



# Caroline County Planning, Codes & Engineering

Type of Application:     New Lot     Addition/Lot Line Revision     New Lot Over 20 Acres  
 New Lot w/Existing Home     New Lot in Critical Areas     Confirmatory

***For Staff Use Only***

Date: \_\_\_\_\_ Plat ID: \_\_\_\_\_ Staff: \_\_\_\_\_ Fee: \_\_\_\_\_

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

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

City \_\_\_\_\_ Is the project within the incorporated city limits? \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Current Zoning \_\_\_\_\_

Tax Map \_\_\_\_\_ Block \_\_\_\_\_ Parcel \_\_\_\_\_ Lot \_\_\_\_\_ Parcel ID \_\_\_\_\_

Total Acreage \_\_\_\_\_ Current Number of Lots \_\_\_\_\_ Proposed Number of Lots \_\_\_\_\_

Is the project within the Chesapeake Bay Critical Area? \_\_\_\_\_ Critical Area Zoning \_\_\_\_\_

Are there any past or present plats or surveys related to this property? If yes, please list:

\_\_\_\_\_  
\_\_\_\_\_

**EXPLANATION:** *(What is the purpose of the plat? )*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL CHECKLIST:**

\_\_\_\_\_ 1. Completed Caroline County Planning, Codes & Engineering Major Plat Application *(owner's signature is required or the application will not be accepted)*. The major plat process is used when four (5) or more lots are created, lot line revisions to recorded major subdivision, additions and major lots.

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

- |   |  |
|---|--|
| A. Major Subdivision Application Fee                    | \$ 350.00                              |
| A. New Major Lot  | \$ 350.00 per lot                      |
| B. Addition/Lot Line Revision                           | \$ 200.00 per plat                     |
| C. New Major Lot Over 20 Acres                          | \$ 350.00 per lot                      |
| D. New Major Lot with Existing Dwelling                 | \$ 350.00 per lot                      |
| E. New Lot within the Chesapeake Bay Critical Area      | \$ 450.00 per plat                     |
| F. Major Confirmatory Plat                              | \$ 200.00 per plat                     |
| G. <b>RECORDING FEE (to be paid w/ application fee)</b> | <b>\$ 4.00 Revision or \$7.00Major</b> |

\_\_\_\_\_ 3. Ten (15) unsigned paper copies *(mylars are not required at application stage)*

\_\_\_\_\_ 4. Any proposed access easement agreements and/or maintenance agreements

\_\_\_\_\_ 5. Any other supporting documents and/or photographs

\_\_\_\_\_ 6. Completed Critical Area Application (if applicable)  
***(form is available on the website at [carolineplancode.org](http://carolineplancode.org))***

**FOREST CONSERVATION:** *(There may be additional FCA recording fees)*

- |   |               |
|---|---------------|
| <input type="checkbox"/> Declaration of Intent <i>(single lot, real estate transfer, intrafamily, forestry, agricultural)</i> | \$50 Fee      |
| <input type="checkbox"/> <b>Certificate of Exemption</b> <i>(for addition/lot line revision or confirmatory)</i>              | <b>NO FEE</b> |
| <input type="checkbox"/> Forest Conservation Plan   | \$300 Fee     |
| <input type="checkbox"/> Simplified Delineation   | \$100 Fee     |
| <input type="checkbox"/> Intermediate Delineation   | \$200 Fee     |
| <input type="checkbox"/> Full Forest Stand Delineation  | \$300 Fee     |

**AGENCY REVIEW:**

If desired, the applicant may contact all applicable review agencies prior to application. This will ensure a thorough and accurate review of all minor subdivision plats.

**ENVIRONMENTAL HEALTH DEPARTMENT**

Attn: Don Wilson  
403 S. 7<sup>th</sup> Street, Suite 226  
P.O. Box 10  
Denton, MD 21629  
(410) 479-8045  
[www.carolinehd.org](http://www.carolinehd.org)

**MD DEPARTMENT OF THE ENVIRONMENT**

Attn: Alan Kampmeyer  
Water Management Administration  
Nontidal Wetlands & Waterways Div.  
201 Baptist Street, Suite 22  
Salisbury, MD 21801  
(410) 713-3685

**APPROPRIATE HIGHWAY DEPARTMENT**

Department of Public Works  
Attn: Bryan North  
520 Wilmuth Street  
Denton, MD 21629  
(410) 479-0520

**CRITICAL AREA COMMISSION**

Attn: Julie Roberts  
1804 West Street, Suite 100  
Annapolis, MD 21401  
(410) 260-3479  
[www.dnr.state.md.us](http://www.dnr.state.md.us)

State Highway Administration

Attn: James Schmick  
508 Caroline Street  
Denton, MD 21629  
(410) 479-0770

**SOIL CONSERVATION DISTRICT**

Attn: John Shepard  
640 Legion Road, Suite 3  
Denton, MD 21629  
(410) 479-1202 ext 3

**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 Planning, Codes & Engineering 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 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 Planning, Codes & Engineering staff and other applicable agencies shall review the plat for compliance with all requirements and ordinances. Any deficiencies shall be noted in writing or on the plat 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 Planning, Codes & Engineering employees with proper identification access to my property during the review of this application.

**Owner(s)** (  Please check if contact )

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Surveyor** (  Please check if contact )

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Contact** ( if other than owner of surveyor )

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_