erodible soils based on the county soil survey.	X	X	X	X	
59	Natural park management plan, if applicable.				X	
60	Shore erosion protection plan, if applicable.				X	
61	Environmental assessment.	X	X	X	X	
62	Statement of consistency with the Critical Area Program.	X	X	X	X	
III	Plats, Improvement Plans, and Construction Information					
63	Information required in § 73-9B.					
64	Grading and drainage plans including roads, drainage ditches, sediment basins, and berms.			X	X	
65	Existing and proposed contour intervals as follows: slope of less than 5% = one foot; slope of 5% to 15% = two feet or less; greater than 15% = as required for construction.			X	X	
66	Proposed street grades, typical cross sections and profiles, right-of-way widths, pedestrianways, total area of roads.			X	X	
67	Existing and proposed utility infrastructure plans and profiles including sanitary sewer, water, storm drainage and stormwater management, as appropriate in the case of minor subdivisions.		X	X	X	
68	Grades and sizes of sanitary sewers and waterlines.			X	X	
69	Direction and distance to water and sewer if not available on or adjacent to the site with invert and elevation of sewer.		X	X	X	
70	Certification from electric and telephone utilities of adequate facilities to serve proposed development.	X (general)		X		
71	Location of fire hydrants.			X	X	
72	Construction details as required by			X	X	

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	ordinance.					
73	Stormwater management plan.		X	X	X	
74	Soil erosion and sediment control plan.		X	X	X	
75	Lighting plan and details, as required.		X	X	X	
76	Landscape plan and details, including required bufferyards.		X	X	X	
77	Forest conservation plan.		X	X	X	
78	Proposed street names.			X	X	
79	New block and lot numbers.			X	X	
80	Solid waste management plan.		X	X	X	
81	Approved architectural plan and elevations.		X	X	X	
82	Required county, state, and/or federal or approvals, e.g., State Highway Administration, County Public Works, Army Corps of Engineers, DNR wetlands permit/license, MDOE quality certification, MDOE sanitary construction permit, local Health Department approvals.		X		X	
83	Public works agreement and surety.		X		X	
84	Approved 911 plat and rear alley access 911 numbers.		X		X	

NOTES:

X Item required at indicated development stage.

* All N/A responses require an explanation with the item number on a separate page.