



Caroline County Department of Planning & Codes

Application for Plats & Site Plans

Project Name _____

Project Address _____

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

Tax Map _____ Block _____ Parcel _____ Lot _____ Parcel ID _____ Total Acreage _____

Subdivision Name (if applicable) _____ Current # of Lots _____ Proposed # of Lots _____

Total Area of Disturbance (sqft) _____ Is the project within the Chesapeake Bay Critical Area? _____

Critical Area Zoning _____ Proposed use for Site Plan Approval (if applicable) _____

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

EXPLANATION: *(What is the purpose of the plat or site plan?)*

SUBMITTAL CHECKLIST:

NOTE: Properties will not be subdivided or reconfigured until all property taxes are paid in full.

_____ 1. Completed Caroline County Department of Planning & Codes Plat Application (*owner's signature is required or the application will not be accepted*). The plat process may be used when no more than four (4) new lots are created, lot line revisions, additions, or town plats.

_____ 2a. Required Plat Fee as listed below (*application will not be accepted without fee*):

<i>(If application is for Site Plan, see 2b.)</i>		# of Lots
A. New Lot (<i>includes plat recording fee</i>)	\$ 350 per lot	X
B. Addition/Lot Line Revision	\$ 200 per plat	
C. New Lot Over 20 Acres	\$ 350 per lot	X
D. New Lot with Existing Dwelling	\$ 350 per lot	X
E. New Lot within the Chesapeake Bay Critical Area	\$ 450 per lot	X
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)

_____ 2b. Required Site Plan fee as listed below (*application will not be accepted without fee*):

A. Up to 500 square feet of disturbance	\$100
B. 501 to 1,000 square feet of disturbance	\$200
C. 1,001 to 1,500 square feet of disturbance	\$300
D. 1,501 square feet of disturbance and above	\$400

_____ 3. Plat Application - Five (5) unsigned paper copies for preliminary submittal (*7 paper copies at final submittal*) Site Plan Application - Five (5) unsigned paper copies

- _____ 4. Any proposed access easement agreements and/or maintenance agreements
- _____ 5. Any other supporting documents and/or photographs.
- _____ 6. Completed Critical Area Project Notification Form (if applicable)

FOREST CONSERVATION:

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

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 Zoning and/or 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 or surveyor)

Name _____ Signature _____
 Address _____
 Phone _____ Email _____

<i>For Staff Use Only</i>	<i>Site Plan</i>
<i>Date:</i> _____ <i>Plat ID/Plan ID:</i> _____ <i>Staff:</i> _____ <i>Fee:</i> _____	
<input type="checkbox"/> <i>Major</i> <input type="checkbox"/> <i>Minor</i>	