



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

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)

- Revised Plat (BLAP, Confirmatory)
- Minor Subdivision Plat (1-4 lots) (____ lot(s))
- Subdivision (Preliminary Plat) (____ lots)
- Subdivision (Final Plat) (____ lots)
- Minor Site Plan (_____ sq. ft./units)
- Major Site Plan (_____ sq. ft./units)
- Master Site Development Plan (PBPE / PRID / TDX / NCX)
- Forest Conservation Plan
 - Preliminary Final
- Forest Stand Delineation
- Erosion and Sediment Control Plan
- Stormwater Management Plan
- Utility Improvement 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: Yes No Public Sewer: Yes No

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	\$310 + \$16.50 per lot fee	
	Minor Subdivision 1-4 Lots	\$310 + \$16.50 per lot fee	
	Major Subdivision 5+ Lots Preliminary Plat	\$300 + \$15.50 per lot	
	Major Subdivision 5+ Lots Final Plat	\$310 + \$16.50 per lot fee	
	Master Site Development Plan (NCX, PBPE, PRID, TDX)	\$710.00	
	Major Site Plan	\$825.00	
	Minor Site Plan	\$155.00	
	Forest Stand Delineation	\$155.00	
	Forest Conservation Plan	\$250.00 + \$10.50 per Acre of LOD	
	Utility Improvement Plan	1% of the Construction Costs, not to exceed \$7,410.00	
	Stormwater Management Plan	\$205.00	
		Total:	

* Re-submission Fees are required after the third submission.
 * Each re-submission fee is \$62.00
 *Other fees may apply; see the Schedule of Fees for the Town of La Plata

D. Submission Requirements:

- Deeds/ Previously Recorded Plats
- Plans – 3 hard copies, 1 electronic PDF copy
- 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.
- If the site is located along Route 6 (Charles Street) or Route 301 (Crain Highway) you must submit plans to the Maryland State Highway Administration (SHA) for their review:
 - o **6 Hard Copies of the Site Plan**
 - o **2 Hard Copies of SWM/SD Reports**
 - o **1 CD containing all documents**
- Sediment and Erosion Control Plans must be submitted to Charles County Soil Conservation District for review and approval.

E. Authorization:

I have carefully examined and read the above application and know the same is true and correct and that in doing this work shall comply with all applicable codes and ordinances for the Town of La Plata, Charles County and the State of Maryland, whether herein specified or not. I also hereby certify that, I am the Owner of the subject property, or I have received approval to act on behalf of the property owner.

Property Owner/Authorized Agent Signature: _____ Date: _____