



# Development Review Application

Town of La Plata  
305 Queen Anne Street • P.O. Box 2268  
La Plata, MD 20646  
301-934-8421 • Fax: 301-934-3965  
[www.townoflaplata.org](http://www.townoflaplata.org)

Please complete the information below prior to your submission. This application will be required in order to accept and process your submission. **Submissions for Site Plans, Preliminary Plats, Final Plats, and Master Site Development Plans must be submitted to staff for review and approval prior to submission of the Planning Commission Application. All information must be complete or the submission will be returned to the applicant. You are encouraged to contact Town Staff to discuss your application prior to your submission with all required copies.**

### A. Project Information:

File Number: \_\_\_\_\_ (To be completed by The Town of La Plata)

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Request For: (Please check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Revised Plat (BLAP, Confirmatory)                 | <input type="checkbox"/> Master Site Development Plan (MU-D / PBPE / PRID / TND) |
| <input type="checkbox"/> Minor Subdivision Plat (1-4 lots) ( _____ lot(s)) | <input type="checkbox"/> Forest Conservation Plan                                |
| <input type="checkbox"/> Subdivision (Preliminary Plat) ( _____ lots)      | <input type="checkbox"/> Preliminary <input type="checkbox"/> Final              |
| <input type="checkbox"/> Subdivision (Final Plat) ( _____ lots)            | <input type="checkbox"/> Forest Stand Delineation                                |
| <input type="checkbox"/> Site Plan ( _____ sq. ft./units)                  | <input type="checkbox"/> Erosion and Sediment Control Plan                       |
|  | <input type="checkbox"/> Stormwater Management Plan                              |

Owner/Contract Purchaser: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### B. Site Information:

Address: \_\_\_\_\_

Tax ID Account Number: \_\_\_\_\_ Election District: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Block: \_\_\_\_\_ Parcel(s): \_\_\_\_\_ Lot: \_\_\_\_\_

Zoning: \_\_\_\_\_ Zoning Overlays (if applicable): \_\_\_\_\_ Acreage: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Public Water/Sewer \_\_\_\_\_ Private Well/Septic \_\_\_\_\_

**C. Review Fees: Fees are due at the time of submission**

# of Lots/Units/Sq. Ft. of Site Plan/Acres Disturbed	Type of Project		Submission Fees	Resubmission Fees
	BLAP or Confirmatory Plat	\$290 + \$15.50 per lot fee		
	Minor Subdivision 1-4 Lots	\$290 + \$15.50 per lot fee		
	Major Subdivision 5+ Lots Preliminary Plat	\$280 + \$7.20 per lot		
	Major Subdivision 5+ Lots Final Plat	\$290 + \$15.50 per lot fee		
	Master Site Development Plan (MU-D, PBPE, PRID, TND)	\$665		
*Other fees may apply; see the Schedule of Fees for the Town of La Plata			Total:	

**D. Submission Requirements:**

- Deeds/ Previously Recorded Plats
- Plans (see below for # of prints)
- Copies of any existing deed restrictions, variances, or special exceptions on the property
- Adequate Public Facilities (as required) – **3 Copies, 1 electronic PDF File**
- Traffic Study (if required) – **2 copies, 1 electronic PDF File**
- Declaration of Intent if exempt from Forest Conservation Requirements
- Approved Forest Conservation Plans need to be submitted with an electronic .DWG file
- If the site is zoned Commercial Highway, Central Business District, Central Business Transition District Design Review Board (DRB) approval required prior to Planning Commission Review.

**E. Number of Prints required for review/approval:**

- Technical Review Team (TRT) – **4 hard copies (folded) and 1 electronic PDF File**
- Planning Commission – **10 hard copies of large format plans only (folded) and electronic PDF Files of all additional documents (8"x11")**
- Forest Conservation Plan- **2 hard copies (folded) and 1 electronic PDF File**
- Forest Stand Delineation – **2 hard copies (folded) and 1 electronic PDF File and report**
- Stormwater Management Plan – **2 hard copies (folded), 1 electronic PDF File, report and electronic .DWG file once approved**

**F. Authorization: (check one)**

- I hereby swear or affirm that I have received authority from the property owner to make this application and that this application is complete and correct (See attached Limited Power of Attorney).
- I hereby swear or affirm that I am the property owner and that this application is complete and correct.

Property Owner/Authorized Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_