



DEPARTMENT OF PLANNING AND CODES
CAROLINE COUNTY, MARYLAND

403 South 7th Street • Suite 210 • Denton, Maryland 21629
Phone (410) 479-8100 • Fax (410) 479-4187

Application for Plats and Site Plans

Project Name _____

Project Address _____

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

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

Subdivision Name (if applicable) _____ Total Area of Disturbance _____

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

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

Site Plan Approval (if applicable) - Use as listed in the Table of Use Regulations _____

Are there any past or present plats or surveys related to this property? If yes, please list and provide copies with application:

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 Application (*owner's signature is required or the application will not be accepted*).

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

(If application is for Site Plan, see 3a and/or 3b.)

			No. of Lots
A. New Lot	\$ 375 per lot	X	_____
B. Addition/Lot Line Revision	\$ 300 per plat		_____
C. New Lot Over 20 Acres	\$ 375 per lot	X	_____
D. New Lot with Existing Dwelling	\$ 375 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	\$ 300 per plat		

Plat Resubmittal-applied at third submittal (*original plat fee includes initial submittal and one resubmittal*) 1/3 of the original plat fee

(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)

_____ 3a. Required Site Plan Fee as listed below (**application will not be accepted without fee**):

- Minor (*less than 20,000 square feet of disturbance*) \$ 200
- Major (*20,000 square feet or greater of disturbance*) \$ 400

Site Plan Resubmittal - *applied at third submittal (original site plan fee includes initial submittal and one resubmittal)* 1/3 of original site plan fee

_____ 3b. Use Specific Major Site Plan **Additional Fees** (*Commercial Solar Energy Systems and Mineral Extraction Facilities*). Total Fee = Fee from 3a + Applicable Additional Fee listed below (**application will not be accepted without fee**):

- Up to 5 acres of disturbed area (LOD) \$1200.00
- Over 5 acres to 20 acres of disturbed area (LOD) \$2400.00
- Over 20 acres to 50 acres of disturbed area (LOD) \$3,600.00
- Over 50 acres of disturbed area (LOD) \$4,800.00

Site Plan Resubmittal for Commercial Solar Energy Systems and Mineral Extraction Facilities - *applied at third submittal (original site plan fees include initial submittal and one resubmittal)* 1/3 of the Additional fee as listed in 3b

_____ 4. Three (3) unsigned paper copies of proposed plat and/or site plan; must also include electronic submittals

_____ 5. Copy of all existing and/or proposed access easement agreements and/or maintenance agreements

_____ 6. Any other supporting documents and/or photographs

_____ 7. Completed Critical Area Project Notification Form (*if applicable*)

_____ 8. Building elevations if new construction, expansion and/or exterior alterations are proposed (*for Site Plan Applications*)

_____ 9. Existing and/or proposed floor plans (*for Site Plan Applications*)

_____ 10. Copy of most recent recorded deed(s) for the subject land

_____ 11. Completed Applicable Checklist (**application will not be accepted without owner and/or authorized agent signature**)

- Plats-“Minor Subdivision and Addition Plat-Surveyor Checklist”
- Site Plans-“Site Plan Requirements Checklist for: Any Use Subject to Site Plan Approval and Special Use Exceptions”

_____ 12. Copy of Receipt from the Environmental Health Department (**application will not be accepted without a receipt**)

- Plats-Applicant must file a “Health Department Plat Evaluation Application” with Environmental Health
- Site Plans-Applicant must file an “Application for Water/Sewer Verification” with Environmental Health

FOREST CONSERVATION:

An appropriate certificate of exemption form must be submitted with this application if the plat and/or site plan application meets an applicable exemption as outlined in Chapter 109 Forest Conservation of the Public Local Laws of Caroline County, Maryland (County Code). A Forest Conservation Application, Forest Stand Delineation, Forest Conservation Plan and associated fees must be submitted for any plat and/or site plan application which require compliance with Chapter 109 of the County Code. (**application will not be accepted without submittal of applicable Forest Conservation documents as outlined herein**)

- Declaration of Intent (*single lot, real estate transfer, intrafamily, forestry, agricultural*) **NO FEE**
- Certificate of Exemption (*for addition, lot line revision, confirmatory*) **NO FEE**
- Forest Conservation Plan \$300 Fee
- Simplified Forest Stand Delineation \$100 Fee
- Intermediate Forest Stand 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 application for compliance with all requirements and ordinances. Any deficiencies shall be noted in writing or on the plat and/or site plan 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.

Important: Applications which do not have all the required information will be returned for completion before processing and shall not be considered filed with the Department.

Owner(s) Please check if contact

Name _____ Email _____

Signature _____ Date _____

Address _____

Phone _____

Surveyor Please check if contact

Name _____ Email _____

Signature _____ Date _____

Address _____

Phone _____

Contact if other than owner or surveyor

Name _____ Email _____

Signature _____ Date _____

Address _____

Phone _____