



**Talbot County Office of Planning and Permits**  
215 Bay Street, Suite 2  
Easton, Maryland 21601  
410-770-8030

**Subdivision Preliminary Application**  
**(Minor, Major and Small Scale)**

<b><u>Office Use Only:</u></b>		
Fee Paid: _____	Application Received Date: _____	Time: _____
T.A.C. Date: _____	Planning Commission Date: _____	C.R.M. Date: _____
Critical Area: _____	Forest Conservation Plan: _____	

**Minor Subdivision** – A subdivision that meets all of the following conditions:

- A. Proposes to create no more than three new lots; and
- B. Will result in a cumulative total of no more than three lots being divided from the original parcel; and
- C. Does not require the creation or modification of a public or private road.

**Major Subdivision** – This term includes all of the following types of subdivisions located in Tiers I, II which are served by public sewerage or III:

- A. A subdivision of four or more lots.
- B. Subdivision(s) that result(s) in the cumulative creation of four or more lots from the original parcel.
- C. A subdivision that creates or modifies a public or private road.

**Subdivisions, Small Scale** – This term includes all of the following types of subdivisions located in Tier II which are not served by public sewerage and in Tier IV:

- A. A subdivision of four or more new parcels or lots, but no more than seven new parcels or lots.
- B. Subdivision(s) that result(s) in the cumulative creation of four or more lots, but not more than a total of seven new parcels or lots from the original parcel.
- C. A subdivision that creates or modifies a public or private road which creates less than eight new lots.

**Minor Subdivision:** \_\_\_\_\_ **Major Subdivision:** \_\_\_\_\_ **Small Scale Subdivision:** \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Grid: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Size: \_\_\_\_\_ Zone: \_\_\_\_\_ Tier: \_\_\_\_\_

Representative: \_\_\_\_\_ Email: \_\_\_\_\_

Representative Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

File Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Existing Project Road Frontage: State: \_\_\_\_\_ County: \_\_\_\_\_ Private: \_\_\_\_\_

Proposed Project Road Frontage: State: \_\_\_\_\_ County: \_\_\_\_\_ Private: \_\_\_\_\_

List Historical Significance/Impacts: \_\_\_\_\_

Within Town Growth Area: Y/N Critical Area: Y/N RDR: \_\_\_\_\_ ac. Reserved Land: \_\_\_\_\_ ac.

Water: Community/Individual Sewer: Community/Individual (Circle One)

Source of Electric Service: \_\_\_\_\_ Source of Telephone Service: \_\_\_\_\_

Has original parcel been subdivided since June 1989, Critical Area or August 1991, Non-Critical Area: Y/N If so, how many lots have been created: \_\_\_\_\_

Number of Lots Proposed: \_\_\_\_\_ Number of Critical Area Lots: \_\_\_\_\_

Number of Development Rights: Permitted \_\_\_\_\_ Utilized \_\_\_\_\_ Remaining \_\_\_\_\_

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**Registered Engineer or Surveyor:**

Company Name: \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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***Important: Applications on which all required information is not furnished will be returned for completion before processing, and shall not be considered filed with this department.***

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Note: Plats cannot be recorded until Final approval has been granted. Recording slip shall be provided to Planning & Permits Office within 5 days of recordation with the Clerk of the Courts Office.**



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**Subdivision Preliminary Plan Requirements**

- \_\_\_\_\_ 1. Sketch plan approval within past 12 months. Preliminary plat shall be substantially consistent with the approved sketch plan.
- \_\_\_\_\_ 2. 1/3 original application fee or based on current configuration (**Major and Small Scale Only**).
- \_\_\_\_\_ 3. Ten (10) paper copies of preliminary plat represented at a scale of not more than 100 feet per inch.
- \_\_\_\_\_ 4. Five (5) copies of all current and recorded deeds for the proposed property to be subdivided **if** the ownership or configuration of the property has changes since application for sketch plan review.
- \_\_\_\_\_ 5. Submission of construction plans for all proposed subdivision improvements including, but not limited to, roads, stormwater management plans and sediment and erosion control plans to appropriate reviewing and approving agencies.
- \_\_\_\_\_ 6. Five (5) copies of any subdivision improvement agreements between the developer and the County.
- \_\_\_\_\_ 7. Five (5) draft copies of any proposed private covenants for the subdivision including private road maintenance agreement.
- \_\_\_\_\_ 8. If project is located within the Critical Area the applicant shall address the environmental design standards for sensitive areas as identified in Chapter 190 of the *Talbot County Code*.
- \_\_\_\_\_ 9. If project is not located within the Critical Area the applicant shall address the environmental design standards for sensitive areas as identified in Chapter 190 of the *Talbot County Code*.
- \_\_\_\_\_ 10. If the subdivision is not located within the Critical Area and is subject to Forest Conservation, of the *Talbot County Code*, the application shall be accompanied by all information and plans as required in order to show compliance with that chapter.
- \_\_\_\_\_ 11. A copy of the Department of Natural Resources, Heritage and Biodiversity Division letter confirming if there are rare, threatened or endangered species on this site.
- \_\_\_\_\_ 12. Itemized description of changes and/or revisions to the plat or application since previous submission.
- \_\_\_\_\_ 13. Completed checklist addressing all requirements for Preliminary Plan submittal.

**Applicant failure to adequately address all application and checklist items and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate, any such deficiencies may result in return of application without proceeding through the review process.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**As a Maryland registered design professional/surveyor I hereby certify that this application and associated plan(s) are technically correct and accurate to the extent necessary for meeting Talbot County requirements for Preliminary Subdivision Submission.**

\_\_\_\_\_  
Signature of Maryland Registered  
Design Professional/Surveyor

\_\_\_\_\_  
Date



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**Subdivision Preliminary Plan Checklist**  
**(Notations and information)**

Surveyor: \_\_\_\_\_

Checklist completed by: \_\_\_\_\_

Plat reviewed by: \_\_\_\_\_

The Surveyor will review each plat submission and application for completeness and accuracy. Each item below shall be reviewed and checked as follows:

- Y = Information Complete and Accurate
- N/A= Information Not Applicable
- W = Waiver of required information. Submit separate request in writing to Planning Officer.

- \_\_\_\_\_ 1. All notations and information as required 1 – 28 for Sketch Plan.
- \_\_\_\_\_ 2. Name of subdivision as approved by the Planning and Permits Office.
- \_\_\_\_\_ 3. A statement located in prominent typeface, which reads:  
    **“Preliminary Plat – Not to be Recorded”**
- \_\_\_\_\_ 4. Date of latest Revision.
- \_\_\_\_\_ 5. Location of existing property lines, easements and rights-of-ways.
- \_\_\_\_\_ 6. Location of zoning districts lines and Chesapeake Critical Area Boundary.
- \_\_\_\_\_ 7. Location of Tier Boundaries.
- \_\_\_\_\_ 8. Location of existing buildings, structures and burial grounds with notation of buildings or sites with historical and/or architectural significance.
- \_\_\_\_\_ 9. Location of existing agricultural lands/fields, watercourse, wetlands (tidal and nontidal), forest, wooded areas, hedgerows, individual standing mature trees, 100 year floodplain, habitats of threatened and endangered species, steep slopes, significantly eroding shorelines and other significant natural features of the site as identified from mapping sources and as delineated in the field.
- \_\_\_\_\_ 10. Location, alignment and width of proposed road and right-of-way locations, including names of all proposed roads.
- \_\_\_\_\_ 11. Proposed lot layout and proposed location of lot lines including lot dimensions, acreage and building/development restriction lines. All lots shall be consecutively numbered.
- \_\_\_\_\_ 12. Overview of the property showing all existing parcel(s) to include those which have already been subdivided from the property. **(If the subject parcel cannot be represented in its entirety on the plat, show it in an inset map at a scale not to exceed 1” – 600’).**
- \_\_\_\_\_ 13. Proposed location, dimensions and size of lands to be designated for community open space, public use, public dedication, reserved open space, remaining lands for future development, etc.
- \_\_\_\_\_ 14. Location of all proposed well sites.
- \_\_\_\_\_ 15. Location of all approved Sewage Disposal Areas including piezometer locations and/or location of water supply and sewage collection and disposal system.
- \_\_\_\_\_ 16. Location of all building restriction lines including property line setbacks, Chesapeake Bay Shoreline Development Buffer, stream buffer and tidal and nontidal wetland buffers.
- \_\_\_\_\_ 17. Location and type of all proposed and existing monuments and sufficient data to readily determine the location, length and bearing of all property lines.
- \_\_\_\_\_ 18. Location and dimension of all proposed stormwater management facilities and drainage easements.

- \_\_\_\_\_ 19. Location and dimensions of all proposed utility facilities and easements.
- \_\_\_\_\_ 20. Topography at the same scales the preliminary plat at two (2) foot intervals, provided however, that if five (5) foot contour is adequate to show the surface configuration, the larger contour interval may be permitted.
- \_\_\_\_\_ 21. Plat notations explaining the following:
  - \_\_\_ Applicability and explanation of any drainage and utility easements, if any.
  - \_\_\_ Applicability and explanation of floodplain information, if any.
  - \_\_\_ Applicability and explanation of any sediment and erosion control requirements, if any.
  - \_\_\_ Applicability and explanation of ownership and maintenance requirements for private roads, if any.
  - \_\_\_ Applicability and explanation of any state and/or federal nontidal wetland protection regulations affecting the subdivision.
  - \_\_\_ Applicability and explanation of building permit issuance requirements for subdivisions with unfinished roads and other subdivision improvements.
  - \_\_\_ Applicability and explanation of tree clearing and afforestation requirements, if any.
- \_\_\_\_\_ 22. All other standard plat notes as applicable and described on the Standard Plat Note List and other plat notations as required by the Planning Officer, County Engineering or County Health Officer on a case-by-case basis.
- \_\_\_\_\_ 23. For all waterfront lots, location of lateral lines and setbacks and harbor lines to define the useable water area for construction of water dependent facilities.
- \_\_\_\_\_ 24. For lots in the Critical Area, note maximum lot coverage limitation for the entire development portion of the subdivision, calculations for the total proposed lot coverage, and maximum allocation of lot coverage for all individual lots.
- \_\_\_\_\_ 25. Appropriate property owner signature block wording and space for notary signature and seal.
- \_\_\_\_\_ 26. Appropriate surveyor signature block wording.
- \_\_\_\_\_ 27. Appropriate signature block wording for County Engineer, County Health Officer and County Planning Officer or Planning Commission as appropriate.

Based on unique characteristics of each parcel the Technical Advisory Committee may require additional information be submitted.

**Applicant failure to adequately address all application and checklist items, and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate, any such deficiencies may result in return of application without proceeding to the next level of review. Only that information submitted with the original application and in compliance with submittal deadlines will be reviewed by the Technical Advisory Committee.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**I hereby certify that this checklist and associated plan are technically correct and accurate to the extent necessary for meeting Talbot County requirements for Preliminary Subdivision submission.**

\_\_\_\_\_  
Surveyor Signature

\_\_\_\_\_  
Date





File Number: \_\_\_\_\_

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**Independent Procedures Disclosure and Acknowledgement Form**

Proposed Project Name: \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Grid: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Agent/Attorney: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Agent's Email Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Applicant acknowledges and understands:

1. This Application may be subject to local, state and federal laws, ordinances, rules, or regulations (hereafter "Laws") other than those that the Office of Planning and Permits, Planning Commission or Board of Appeals reviews, administers, or applies in connection with this review.
2. Other agencies, including but not limited to the Talbot County Health Department, Division of Environmental Health, Maryland Department of the Environment, U.S. Army Corps of Engineers, Maryland Department of Natural Resources, US Fish and Wildlife Service and others may also have review authority over the project or development proposed in the application.
3. Applicant remains solely responsible for compliance with all applicable laws, ordinances, rules, or regulations.
4. Applicant understands that review of this Application does not necessarily include review of any other applicable laws.
5. Applicant understands that neither the Office of Planning and Permits nor any of its employees has authority to grant permission or approval of any project or proposed development that violates any applicable law, ordinance, rule, or regulation of Talbot County, Maryland, and that any such approval issued in error has no enforceable legal effect.
6. Applicant understands that any decision issued by the Office of Planning and Permits, Planning Commission or by the Board of Appeals does not necessarily guarantee or assure the applicant that this project or proposed development may proceed.

**I HEREBY CERTIFY that I have read, acknowledge, and understand the foregoing.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney/Agent's Signature

\_\_\_\_\_  
Date

