

HAGERSTOWN DEPARTMENT OF PLANNING

Hagerstown, Maryland

SIMPLIFIED PLAT APPLICATION & REVIEW CHECKLIST

SUBMISSION REQUIREMENTS: THIS ORIGINAL FORM AND EIGHT (8) COPIES, PLUS NINE (9) COMPLETE SETS OF PLANS. Application will not be processed unless the checklist found on the remaining sheets of this form is completed, with the appropriate plan page references included, and all materials requested are provided.

EFFECTIVE JANUARY 1, 2004, NO SIMPLIFIED SUBDIVISION PLAT WILL BE ACCEPTED FOR PROCESSING UNLESS ACCOMPANIED BY A COMPLETED COPY OF THIS REVIEW CHECKLIST FORM

For Planning Department Use Only	Subdivision Plat File S - _____ - _____	Accepted: _____
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SUBDIVISION NAME: _____ SECTION: _____

DEED REFERENCE: _____ LIBER: _____ FOLIO: _____ ZONING DISTRICT: _____

LOCATION OF PROPERTY: _____ TRACT SIZE: _____

RELATED PLANNING DEPARTMENT FILE REFERENCES (SITE PLANS, PRELIMINARY PLATS, BZA CASES):
(If none, state so)

PROPOSED USE (NUMBER AND TYPES OF DWELLINGS, AREA & USE OF COMMERCIAL & INDUSTRIAL BLDGS.):

ENG./SURVEY COMPANY: _____ PROJECT CONTACT PERSON: _____

MAILING ADDRESS: _____

TELEPHONE: _____ FAX: _____ E-MAIL: _____

DEVELOPER: _____ PROJECT CONTACT PERSON: _____

MAILING ADDRESS: _____

TELEPHONE: _____ FAX: _____ E-MAIL: _____

OWNER OF PROPERTY: _____

MAILING ADDRESS: _____

TELEPHONE: _____ FAX: _____ E-MAIL: _____

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 on:			

Form version: 3.0. - Date of last revision: September, 2008.

INSTRUCTION TO ENGINEER/SURVEYOR: In the column marked "Engineer/Surveyor", identify each page which the required item appears on the plan. For items that appear on each page of the plan, use "All". If not applicable, address as not applicable in a note on the plan and reference the page of the plan on which the note appears in the column below.

Subsection	Ordinance Requirements	Engineer/ Surveyor	1st Review	2nd Review	3rd Review	REVIEW KEY
						√ OK I Incomplete N/A Not Applicable

5.C.15.a(1)	Vicinity Plan to scale of not less than 2,000'=1". Municipal boundaries shown as necessary.					
5.C.15.a(2)	Name of Subdivision					
5.C.15.a(3)	Street address of property, including City and State					
5.C.15.a(3)	City Tax Map Number					
5.C.15.a(3)	Zoning District and Election District					
N/A	City Unique Property ID Number					Required by City Engineer
5.C.15.a(4)	Area of each lot, parcel or other unit					
5.C.15.a(5)	Name and address of land owner					
5.C.15.a(5)	Name and address of developer (if different from owner)					
5.C.15.a(6)	Scale					
5.C.15.a(6)	North arrow					
5.C.15.a(6)	Date of drawing					
5.C.15.a(7)	Distances in feet and 1/100 of feet, bearings in degrees, minutes & seconds					
5.C.15.a(7)	Bearing and length of every lot line, existing and proposed					
5.C.15.a(7)	Tract boundary lines					
5.C.15.a(8)	Street right of way lines and widths					
5.C.15.a(8)	Other easements and rights of way (access, utility, drainage, etc.)					
5.C.15.a(9)	Owners of adjoining land					
5.C.15.a(10)	All existing buildings and improvements within the boundaries of the subdivision.					
Planning Department	Addresses of all existing buildings on site					
Planning Department	Planning Department Subdivision File Number (ex. S-2008-01) on bottom right hand corner of the first page.	NA	N A			Can only be added after plat has been submitted and case file number assigned. The file number assigned to this project is: S- _____ - _____
5.C.15.b	Certificate of ownership signed and acknowledged for items listed in subsection.					
5.C.15.b	Required certifications by land surveyor and/or professional engineer					

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Subsection	Ordinance Requirements	Engineer/ Surveyor	1st Review	2nd Review	3rd Review	REVIEW KEY
						√ OK I Incomplete N/A Not Applicable

5.C.15.b	Signature and seal of registered professional (land surveyor, prof. engineer, architect, landscape architect, professional planner (AICP) responsible for accuracy of plan					
5.C.15.b	Health Department signature block					
5.C.15.b	Planning Department signature block					
Planning Department	Other restrictions, such as location in Preservation District, variances, etc.					Required by Planning Dept.
Light Dept.	Street light locations					
Light Dept.	Existing utility line locations					
Light Dept.	Proposed utility line locations					
Light Dept.	Electric & telephone poles and guy wires and tag numbers					
Light Dept.	Overhead and underground electric, telephone and cable television lines					
N/A	Addressed Engineering Comments?		N A			
N/A	Addressed Water Dept. Comments?		N A			
N/A	Addressed Sewer Dept. Comments?		N A			
N/A	Addressed Light Dept. Comments?		N A			
N/A	Addressed all other applicable department 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 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 9x11 file, with bottom right section on top?					
Planning Department	Is this form being submitted to Plng. Dept. on initial submission?					
Planning Department	Is this form been returned to the Plng. Dept. with revised submission?					
200-31	Are all applicable fees paid in full?					

INSTRUCTIONS TO SURVEYOR/ENGINEER:

This checklist is the format used by the Department of Planning 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 Hagerstown Planning Department:

PLANNING DEPARTMENT: 2 COPIES

COPIES FOR ENGINEERING, LIGHT, WATER AND SEWER 4 COPIES
 (Even if the plan has been reviewed and approved by these agencies)

COPIES FOR ANY OTHER AGENCY WITH OUTSTANDING COMMENTS AS NEEDED

ALL SUBMISSIONS SHALL BE MADE TO THE PLANNING DEPARTMENT. DO NOT SUBMIT REVISED COPIES DIRECTLY TO REVIEW AGENCIES. THEY ARE DIRECTED TO DISCARD ERRONEOUSLY SUBMITTED COPIES.

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 Department and utilities before construction may commence. **This statement must be signed before application will be accepted for processing.**

Owner's Signature: _____ **Applicant's Signature **:** _____
(If different from owner)

Date: _____

FOLLOW UP - PLANNING DEPARTMENT USE

Plat must be recorded within one year of approval.					Plat approval expires on: _____
All other signatures must be on plat before Planning Department signs plat.					
1 reproducible mylar or other acceptable transparency and 2 blue or black line copies after recording. AUTOCAD version must be presented with the mylar when submitted for signature.					
File completed and closed					Date: _____