

# MONTGOMERY COUNTY RECORD PLAT APPROVAL PROCESS

## SURVEYOR/ENGINEER S/E <sup>①</sup>

Prepares plat and submits to MNCP&PC, DPS, & DEP

### MNCP&PC (A)

Prints of plat w/application signed by owner, address conditions of preliminary / site plan.

3 week review time

See Attachment "A".

### DPS (B)

Prints of plat w/application, address relevant conditions of preliminary / site plan approval letter per checklist (DPS will forward to well & septic section if required).

3 week review time <sup>②</sup>

See Attachment "B".

### DEP (C)

Prints of plat w/Information Form

3 week review time

See Attachment "C".

return to

### SURVEYOR S/E

Address agency comments and prepare mylar

1 week

### OWNER

Signs original mylar

1 week

### SURVEYOR S/E

Submits mylar and plat in digital format and P&P markup to agency for Planning Board Approval

1 week

### MNCP&PC

Approval by Planning Board and Signature of mylar

3 weeks

### SURVEYOR S/E

Submits mylars, original signed PIA's and DPS markup

1 week

### DPS

Signs original mylar (DPS needs DEP approval prior to their signature)

1 week

### SURVEYOR S/E

Submits signed mylars to MNCP&PC

1 week

### MNCP&PC

Reproduces and records Plat

2 weeks

**TOTAL - 14 WEEKS** <sup>③</sup>

#### ATTACHMENTS

"A" - MNCP&PC - Application

"B" - DPS - Application & Checklist

"C" - DEP - Info Form

① Montgomery County Code requires that only a Land Surveyor licensed in the State of Maryland can prepare a plat of Subdivision.

② DPS plan review requirements and timeframes will vary based upon complexity of transportation related requirements.

③ 14 weeks is the optimum time. Actual time from plat submission to recordation will vary based on project complexity.

Revised: 05/05/09