



DIVISION OF  
PLAN REVIEW & PERMITTING

**FINAL SUBDIVISION PLAT CHECKLIST**

DATE: \_\_\_\_\_

PROJECT: \_\_\_\_\_

TAX ACCOUNT ID # (Required)

COUNTY PLAN FILE NUMBERS: \_\_\_\_\_

DESIGN FIRM: \_\_\_\_\_

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**INSTRUCTIONS:** To be completed by the applicant. It is to be signed by the appropriate design professional with the initial document submittal. Indicate "N/A" for not applicable and "✓" for included. Subsequent checklist submittals will be at the discretion of the Director, Division of Plan Review & Permitting.

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**I. GENERAL PLAT INFORMATION**

**A. STANDARD TITLE AND SIGNATURE BLOCKS (ALL SHEETS)**

- 1. Owner/Developer name, address and phone number \_\_\_\_\_
- 2. Design Professional name, address, phone number, seal, signature, date \_\_\_\_\_
- 3. Project name, zoning, tax map, election district, street address, parcel no. \_\_\_\_\_
- 4. Planning file reference numbers, water & sewer contract numbers, etc. \_\_\_\_\_
- 5. Surveyor's certification \_\_\_\_\_
- 6. Owner's certification \_\_\_\_\_

**B. VICINITY MAP REQUIREMENTS (COVER SHEET)**

- 1. Scale 1" = 2000', north arrow shown \_\_\_\_\_
- 2. ADC Map Coordinates \_\_\_\_\_
- 3. Offsite origin of horizontal survey control located \_\_\_\_\_
- 4. Site delineated \_\_\_\_\_
- 5. Major roads identified \_\_\_\_\_
- 6. Washington County Survey Control Shown on vicinity map \_\_\_\_\_

**C. NOTES AND INFORMATION (COVER SHEET)**

- 1. Washington County Standard General Notes for Final Subdivision Plats \_\_\_\_\_
- 2. Site Analysis Data Sheet \_\_\_\_\_
- 3. Legend \_\_\_\_\_
- 4. Sheet Index \_\_\_\_\_

**D. GENERAL SHEET INFORMATION (ALL SHEETS)**

1. Plan scale 1" = 50' to 1" = 100'
2. Minimum three (3) grid ticks with MD Grid Coordinates on plan sheets
3. North arrow
4. Match lines labeled and referenced
5. Design Professionals seal, signature and date
6. Sheets numbered, consecutively; revisions noted with date

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**E. SITE INFORMATION REQUIRED**

1. Layout with appropriate boundary information.
2. Adjacent right-of-ways denoted, street names, street classification shown.
3. Adjacent property owner information noted.
4. Existing shown and labeled with recording references. Clarify any easement as "existing".
5. Proposed easements shown, labeled, dimensioned and bearings and distances provided.
6. Relate the north arrow to the Maryland coordinate system north.
7. Add a note to state: "Coordinates based on NAD83 Maryland Coordinate System". State the origin of the horizontal survey control.
8. Provide a note stating, "This plat is based on a field run monumented boundary survey performed on or about (month, day, year) by (surveyor's name and firm)."
9. Distinguish easements as "public" or "private".
10. Provide proper easement size (i.e. width) and ensure it is adequate for the intended purpose.
11. Provide proper SWM maintenance and access easement(s) location and size for stormwater management facility (ies).
12. Provide ownership designation for open space (e.g. "Open Space Lot \_\_\_\_\_ dedicated to Homeowner's Association".)
13. Provide ownership designation for SWM lot (e.g. "SWM Lot \_\_\_\_ dedicated to Washington County".)
14. Check all proposed easements with construction drawings and topography.
15. Check right-of-way dedication with the current Washington County Comprehensive Plan and approved construction drawings. Provide right-of-way dedication language.
16. Show FEMA 100 year floodplain limits. List Community Map Panel No.
17. Approval letter from FEMA for LOMA/LOMR, if required.
18. Include all access restriction notes per roadway classification requirements.
19. Include all stormwater management notes, as applicable.
20. Include driveway construction and access permit notes as required.

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**II. ADDITIONAL COMMENTS:**

1. Check if additional comments have been attached.

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Prepared  
by:

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Name (signed)	Company	Date
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Name (printed)	Registration Number	Telephone
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Developer:

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	Telephone
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