



Harford County Department of Planning and Zoning  
Development Review  
**FINAL PLAT APPLICATION**

**\* AN APPOINTMENT IS REQUIRED FOR GREATER THAN 3 PLAT SUBMITTALS**

**NO SUBMITTALS WILL BE ACCEPTED AFTER 4:00 P.M.**

**THIS BOX FOR COUNTY USE ONLY**

Plan Tracking # \_\_\_\_\_ Plat Tracking # \_\_\_\_\_  
Submittal Date: \_\_\_\_\_ Abb. \_\_\_\_\_ BGE \_\_\_\_\_  
**Documents:** CDA \_\_\_\_\_ S/D AGMT \_\_\_\_\_ SWM AGMT \_\_\_\_\_  
FOR RET \_\_\_\_\_ HOA \_\_\_\_\_ ROW \_\_\_\_\_  
DEED: CONVEY \_\_\_\_\_ CONSOL \_\_\_\_\_ ESMT \_\_\_\_\_  
MAINT AGMT: SWM \_\_\_\_\_ ESMT \_\_\_\_\_ MISC \_\_\_\_\_

**SITE DESCRIPTION**

Project/Subdivision Name: \_\_\_\_\_ Plan Alias: \_\_\_\_\_

Approved Plan Name and Number \_\_\_\_\_

(Tax Map No.) (Grid No.) (Parcel No.) (Lot No.) (Revised Plat #) (Total Acreage) (Tax ID)

Property lies within the Master Water & Sewer Plan Area \_\_\_\_\_ Yes \_\_\_\_\_ No

**APPLICANT/CONSULTANT INFORMATION**

**Owner**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

**Surveyor**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone) (Fax) (E-mail)

\_\_\_\_\_  
(Telephone) (Fax) (E-mail)

\_\_\_\_\_  
(Contact Person)

\_\_\_\_\_  
(Contact Person)

## **PLAN APPLICATION REQUIREMENTS**

***Submission of application for plats will require completion of all the following items at the time of the initial submittal to ensure acceptance of the plat for processing. Plat submission applications found to be incomplete will be rejected.***

### **LEGEND**

**P** Provided **NA** Not Applicable  
**X** Not Provided, Justification Attached

### **Submittal Requirements**

Mylar must be reviewed by the Maryland State Assessment Office (410-836-4800)  
 Paper copies - Final Plat = 1 copy or Abbreviated Final Plat = 3 copies  
 Departmental Directive required for the submittal of an Abbreviated Final Plat  
 Appropriate Fees

### **Documents**

Common Drive Agreement  Forest Retention Covenants  Subdivision Agreement  
 Right-of-Way Deed  Stormwater Management Covenants  Deed of Consolidation  
 Misc. (please describe) \_\_\_\_\_

### **CHECKLIST**

#### **Identification and Description**

Plat title  
 Scale of 1" to 50' or 100', other: \_\_\_\_\_  
 Election District(s), County, State  
 Location map including town limits, monuments, (Harford Co. control and USGS) if within one (1) mile  
 Name and address of owner as of recording date  
 Name, address, and seal & signature of professional land surveyor or registered property line surveyor with date.  
 Deed reference  
 Adjacent property owners/plat reference  
 North arrow and date of drawing  
 Sheets sized 24" x 20"  
 Tax Map number and parcel number

### **Physical and Environmental Conditions**

\_\_\_\_ Bearings and distances for all boundaries, lot line, etc  
\_\_\_\_ 100 year floodplain  
    a. \_\_\_\_\_ acre(s) ***"This is informational use for P&Z only"***  
\_\_\_\_ Limits and identification of Natural Resource District and buffers (i.e. wetlands, steep slopes)  
    a. \_\_\_\_\_ acre(s) ***"This is informational use for P&Z only"***  
\_\_\_\_ Survey seal for field run floodplain or FEMA located note.  
\_\_\_\_ Zoning district(s)  
\_\_\_\_ Board of Appeals number \_\_\_\_\_  
\_\_\_\_ Names of adjoining roads  
\_\_\_\_ Limits of the Harford County Chesapeake Bay Critical Area Overlay District including any required buffers  
\_\_\_\_ Critical Area Management District (LDA, RCA, IDA)  
\_\_\_\_ Forest Retention Area Afforestation/Reforestation  
    a. \_\_\_\_\_ acre(s) ***"This is informational use for P&Z only"***

### **Characteristics of Proposed Development**

\_\_\_\_ Building setback lines including setback from collector or arterial  
\_\_\_\_ Lot numbers  
\_\_\_\_ Location and description of all monuments (on plat or location map)  
\_\_\_\_ Identification of dedicated/reserved areas for public/common use, (i.e. common drive, open space)  
\_\_\_\_ Cross Easements, (i.e. drainage and utility easements)  
\_\_\_\_ Addresses  
\_\_\_\_ Acreage of individual lots  
    a. Acreage of lot minus panhandle area  
    b. Acreage of lot minus R.O.W. improvement area  
\_\_\_\_ Total acreage enclosed  
\_\_\_\_ Purposes for which lots are to be used if other than residential

### **Utilities, Water and Sewage Facilities**

\_\_\_\_ Septic reserve area with sewage field and key to symbol  
\_\_\_\_ Water supply and sewer collection facilities will be available to all lots for sale with owner's signature  
\_\_\_\_ Water resources approval number (more than one lot)  
\_\_\_\_ Health Officer signature space that subdivision conforms to Master Water and Sewer Plan  
\_\_\_\_ Well test approval (before or after recording depending on geology) (note)  
\_\_\_\_ Sanitary construction application and plat plan submission (note)  
\_\_\_\_ Septic reserve area – no construction, driveways etc (note)

### **Streets and Roads**

\_\_\_\_ Location and dimension within or adjacent to plat of public and private streets/roads with centerline, location, and easements  
\_\_\_\_ Right-of-way (30' County/State right-of-way or SRC reference)  
\_\_\_\_ Curve data (tangent, arc, radius, angle, etc)

Application/Checklist for Review and  
Approval of Final Plats  
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Acreage of road right-of-way if subdivision has interior and exterior dedicated roads  
 Plat accompanied by signed deed for road improvement r-o-w  
 Private roads so marked

**Legal Information**

Owners statement, signature, and date  
 Corporate seal and signature of authorized officer and title  
 Signature block (for Health, DPW, P&Z, Law, Administration, and Executive)  
 Signature block for Parks and Recreation (if applicable)  
 Tax Assessment initials, date  
 Signed letter  
 Signed copy of subdivision agreement  
 Subdivision Agreement note and date  
    a. Frontage improvements  
    b. Internal roads  
    c. Offsite fees  
 Public Works Agreement note and date  
    a. Frontage improvements  
    b. Internal roads  
    c. Offsite fees  
 Signed copy of documents for Homeowners' Association  
 Covenants and Restrictions for Forest Conservation Requirements  
 Protective Covenants for Stormwater Management

**Notes**

If a revised or amended plat – reason and plat reference  
 This plat is subject to revision  
 Driveway access construction approval - County or State Commercial (access easements and/or agreements)  
 Underground electrical and telephone services compliance with State regulations  
 DPW will not improve or maintain private roads  
 Private water and/or sewer nullified when public services are available  
 RR/AG Requirements:  
    a. Agricultural District note  
    b. Panhandle lots  
    c. Family conveyance (name, relationship and lot number – AG district only)  
    d. Lot created note prior/after February 8, 1977  
    e. AG Preservation information  
 100 year floodplain note  
 Outline of total tract on vicinity map  
 Common drive easement area and Common Drive Agreement (CDA)  
 Stormwater management note

Should you have any questions, please contact the Development Review Section of the Department of Planning and Zoning at 410 638 3103.

Updated: 8/4/25