



RECORD PLAT SUBMISSION REQUIREMENTS

The Subdivision Regulations require that within thirty-seven (37) months of the Planning Board's approval of a preliminary plan of subdivision, a record plat must be recorded. The following provides a description of the information that must be submitted to have a complete record plat application. A checklist has also been prepared that must be filled out by the applicant's surveyor/engineer, who must sign the checklist certifying that the application and checklist are complete and ready for processing. The checklist must be submitted with the application form. **Only complete applications will be accepted for review.**

For properties that will be recorded by multiple plats, a separate application form will be required for each plat. Copies of a master application are acceptable provided that the appropriate information for each plat is supplied (i.e. number of lots, units, and area of each plat). One check for the total fee for a multiple plat submission is acceptable.

Prior to submitting the record plat application, the applicant must contact the Records and Information Section of the M-NCPPC, Development Review Division for approval of the proposed subdivision name, lot and block designation and street name assignment.

The record plat may be submitted using mylar; however, black ink or an ink applied process must be used. Any other process, including photography, photochemical, emulsified mylar, sepia, typewriter-applied ink, paste-ons, etc., will not be accepted. Also, **a digital submittal of the record plat is required** (see section 8).

The Planning Board will not schedule plats for consideration until the Planning Board takes final action on the preliminary plan application and site plan application, if a site plan is required. In addition, a copy of the preliminary plan containing the Planning Board's conditions of approval and the Planning Board's resolution on the preliminary plan must be submitted with the record plat application. A copy of the approved site plan and site plan resolution must be submitted for properties subject to site plan approval.

Any material or information submitted to the M-NCPPC, Development Review Division, as part of a record plat application, must be accompanied by a transmittal memorandum or cover sheet that identifies what is being submitted and why. **If the material relates to a plan that has already been submitted, the memo or cover sheet must refer to the M-NCPPC file number.**

Please note: There are additional submittal requirements that need to be made directly to DEP and DPS. After receiving a M-NCPPC file number, contact DEP and DPS about these requirements (refer to the Montgomery County Record Plat Approval Process chart).

1. REQUIRED GENERAL INFORMATION

1.1 Complete Application Form

The application must be submitted with all required information provided on the form. The owner or owner's legal agent, and the engineer/surveyor who prepared the plat must sign the application.

1.2 Complete fee schedule and worksheet

The applicant is required to calculate the fee using the Fee Schedule on the worksheet. Submit the fee payment and worksheet with the application.

2. REGULAR SUBDIVISION

2.1 Copy of Approved and Signed Preliminary Plan and the Preliminary Plan Resolution

A copy of the **approved** preliminary plan of subdivision must be submitted with the record plat application. The plan must contain the signature of the M-NCPPC Subdivision Master Planner/Supervisor or his/her designee. A copy of the Planning Board's resolution for the preliminary plan must also be provided with the application.

2.2 Copy of Approved Site Plan and the Site Plan Resolution

If a Division 59-D-3 site plan is required for the property, a copy of the **Certified Site Plan** and the Planning Board's site plan resolution must be submitted with the record plat application. If the Planning Board resolution has not been released, then a plat application will be accepted with prior approval of the Subdivision Supervisor.

2.3 Copy of the Approved Forest Conservation Plan or FCP Exemption Letter

In accordance with State and County law, a copy of the approved forest conservation plan must be submitted with a record plat application where required. If the application is exempt from forest conservation, an approved forest conservation exemption letter must be submitted with the record plat application.

2.4 Identification of All Agreements and Easement Documents that must be Approved and Recorded with the Record Plat

The applicant must identify the agreements and easement documents that are required based on the Planning Board conditions of approval associated with the approved preliminary plan.

Most Planning Board actions on record plats result in an approval subject to the conditions applicable to the approved preliminary plan of subdivision. Those conditions may include adequate public facilities agreements to be entered into with the Planning Board, open space or conservation easement documents being recorded in the land records of the County, specific public improvements to be included in a public improvements agreement, traffic mitigation agreements, grading and tree preservation agreements and others that may be particular to the proposed development.

Most of the above conditional agreements and easement documents can be accomplished concurrently with agency reviews, but must be completed prior to the actual recording of the record plat. It is important that the required agreements be identified at the time that the application is submitted. This requires the submission of a statement identifying all of the required agreements and easement documents that must be finalized prior to recordation of the plat.

2.5 Digital Image of Concept Drawing

The applicant must submit 1 floppy disk or CD containing a PDF image of the approved Preliminary Plan with the completed application form. If required, submit a PDF of the approved Forest Conservation Plan and Site Plan. All PDF's must contain a graphic scale reference.

3. TDR REQUIREMENTS

All preliminary plans using TDRs are approved with the condition that ownership of the TDRs must be shown at the time of record plat approval. For areas designated in sewer category 3 based upon an approved preliminary plan utilizing TDRs, a new subdivision not utilizing the requisite number of TDRs must have the sewer category condition changed prior to subdivision approval.

4. CHILD LOT AFFIDAVIT

If a lot was approved under the child lot provisions, pursuant to section 59-C-1.32, 59-C-9.73 (b) or 59-C-9.74 (b) of the Zoning Ordinance, an affidavit must be signed, notarized, and submitted with the plat application. Furthermore, a note must be placed on the plat identifying the lot(s), which are restricted by the child lot provision.

5. MINOR SUBDIVISION

5.1 Previously Approved Record Plat

All minor subdivisions involving previously platted properties must include two copies of the previous record plat.

5.2 Approved Sketch Plan, Approved Pre-Application (Pre-Preliminary) Plan

For minor lot line adjustments, the approved sketch plan must be submitted with the record plat application. For applications submitted pursuant to section 50-35A(a)(8), one copy of the **approved** Pre-Application (Pre-Preliminary) Plan must be submitted with the record plat application

5.3 Approved Forest Conservation Exemption or Natural Resource Inventory/Forest Stand Delineation and Preliminary Forest Conservation Plan or a previously approved Forest Conservation Plan

Applications for certain minor subdivisions must include submittal of an approved NRI/FSD with a Preliminary Forest Conservation (PFCP) plan, or verification that the minor subdivision qualifies for a forest conservation exemption, or a previously approved Forest Conservation Plan. **The PFCP, where applicable, must be submitted with the record plat for minor subdivision and will be reviewed and approved as part of the record plat process.**

The following table outlines the applicability of these requirements to specific minor subdivisions:

<u>Code Section</u> 50-35A(a)()	<u>Minor Subdivision Category</u>	<u>Submission Requirements*</u>
1	Minor Lot Line Adjustment	An NRI/FSD or FC Exemption is not required. If a prior approved Forest Conservation Plan for the property exists, a copy must be submitted.
2	Outlot Conversion to a Lot	An NRI/FSD or FC Exemption is not required. If a prior approved Forest Conservation Plan for the property exists, a copy must be submitted.
3	Consolidation of Lots or Parts of Lots	An NRI/FSD or FC Exemption is not required. If a prior approved Forest Conservation Plan for the property exists, a copy must be submitted.
4	Further Subdivision of Commercial/Industrial/Multi-family Residential	An NRI/FSD or FC Exemption is not required. If a prior approved Forest Conservation Plan for the property exists, a copy must be submitted.
5	Plat of Correction	An NRI/FSD or FC Exemption is not required, unless the plat of correction is to correct a Forest Conservation Easement, then an approved Forest Conservation Plan is required.*
6	Residential Property Deed-Created Prior to 1958	NRI/FSD or FC Exemption is not required. If a prior approved Forest Conservation Plan for the property exists, a copy must be submitted.*
7	Existing Places of Worship, Private Schools, Country Clubs, Private Institutions, or similar, on Unplatted Parcels	NRI/FSD,FC Exemption, PFCP or approved FCP must be submitted.
8	Residential Lots in RDT Zone	NRI/FSD,FC Exemption, PFCP or approved FCP must be submitted

* This is a guideline for the submittal requirements at the time of a record plat application, M-NCPPC staff reserves the right to require an NRI/FSD and/or FCP following review of the scope of the minor subdivision application.

Note: Application for the NRI/FSD must be made to the Countywide Planning Division – Environmental Planning section (CWP-EP). Application forms and submittal requirements are available. The NRI/FSD and forest conservation exemption must be approved by CWP-EP prior to submitting them with the record plat for minor subdivision. CWP-EP staff as part of the NRI/FSD review will make a determination on the need for submission of a PFCP See the NRI/FSD–Forest Conservation Exemption application form for guidance on the type of NRI/FSD submittal

An NRI/FSD might be required as part an application for land disturbance / sediment control permit, in accordance with the requirements of the County Code.

5.4 Agreements, Covenants, Easement Documents, and Other Restrictions

One copy of agreements (including those for public improvements, adequate public facilities, etc.), covenants, easement documents, or other restrictions that are applicable to the property should be submitted with the record plat application in order to allow expedited review of the record plat. No minor subdivision plat will be recorded without staff review of such documents and without including appropriate reference notations on the plat drawing.

5.5 Appropriate Deed of Transfer, Abandonment Resolution, or Other Necessary Documents

For Minor Subdivisions submitted pursuant to Sections 50-35A(a)(3) and 50-35A(a)(6), one copy of the deed of transfer which substantiates compliance with the specified section of the subdivision regulations must be submitted with the record plat application. For Minor Subdivisions which involve the abandonment of a public right-of-way, one copy of the corresponding abandonment resolution must be submitted, additionally, any other documents that are necessary to substantiate compliance with Section 50-35A of the Subdivision Regulations, should also be submitted with the record plat application. No record plat will be approved by the Planning Board until all such documents have been submitted and reviewed by staff.

5.6 MCDEP Record Plat Information Form

One copy of the MCDEP record plat information form included with the plat application.

6. RECORD PLAT

The applicant must submit **1 PDF image** (see 1.7) as well as **10 paper copies** of the record plat drawing for distribution to staff involved in the review process. **The copies must be no larger than 18" by 24" and must be folded.** The record plat must be accurately drawn to scale and must include the following information:

6.1 Title Block

The title must be located in the lower right hand corner of the drawing and shall include the approved name of the subdivision; the election district, County and State, or name of municipality instead of election district, if applicable; scale of the drawing and date completed; and the name of the registered engineer/land surveyor who prepared the plat.

6.2 Subdivision Plan Drawing

The record plat must show all boundaries, street lines, lot lines and other appropriate lines with sufficient information to locate each line and property corner, and to reproduce them on the ground. In accordance with the Subdivision Regulations, the following information must be shown on a record plat, as applicable in each case.

- a. All property boundary lines necessary to identify the subdivision with the conveyance (liber, folio) by which the owner of the property, included on the plat, acquired the property.
- b. Exact locations, widths and names of all streets, alleys and crosswalks within the subdivision.
- c. All easements and rights-of-way provided for public services or utilities in the subdivision with recordation references.
- d. Accurate outlines of common areas with the purpose for such areas indicated on the plat.
- e. Accurate bearings and the length of all block and lot lines, together with the length of radii, arcs, and tangents with chord bearings and central angles for all curves in the layout. A curve table shall be included containing these data and referenced to the curves shown in the plat drawing.
- f. All bearings must be referred in the Maryland State Plane Coordinate system in feet. Resubdivisions may refer to the "plat meridian", and subdivisions comprised of two lots or less may refer to "deed meridian", as provided in the Subdivision Regulations.

- g. Coordinate values (to 4 decimal places) for at least 4 property line monuments shown on the plat.
- h. Accurate locations of all monuments is required.
- i. A north arrow must be included to accurately depict the record plat's true orientation.
- j. All lots must be numbered in numerical order and all blocks must be lettered in alphabetical order. Resubdivided lots must be numbered and original lots shown as specified in the Subdivision Regulations.
- k. The area of each lot, outlot, parcel or other unit must be shown on the plat.
- l. Front building lines, shown graphically 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.
- m. Accurate bearings and lengths of tie connections between all adjacent blocks and other subdivisions.
- n. The names and locations of adjoining subdivisions with their lot and block numbers, together with plat references.
- o. Location and ownership (as shown on tax records) of adjoining unsubdivided properties with appropriate references.
- p. Appropriate key maps should be provided as specified in the Subdivision Regulations.
- q. Show accurate outlines of all individual water systems and sewage disposal system and associated easements.
- r. A statement of the number of dwelling units proposed, the zoning classification of the property, the number of development rights transferred, and reference of any conveyance required by Section 59-C-1.393(f) of the Zoning Ordinance.
- s. A plat number box in the top right quadrant, sized to accommodate a ½" x 2 ¼" stamp.

6.3 Surveyor /Engineer Certificate

A certificate by the registered surveyor/engineer that certifies the accuracy of the plat is required.

6.4 Owner(s) Certificate

A certificate by the owner and all parties of interest adopting the plan of subdivision is required. The certificate must establish certain easements, minimum building restriction lines and dedications as specified in the Subdivision Regulations.

6.5 Approval Box

Provide an approval box on the plat with space for signatures by all agency representatives who have signature authority for record plats.

7. RESTRICTIONS

The plat must identify any restrictions applicable to the site such as denial of access, conservation easements and other limitations that are required by the approved preliminary plan.

8. DIGITAL SUBDIVISION RECORD PLAT *(Submit with mylar)*

The purpose of the digital record plat submittal is to maintain the integrity of Montgomery County's GIS property base map. Digital submittals will be accepted **only** if they adhere to the following criteria:

- a. The record plat base drawing is a DXF file (a standard digital exchange format).
- b. Plats **must** be in Maryland State Plane Coordinate System Datum (NAD83/91) at a 1:1 drawing scale in US survey feet; and
- c. All polygons **must** close.

The following chart indicates the **ONLY** layers that Montgomery County requires for its digital plat submittals. (Please do not include any other digital information from the record plat.) This naming convention, color and line style **must** be followed. A sample/template of this structure CD is available.

Description of Layers	Layer Names	Color	Line style
Street Right-of-Ways Lines	Prop1	Blue	Continuous
Lot & Deed Parcel Boundaries	Prop2	White	Continuous
Forest Conservation	Prop8	White	Continuous
Public Use (trail, path or equestrian)	Prop9	White	Continuous
Street Names	Propanno1	White	Standard (txt.shx)
Lot, Block, & Parcel Numbers*	Propanno2	Magenta	Standard (txt.shx)
Circles for Block Annotation**	Circle	White	
Subdivision Names	Propanno3	Green	Italics (txt.shx) Obliquing angle :30

* Font size for Lot is 16, Block is 25, and Parcel Numbers is 30.

** Radius for a circle is 40.

Upon receipt of the electronic files, M-NCPPC will import the DXF file into their property base map and revise the existing line work around the new parcel. All of the electronic data submitted will not be rotated or scaled to fit the existing basemap. The data will be held as true over the existing line work depicted in the property basemap.