



# CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

## CONDOMINIUM PLAT APPLICATION & REVIEW CHECKLIST Form SU4

(Last Revised: January 1, 2021)

### Submittal Requirements:

Case No. S-\_\_\_\_\_

Office Use Only

- Original Application and Checklist and 5 copies of plat. Paper copies to be delivered by applicant to WCPS, SCD, and Antietam Broadband after ~~submitting~~
  - Submitting copy of the plat, application and checklist and any supporting schedules and documents.
- 
- Filing fee (please consult current fee schedule)

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 <sup>st</sup> Review	2 <sup>nd</sup> Review	3 <sup>rd</sup> 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 <sup>st</sup> Review	2 <sup>nd</sup> Review	3 <sup>rd</sup> 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.	Legend that clearly indicates which features are existing and which are proposed					
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					This includes the lines drawn demarking the limits of ownership of individual condominium units within buildings.
5.F.2.b.	Name of subdivision					
5.F.2.b.	Date of drawing, north arrow and 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					
5.F.2.b.	Election District					
5.F.2.b.	City, County, and State					
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.	City signature block for condominium plats					

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 <sup>st</sup> Review	2 <sup>nd</sup> Review	3 <sup>rd</sup> Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
5.F.2.b.	All existing buildings and improvements as defined herein located within the boundaries of the subdivision. The distance between any existing structure to the new property line shall be determined and labeled					
5.F.2.c.	Area of each lot, parcel, site or other unit shown on the plat					Includes the lines demarking ownership of individual condominium units.
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	Maintenance responsibilities					
5.F.2.c.	Private restrictions, if any, proposed to be included in deeds or condominium association documents.					
5.F.2.c	Parking restrictions (if any) in order to assure the restrictions do no violate the zoning ordinance.					
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-2021-01) 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-_____ - _____
PCAD	Other restrictions, such as location in Historic District, variances, etc.					Required by PCAD
Electric	Existing utility line locations					
Electric	Proposed utility line locations					
Electric	Electric and telephone poles and guy wires and tag numbers					
Electric	Overhead and underground electric, telephone, and cable television lines					
N/A	Addressed all review agency comments? <b>Do not submit revised plans until all review agency comments have been collected and all issues are addressed.</b>					
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?					
PCAD	Are any deviations from the requirements of Article 5?					Attach Schedule W.

**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
Parks and Engineering Department	1 copy
Electronic copy of revised plan and checklist for distribution	1 copy emailed

**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		<b>Plat approval expires on:</b>  _____
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.		
<b>File completed and closed</b>		<b>Date:</b>

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

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