



Town of Poolesville
19721 Beall Street
P.O. Box 158
Poolesville, MD 20837
301-428-8927
www.poolesvillemd.gov

APPLICATION FOR SUBDIVISION RECORD PLAT / FINAL PLAT

- 1. Date: _____, 20_____
- 2. Applicant's Name* _____
 Address : _____
 Phone: _____ Fax: _____
 Email: _____

Application Date Filed _____ PC Agenda Date _____ Fee _____

- 3. Property Owner's Name _____
 Address: _____
 Phone: _____ Fax: _____
 Email: _____

- 4. Legal description of the subject property (list all parcels that apply)
 Property Address: _____
 Tax Map # and Parcel: _____
 Deed Book and Page #: _____
 Liber and Folio(s): _____
 Property Area in square feet or acres: _____

- 5. Preliminary Plan File # and Date of Approval: _____
- 6. Number of Lots: _____ Total area shown on plat: _____
- 7. Total area of individual lots: _____
- 8. Water and Sewer Allocation (GPD): _____
- 9. Total area of streets to be dedicated: _____
- 10. Zoning: _____
- 11. Note any other proposals or conditions affecting the property:

*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

Record Plat Application Instructions and Checklist

The Application for a record plat and the supporting documentation must include the following information:

1. Record Plat Application:

- Name of Subdivision (subject to approval by the Commission) and description of blocks and lots Included on plat.
- Location of subdivision by county, election district, town, special taxing area, place or locality name as applicable.
- Name, date of approval and file number of the preliminary plan upon which the record plat is based.
- Zoning classification of property
- Total number of lots, out lots, or parcels included on plat
- Total area shown on plat, including streets and total area dedicated to public use
- Existing or proposed covenants, if any
- Name and address, including telephone number of owner(s) and registered land surveyor who prepared the plat
- Such other information as the Commission may require

2. Drawing: The plat subdivision shall be accurately drawn to a scale approved by the Commission and shall include the following information:

- Title** – The title shall appear in the lower right hand corner of the sheet and shall include the following information:
 - Approved name of the subdivision
 - Election district, town, county and state
 - Scale of drawing and date of completion
 - Name, seal, and registration number of the registered land surveyor who prepared the plat
- Subdivision Plan** – All boundaries, street lines and lot lines, plus any other lines pertinent to the plan, shall be shown together with sufficient data, accurately calculated, to reproduce same upon the ground. The plan shall show the following items as applicable in each case:
 - All property boundary lines necessary to identify the subdivision with the conveyance or part thereof by which the maker of the plat acquired the property. Where the subdivision is part of such conveyance, the boundaries shown should include the last complete line touched by the subdivision or an indicated dimension thereof. Where a subdivision includes all or parts of two or more conveyances the boundaries of such separate deed descriptions shall be indicated by the light line running through the subdivision, together with deed reference to each original tract or parcel.
 - Exact locations, widths, and names of all streets within the subdivision
 - All easements established of rights-of-way provided for public services or utilities in the subdivision, and any limitations of such easements, plus recordation reference.
 - Accurate outlines of any areas to be reserved for common use by residents of the subdivision or for any public use, with purposes indicated thereon
 - Accurate bearings and lengths of all block and lot lines, together with the length of radii, arcs, tangents, and chords with chord bearings and central angles for all curves in the layout. A curve table shall be used containing these data and reference to the curves shown in the drawing.
 - All bearings shall refer to the true meridian or the Maryland State Plane Coordinate System. The meridian used shall be noted alongside the North Arrow which is required on each plat. Plats of re-subdivisions may refer to the "Plat Meridian," meaning that used on the original Subdivision plat. On plats of small subdivision, involving one or two lots, in locations where no established control is available, reference to the "Deed Meridian" will be acceptable.
 - The grid line shall be shown around the borders of the plat with their coordinate values

indicated thereon and the coordinates of the property line monuments shown on the plat shall be given.

- Accurate location of all monuments is required.
 - Lots numbered in numerical order. In tracts containing more than one block, the blocks shall be lettered in alphabetical order. In case there is a re-subdivision of lots in any block, such re subdivided lots shall be numbered numerically, beginning with the number following the highest lot number in the block and the original lot lines shown dashed and original lot numbers dotted.
 - Area of each lot, out lot, parcel, or other unit shown on plat
 - Front building lines, shown geographically with dimensions, where such exceed the required minimum specified in the Zoning Ordinance, and any other building restriction lines which may apply in a particular case.
 - Accurate bearings and lengths of tie connections between all adjacent blocks and other subdivisions
 - Names and locations of adjoining subdivisions with lot and block numbers immediately adjoining, together with plat references.
 - Location and apparent ownership of adjoining un-subdivided property with land record or will references.
 - Key map showing location of subdivision when same is in an outlying area not adjoining a recorded subdivision. In case of a large subdivision requiring multiple plats, the key map shall show the location of previously recorded plats within the subdivision by section number.
- Surveyor or Engineer Certificate** – Certificate by the registered land surveyor or registered Engineer in a form required by the Commission, certifying to the accuracy of the plat, to the placing of property line monuments, and to areas included on the plat and dedicated to public use.
- Owner's Certificate** – Certificate by the owner and all parties of interest, in a form approved by the Commission, adopting the plan of subdivision, establishing slope easements and minimum building restriction lines and dedicating to public use: roads, streets, walks, utility and storm drainage rights-of-way, parks and other areas approved for dedication to the public use by the Commission. (Public Utilities Easement reference)
- Approval Box** – Approval box in form required by the Commission shall be provided. The box shall provide approval space for the Commissioners of Poolesville and the Poolesville Planning Commission.
- Montgomery County Health Department**

3. Road and Street Profile Plans

- Town Roads** – Complete road and crosswalk profile plans, approved by the Town Engineer and/or the County Department of Transportation, shall accompany each subdivision record plat submitted to the Commission, except in cases where the grades of the roads or street have already been established, in accordance with Montgomery County Road Construction Code.
- Other Roads and Streets** – For roads and streets within the jurisdiction of other governmental bodies, complete road and street profile plans in form required by the Commission shall be submitted to the Commission for approval. Road and street grades shall be determined by the Commission.

4. Approved Storm Drain Construction Plans

5. Copies of Covenants, Restrictions and Maintenance Agreements

Applicant Certification

The undersigned hereby applies for approval by the Poolesville Planning Commission of the accompanying subdivision record plat and certifies the information supplied herewith to be correct and complete:

Signature of Applicant

Date

Signature of Property Owner (If different than Applicant)

Date

Please submit an original completed application and (Five (5) copies at 18X24 Adobe PDF Format and Five (5) copies at 11X17) copies to the following:

Please submit an original completed application to the following:

Town of Poolesville
19721 Beall Street
P.O. Box 158
Poolesville, MD 20837