



Development Review Division
Montgomery County Planning Department
Maryland-National Capital Park and Planning Commission

Effective: April 2, 2008

8787 Georgia Avenue
Silver Spring, Maryland 20910-3760

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RECORD PLAT APPLICATION

Minor Subdivision Multiple Plat Applications

M-NCPPC Staff Use Only			
File Number	2 _____	Fee (attach worksheet)	_____
Date Application Received	_____	Fee Received by	_____
		Application Completed by	_____

An application will not be accepted for review unless all required information and fees are provided.

Record Plat Name: _____ Acres; _____ Sq. Ft. _____

Location: (Complete either A or B)

A. On _____, _____ feet _____ of _____
Street Name (N,S,E,W etc.) Nearest Intersecting Street

B. _____ quadrant, intersection of _____ and _____
(N,S,E,W etc.) Street Name Street Name

C. If Minor Subdivision box is checked, enter tax account number (8 digits): (a) _____ (b) _____

Applicant Information:

Applicant (Owner, Owner's Representative, or Contract Purchaser – check applicable; written verification required if not the owner.)

Name _____ Contact Person _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone Number ext. _____ Fax Number _____ E-mail _____

Surveyor/Engineer

Name _____ Contact Person _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone Number ext. _____ Fax Number _____ E-mail _____

Pre-Preliminary, Preliminary and Site Plan Information:

Pre-Preliminary Plan Name: _____

File Number 7 _____ Resolution Date _____
 Approved Preliminary Plan extension date _____

Preliminary Plan Name: _____

File Number 1 _____ Resolution Date _____
 Approved Preliminary Plan extension date _____

Site Plan Name: _____

File Number 8 _____ Resolution Date _____
 Approved Site Plan extension date _____

Plat Information:

Existing Zoning: _____, _____, _____, _____

Area of Dedication _____ Acres _____ SF. Plat is for ROW Dedication Only.

Plat is for Reservation of Public Land Only.

Number of Lots	Number of Parcels	Number of Outlots	Number of Residential Units	Development Type	MPDU	TDR
				SFD		
				TH		
				MF		
				Other		

TDR serial numbers (example 10-6222)

_____, _____, _____, _____, _____, _____, _____, _____

Are there any legal restrictions (i.e. covenants or easements) other than shown on plat? Yes No

If yes, describe

Is this Application being filed under the Minor Subdivision Process (see Section 5)? Yes No

If yes, identify the sub-section of Sec. 50-35A that applies to your Minor Subdivision application. Sec 50-35A(a) [_____]

Sanitary Facilities Information:

Public Water Public Sewer Well Septic Date of Septic Approval _____

Signature of Applicant (Owner or Contract Purchaser)

Applicant hereby certifies that he/she is the sole owner of the subject property, is otherwise legally authorized to represent the owner(s) (written verification provided), or is a contract purchaser authorized to submit this application by the property owner (written verification provided).

 Signature

 Date

 Name (Type or Print)

Checklist

See Submission Requirements for more details about the items below:

1. General Information

- 1.1 Completed application form and checklist.....
- 1.2 Completed fee schedule and worksheet with fee.....

2. Subdivision

- 2.1 Copy of approved and signed Pre-Preliminary or Preliminary Plan and the Resolution.....
- 2.2 Copy of approved and signed Site Plan and the Site Plan Resolution (if required).....
- 2.3 Copy of approved Forest Conservation Plan or approved FCP Exemption
- 2.4 Identification of all Agreement and Easement documents that must approved and recorded with the Record Plat.....
- 2.5 PDF image of approved Preliminary Plan; approved FCP and Site Plan (if required).....

3. TDR Requirements (submit prior to recordation)

- 3.1 Copy of TDR Easements.....
- 3.2 Copy of TDR Transfer.....

4. Child Lot Affidavit

5. Minor Subdivision

- 5.1 Previously approved record Plat.....
- 5.2 Approved sketch plan or approved Pre-Application (Pre-Preliminary) Plan, if required.....
- 5.3 Approved Forest Conservation Plan, Approved Forest Conservation Exemption, or an approved Natural Resources Inventory/Forest Stand Delineation plus a Preliminary Forest Conservation Plan, if required (see section 5.3 for further information)
- 5.4 Agreements, covenants, easement documents, or other restrictions.....
- 5.5 Appropriate Deed of Transfer, Abandonment Resolution, or Other Necessary Documents(see section 5.5 for further information)
- 5.6 MCDEP record plat information form.....

6. Record Plat (folded prints)

- 6.1 Title Block.....
- 6.2 Subdivision Plan Drawing.....
- 6.3 Surveyor/Engineer Certificate.....
- 6.4 Owner(s) Certificate.....
- 6.5 Approval Box.....

No. Copies	Engineer/ Surveyor	M-NCPPC Staff
	Submitted or Waived By	Accepted or Not Accepted
1		
1		
1		
1		
1		
1		
1		
1		
2		
1		
1		
1		
1		
1		
10		

Please note that the record plat in digital form and the mylar original of the plat should not be submitted with the application. These items should be submitted after completion of staff review.

Signature of Surveyor /Engineer

The surveyor or engineer or has read and understands the record plat submission requirements and hereby certifies that all required information for the submission of a record plat has been included in this application

Signature

Date

Name (Type or Print)