

# Caroline County Planning & Codes Administration



Health & Public Services Bldg.  
403 South 7<sup>th</sup> Street, Suite 210  
Denton, Maryland 21629-1335  
Telephone: 410-479-8100  
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## Minor Subdivision and Addition Plat - Surveyor Check List In accordance with Chapter 162 of the Caroline County Code of Public Local Laws

Subdivision Name/Owner: \_\_\_\_\_

1. Do you have a completed application signed by surveyor and property owners?
2. If the parcel is in a Critical Area, have you included a completed Critical Area application?
3. Did you check to be sure that the parcel has subdivision potential?
4. Are you aware that all new lots must be approved by the Health Department for Individual Water and Sewer? **REMAINING LANDS LESS THAN 20 ACRES MUST BE TREATED AS A NEW LOT.**
5. Do you have five unsigned paper copies for the first submittal of the plats?
6. Fees paid? (Due at first submittal)
7. Are the prints clear and legible?
8. Is the paper size 8 ½" x 14" or 18" x 24"?
9. Vicinity Map is at least 1" = 1 mile?
10. Is the title block information place in the lower right corner?
11. Does the title block contain:
  - a. Names and address of the owners of record and/or subdivider?
  - b. Location by Election District, County, State, Tax Map, Grid, Parcel and Lot?
  - c. The Scale of the Plat: 1" =100' or greater?
  - d. Date of the Plat and date of all revisions?
12. Does the plat contain signature blocks for the Zoning Administrator and the County Health Officer (approving authority)? See "Signature Blocks" on the Required Standard Plat Notes document. Or if an addition plat, place signature lines beneath the Addition Plat Statement on the Required Standard Plat Notes document.
13. Is there a surveyor's certificate and seal?
14. Is there a notarized owner's certificate and seal? (not required until final plat)

15. Is the North Point shown?
16. Names of adjoining property owners with Liber and Folio shown?
17. Name, recording reference and lot numbers of adjoining recorded subdivision lots shown if applicable?
18. Is the Boundary of subdivision shown in heavy outline?
19. Are the distances of courses to hundredths of a foot? (No distances should say “more or less”)
20. Are the bearings accurate to one (1) second?
21. Are all the existing and proposed roads within or abutting the subdivision shown with the location, width and proposed name?
22. Is all curve data in tabular form?
23. Do all existing or proposed easements and rights-of-way include location, dimensions and purpose? (Ex. Power/Transmission Lines, Road Right-of-Ways, etc.)
24. Has a Right-of-Way Agreement been filed (for new lots with county road frontage)?
25. Are the areas of each lot in acres and thousandths?
26. Do the proposed lots meet the minimum size, length and width requirements?
27. Are the zoning classification and building restriction lines shown as dashed lines?
28. Are the locations and descriptions of all monuments and markers indicated? **THERE SHOULD BE NO DEED POINTS. NEW LOTS AND NEW LINES MUST BE LOCATED BY FIELD SURVEY. REMAINING LANDS LESS THAN 20 ACRES MUST BE TREATED AS A NEW LOT.**
29. Are all previous lots subdivided from the original parcel after Nov. 30, 1972 listed with lot number, owner, date recorded and recording reference? Or were there no previous lots? See Lot History Statement on the Required Standard Plat Notes document.
30. Have all tidal and nontidal wetlands been delineated& shown with easements/buffers?
31. Is there a Critical Areas Note with the zoning (LDA/RCA/IDA) or is there a “not in a Critical Area Note”? Is the 1000’ Critical Area Buffer shown (if crossing through area shown on plat)? See Chesapeake Bay Critical Area Statement on the Required Standard Plat Notes document.
32. Is there a Floodplain Note with zoning? See Flood Plain Note on the Standard Required Plat Notes document.

33. Is there an Agricultural Compatibility Statement? See Agricultural Compatibility Statement on the Required Standard Plat Notes document.
34. If the property is on a dirt road, do you have the standard dirt road note? See Dirt Road Statement on the Required Standard Plat Notes document.
35. Is the property in a sensitive species area (mdmerlin.net)? Have you contacted Wildlife & Heritage Service of the Maryland Department of Natural Resources?
36. If there are Public Drainage Ditches on the property, have they and their buffer or easement been identified?
37. Have all perennial (100' buffer) and intermittent (25' buffer) streams shown on USGS Quad Maps been identified and buffers shown?
38. Has Forest Conservation been addressed? Plans and easements submitted, fees paid, and easements shown on plat or Declarations of Intent or Certificate of Exemption?
39. If there are new roads, has an Erosion and Sediment Control Plan been submitted? Is the note present on plat? See Erosion and Sediment Control Plan note on the Required Standard Plat Notes document.
40. If there are new roads, has Stormwater Management Plan been submitted?
41. If there new roads, have names been assigned? (Must submit new road name application)
42. Are there any covenants or deed restrictions that need to be recorded with plat?

Surveyor's Signature: \_\_\_\_\_

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Phone Number)