



# Minor Subdivision Checklist

Town of La Plata  
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File Number: \_\_\_\_\_ Project: \_\_\_\_\_

Date: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Required Supporting Information				
Code Reference	Description	Yes	No	N/A
	Development Review Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-23.D.(10)	A copy of an existing plat, if re-subdividing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-77	Preliminary Forest Conservation Plan (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-77	Forest Stand Delineation (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-72	Declaration of Intent (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§167	Stormwater Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§191-35	Special Exception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24..E.(15)	A draft proposed deed restrictions or covenants to be imposed and designation of the affected areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title Information				
Code Reference	Description	Yes	No	N/A
	File Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.(4)	Scale 1"=100' (preferable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Election District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.(1)	Name of the Subdivision including "Minor Subdivision"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.(4)	Date of Original	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sheet ____ of ____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.(3)	Name and address of the property owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.(3)	Name and address of the engineer or surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24	Revision Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Plat Information</b>				
<b>Code Reference</b>	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Location Map</b>				
§173-24.(5)	Scale at not less than 1"=2,000 or as appropriate to show the entire site and surrounding areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.(4)	North Arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.(5)	Site labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>General Notes</b>				
§173-24	Tax Map Block and Parcel Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24	Horizontal and Vertical Datum Note	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24	Site area in acres (square feet if less than an acre)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24	Zoning District Classification (If more than 1 classification, the dividing lines should be shown on the land to be subdivided and on adjoining lands), Overlays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24	Density Calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24	Water/Sewer Provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.E.(6)	Utility Easement Note	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comprehensive Plan compliance note as follows: "This subdivision is in compliance with the Town of La Plata's Comprehensive Plan."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24	Forest Conservation Exemption Note (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24	Historic/Landmark sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.(17)	School Seat Allocation Note	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.G	Future Improvements Note	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Subdivision Plat</b>				
§173-24.E	Legend Symbols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.E	North Arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.E	The names of adjoining property owners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.E.(6)	The location of existing and platted property lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.E.(6)	Location, width and names of all existing roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

§173-24.E.(6)	Location of Railroad ROW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.E.(6)	Location of utility rights-of-way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.E.(6)	Location of existing or proposed easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.E.(6)	Location of existing or proposed public areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.E.(6)	Existing buildings or structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.E.(6)	Existing sanitary sewers, water mains, drains and culverts and other underground facilities within the tract or within the right-of-way of boundary streets; and the location of these facilities in adjoining tracts if proposed for use or extension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.E.(7)	Cross sections, profile, grade, center line, right-of-way width, pavement width and name of proposed streets;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.E.(8)	The location, dimensions and boundary lines of all proposed sites to be dedicated or reserved for open space or recreational use;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.E.(9)	The layout of all lots, including the average and minimum lot size, lot divisions, including dimensions and bearings, building setback lines and consecutive numbering;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.E.(10)	The layout of all sidewalks and pedestrian facilities, including right-of-way, width, surface and surface width;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.E.(11)	The location, size, elevation and outlets of the drainage system;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.E.(12)	The location, size and elevation of sanitary sewers and water mains; the location of all manholes, valves and fire hydrants; and the location of all utilities, including cross section and profiles as may be required;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.E.(13)	The location, dimensions, boundary lines and purpose of all rights-of-way and easements created;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.E.(14)	The accurate location of all monuments;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.F.(1)	Owner Certification and signature to a statement acknowledging ownership of the property and agreement to the subdividing thereof as shown on the final plat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-24.F.(2)	Certification by the engineer or surveyor to the effect that the final plat represents a survey by him that it is accurate to the best of his knowledge that all monuments indicated thereon actually exist and that all requirements of these regulations and other applicable regulations and ordinances have been fully complied with.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Environmental Features</b>				
§173-51	Topography by contours at vertical intervals of not more than 5 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§173-52	Steep Slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hydric Soils (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Highly Erodible Soils (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMAR 26.23.01.01.B(14)	Locations of Wetlands and buffers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§108-24.A	100 Year Floodplain and buffer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§108-24.B	Perennial and Intermittent Streams and buffers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Location of Lakes, marshes and woodlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMAR Title 26	Forest Interior Dwelling Species (FIDS Notes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>