



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

MINOR SUBDIVISION PLAT APPLICATION & REVIEW CHECKLIST

Submittal Requirements:

- Original Application and 8 copies, including Checklist
- 9 copies of plat
- Filing fee (please consult [current fee schedule](#))

Case No. S- _____
Office Use Only

Subdivision Name: _____ Section: _____

Location of Property: _____
(Please include street address, if known)

Deed Reference: _____ Liber: _____ Folio: _____ Zoning District: _____

Proposed Use (Number and types of dwellings, area, and use of commercial and industrial buildings):

Engineering/Survey Company Name: _____

Contact Person: _____ Email: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Developer/Applicant Name: _____

Contact Person: _____ Email: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Property Owner Name: _____

Contact Person: _____ Email: _____

Mailing Address: _____

Telephone: _____ Fax: _____

This Chart for Staff Use Only	1 st Review	2 nd Review	3 rd Review
Date Accepted for Processing			
Review Date			
Returned to Design Firm			

Related Planning File References (Site Plans, Preliminary Plats, BZA Cases); if none, state so:

Instructions to Engineer/Surveyor: In the column marked "Engineer/Surveyor," identify each page which the required item appears on the plat. For items that appear on each page of the plan, use "All." If the item is not applicable, address as not applicable in a note on the plat and reference the page of the plan on which the note appears in the column below. PCAD = Planning and Code Administration Department.

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 st Review	2 nd Review	3 rd Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
5.F.2.a.	Dimensions in feet and decimal parts thereof, and bearings in degrees, minutes and seconds					
5.F.2.a.	Scale no less than 1" = 10 feet nor greater than 1" = 100 feet, in multiples of ten feet					
5.F.2.a.	When more than one sheet is required, an index sheet of the same size shall be submitted showing the entire subdivision drawn to scale					
5.F.2.a.	Where the plat is a re-subdivision of a previously approved plat, dotted lines shall be used to show features or locations to be abandoned or vacated and solid lines to show the presently proposed features					
5.F.2.a.	Legend that clearly indicates which features are existing and which are proposed					
5.F.2.a.	Boundary line of the subdivision shall be shown as a heavy line					
5.F.2.a.	The plat shall be prepared by a registered land surveyor on a sheet 18 x 22 3/4 inches with a 1½-inch margin for binding along the left edge and a ½-inch margin along the remaining edges, or the current requirements of the Office of Land Records at the Washington County Courthouse					
5.F.2.a.	All linear and angular dimensions for locating the boundaries of the subdivision, lots, streets, alleys, public and private easements, shall be expressed in feet and hundredths of a foot. Angular measurements shall be expressed by bearings. All curve data shall be expressed by a curve table on the face of the plat, each curve being tabulated and numbered to correspond with the respective numbered curves shown throughout the plat. Dimensions, both linear and angular, shall be determined by an accurate control survey in the field which shall be checked for closure and must balance and close within an accuracy of one to 10,000. Horizontal control shall be based on the Maryland Coordinate Grid System (NAD 83 - epoch 1996) in a coordinate table located on the face of the plat					
5.F.2.b.	Name of subdivision					
5.F.2.b.	Date of drawing					
5.F.2.b.	North Arrow					
5.F.2.b.	Scale bar					
5.F.2.b.	Name and address of owner					
5.F.2.b.	Name and address of developer, if different from owner					
5.F.2.b.	Name, address, and professional seal of the engineer or surveyor, licensed in the state of Maryland					
5.F.2.b.	Tax Map Number and Parcel					

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 st Review	2 nd Review	3 rd Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
5.F.2.b.	Election District					
5.F.2.b.	City, County, and State					
5.F.2.b.	Vicinity map showing the relation of the tract to adjoining property and to all streets and municipal boundaries existing within 1,000 feet of any part of the property					
5.F.2.b.	Complete outline survey of the property to be subdivided, showing all courses, distances, and area, and tie-ins to all adjacent street intersections. The entire parent tract must be shown and/or described on the plan or the index sheet					
5.F.2.b.	Owners of adjoining land, with liber and folio reference					
5.F.2.b.	Location, name, right-of-way, and pavements of each street					
5.F.2.b.	Locations, widths, and pavement widths of all other rights-of-way					
5.F.2.b.	Location of any existing forest conservation easements					
5.F.2.b.	Location of any designated 100-year floodplain and floodway					
5.F.2.b.	Show and label all existing property monumentation found					
5.F.2.b.	Required building setback lines					
5.F.2.b.	Zoning District, including any overlays					
5.F.2.b.	Notation explaining all associated planning and zoning files (BZA, FC, NCU, annexation, HDC, past subdivisions or site plans)					
5.F.2.b.	Tract boundary lines, right-of-way lines of streets, easements and other rights-of-way					
5.F.2.c.	Lot layout with lots numbered in numerical order					
5.F.2.c.	Area of each lot, parcel, site or other unit shown on the plat					
5.F.2.c.	Sufficient data to determine readily the location, bearing, and length of every street, lot, and boundary line, with new lines of division shown and labeled as such					
5.F.2.c.	Building setback line for each street					
5.F.2.c.	Location, width, and purpose of all existing or proposed easements or rights-of-way and boundaries by bearings and dimensions					
5.F.2.c.	Location and description of all markers, monuments, or other evidence found or established to determine the boundaries of the subdivision					
5.F.2.c.	Private restrictions, if any, proposed to be included in deeds					
5.F.2.c.	Location and description of all proposed afforestation and reforestation areas					
5.F.2.c.	Clearly note or graphically show building setback lines					
5.F.2.c.	Maintenance responsibilities					
5.F.2.c.	Parking restrictions					
PCAD	City Unique Property ID number					Required by City Engineer
PCAD	Addresses of all existing buildings on site					
PCAD	Planning and Code Administration Department Subdivision File No. (example, S-2016-01) on bottom right-hand corner of the first page (Can only be added after plat has been submitted and case file number assigned)	N/A	N/A			The file number assigned to this project is: S-_____ - _____

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 st Review	2 nd Review	3 rd Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
PCAD	Health Department signature block					
PCAD	Planning & Code Administration Department signature block					
PCAD	Other restrictions, such as location in Historic District, variances, etc.					Required by PCAD
Electric Div.	Street light locations					
Electric Div.	Existing utility line locations					
Electric Div.	Proposed utility line locations					
Electric Div.	Electric and telephone poles and guy wires and tag numbers					
Electric Div.	Overhead and underground electric, telephone, and cable television lines					
N/A	Addressed Engineering comments?		N/A			
N/A	Addressed Water Division comments?		N/A			
N/A	Addressed Wastewater Division comments?		N/A			
N/A	Addressed Electric Division comments?		N/A			
N/A	Addressed all other review agency comments?					Do not submit revised plans until all review agency comments have been collected and all issues are addressed.
N/A	Are revised copies labeled in bottom right-hand corner with destination agency?		N/A			
N/A	Are all revisions highlighted (do not use yellow)?		N/A			
N/A	Are all copies folded to fit into a 9 x 11-inch file, with bottom right section on top?					
N/A	Are multiple-page plans stapled along left edge?					
PCAD	Is this form being submitted to PCAD on initial submission?					
PCAD	Is this form being returned to the Planning and Code Administration Department with revised submission?					
PCAD	Are all applicable fee paid in full?					

Instructions to Engineer/Surveyor:

This checklist is the format used by the Planning and Code Administration Department to review and comment on your plat. It will be/has been returned to you so you can address the issues raised throughout the checklist. **When you have completed the necessary revisions to this plan, submit the following number of copies along with this checklist to the Planning and Code Administration Department.**

- Planning and Code Administration Division 2 copies
- Copies for Engineering, Electric Division, Water Division, Wastewater Division
 (Even if the plan has been reviewed and approved by these agencies) 4 copies
- Copies for any other agency with outstanding comments As Needed

Statements

I understand that site plan or subdivision approval by the Hagerstown Planning Commission does not constitute permission to construct. Appropriate permits must be obtained from the City Engineer’s Office and Utilities Department before construction may commence. **This statement must be signed before application will be accepted for processing.**

I understand that the design of the subdivision must conform to the requirements of the City’s Land Management Code, unless waivers are granted by the Planning Commission. If waivers from a design standard stated in Article 5, Subdivision and Land Development, are requested, final approval of the plat by the Planning Commission may be required.

I understand that the Planning and Code Administration Department reserves the right to bring this plat before the Planning Commission for final approval even when no waivers are requested or required.

 Owner’s Signature

 Applicant’s Signature (if different from owner)

 Date

Follow Up – Planning and Code Administration Department Use

Plat must be recorded within one year of approval		Plat approval expires on: _____
All other signatures must be on plat before Planning and Code Administration signs plat		
One reproducible mylar or other acceptable transparency and two blue- or black-line copies after recording. AUTOCAD version must be presented with the mylar when submitted for signature.		
File completed and closed		Date:

City of Hagerstown, Maryland
Planning and Code Administration Department
 One East Franklin Street, Suite 300
 Hagerstown, MD 21740
 T | 301.739.8577, Ext. 138
 F | 301.790.2650

Form Created: 2/11/2016