



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 4:30 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)

(Telephone) (Fax) (E-mail)

(Contact Person)

Surveyor

(Name)

(Address)

(City, State, Zip Code)

(Telephone) (Fax) (E-mail)

(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
- _____ 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)

_____ 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
_____ Approval does not guarantee water and/or sewer service
_____ 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.