



Caroline County Department of Planning & Codes

Application for Minor Plats

Type of Application: New Lot Addition/Lot Line Revision New Lot Over 20 Acres
 Town New Lot w/Existing Home New Lot in Critical Areas Confirmatory

For Staff Use Only

Date: _____ Plat ID: _____ Staff: _____ Fee: _____

Project Name _____

Project Address _____

City _____ Is the project within the incorporated city limits? _____

Subdivision Name _____ Current Zoning _____

Tax Map _____ Block _____ Parcel _____ Lot _____ Parcel ID _____

Total Acreage _____ Current Number of Lots _____ Proposed Number of Lots _____

Is the project within the Chesapeake Bay Critical Area? _____ Critical Area Zoning _____

Are there any past or present plats or surveys related to this property? If yes, please list:

EXPLANATION: (What is the purpose of the minor plat?)

SUBMITTAL CHECKLIST:

- _____ 1. Completed Caroline County Department of Planning & Codes Minor Plat Application (*owner's signature is required or the application will not be accepted*). The minor plat process may be used when no more than four (4) new lots are created, lot line revisions, additions, or town plats.
- _____ 2. Required Minor Plat Fee as listed below (**application will not be accepted without fee**):

A. New Lot (<i>includes plat recording fee</i>)	\$ 350 per lot
B. Addition/Lot Line Revision	\$ 200 per plat
C. New Lot Over 20 Acres	\$ 350 per lot
D. New Lot with Existing Dwelling	\$ 350 per lot
E. New Lot within the Chesapeake Bay Critical Area	\$ 450 per plat
F. Town Project (within the incorporated limits)	NO FEE
G. Confirmatory	\$ 200 per plat

(all recording fees for covenants, easements and/or maintenance agreements will be charged separately at the time of recordation with the exception of the plat recording fee)
- _____ 3. Ten (10) unsigned paper copies (*mylars are not required at application stage*)
- _____ 4. Any proposed access easement agreements and/or maintenance agreements
- _____ 5. Any other supporting documents and/or photographs
- _____ 6. Completed Critical Area Application (if applicable)
(form is available on the website at carolineplancode.org)

FOREST CONSERVATION: (*applicable to all minor plats*)

- | | |
|---|---------------|
| <input type="checkbox"/> Declaration of Intent (<i>single lot, real estate transfer, intrafamily, forestry, agricultural</i>) | NO FEE |
| <input type="checkbox"/> Certificate of Exemption (<i>for addition, lot line revision, confirmatory</i>) | NO FEE |
| <input type="checkbox"/> Forest Conservation Plan | \$300 Fee |
| <input type="checkbox"/> Simplified Delineation | \$100 Fee |
| <input type="checkbox"/> Intermediate Delineation | \$200 Fee |
| <input type="checkbox"/> Full Forest Stand Delineation | \$300 Fee |

AGENCY REVIEW:

If desired, the applicant may contact all applicable review agencies prior to application. This will ensure a thorough and accurate review of all minor subdivision plats.

ENVIRONMENTAL HEALTH DEPARTMENT

Attn: Don Wilson
403 S. 7th Street, Suite 226
P.O. Box 10
Denton, MD 21629
(410) 479-8045
www.carolinehd.org

MD DEPARTMENT OF THE ENVIRONMENT

Attn: Alan Kampmeyer
Water Management Administration
Nontidal Wetlands & Waterways Div.
201 Baptist Street, Suite 22
Salisbury, MD 21801
(410) 713-3685

APPROPRIATE HIGHWAY DEPARTMENT

Department of Public Works
Attn: Bryan North
520 Wilmuth Street
Denton, MD 21629
(410) 479-0520

CRITICAL AREA COMMISSION

Attn: Julie Roberts
1804 West Street, Suite 100
Annapolis, MD 21401
(410) 260-3479
www.dnr.state.md.us

State Highway Administration

Attn: James Schmick
508 Caroline Street
Denton, MD 21629
(410) 479-0770

SOIL CONSERVATION DISTRICT

Attn: John Shepard
9194 Legion Road, Suite 3
Denton, MD 21629
(410) 479-1202 ext 3

APPLICANT CERTIFICATION:

I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that in filing the application I am acting with the knowledge and consent of the owners of the property. I understand that acceptance of this application by the Caroline County Department of Planning & Codes and receipt of the application fee by the County does not necessarily mean that the application is complete and will be approved under the applicable requirements of the Caroline County Subdivision Regulations. I understand that this proposal may be delayed in processing if the information provided is incomplete, inaccurate, or submitted after the application date. The Caroline County Department of Planning & Codes staff and other applicable agencies shall review the plat for compliance with all requirements and ordinances. Any deficiencies shall be noted in writing or on the plat and returned to the applicant for correction and re-submittal when the initial review is complete. This review process averages 4-12 weeks but occasionally is longer depending upon the complexity of the project. Proposed plats must meet all requirements of the Caroline County Zoning Ordinance and Subdivision Regulations including but not limited to minimum lot size, lot width, etc. I grant permission for the Caroline County Department of Planning & Codes employees with proper identification access to my property during the review of this application.

Owner(s) (Please check if contact)

Name _____ Signature _____

Address _____

Phone _____ Email _____

Surveyor (Please check if contact)

Name _____ Signature _____

Address _____

Phone _____ Email _____

Contact (if other than owner of surveyor)

Name _____ Signature _____

Address _____

Phone _____ Email _____