

**TOWN OF PORT DEPOSIT**  
**Information Required Subdivision Plat Checklist**

Project/Plat Information			
Item	DESCRIPTION	Preliminary Plat	Final Plat
1.	Name, address of owner, applicant, developer and lienholder, date of application	X	X
	Name, recording reference and lot numbers of adjoining recorded subdivision, if applicable.	X	X
	Name and address of engineer, land surveyor architect, planner, and/or landscape architect, as applicable, involved in document preparation.	X	X
	Seal, signature and license number of engineer, land surveyor, architect, and/or landscape architect, as applicable involved in document preparation. Each sheet must have a surveyor's seal.		X
	Title block denoting name and type of application, tax map sheet, block and lots, parcel, and street location.	X	X
	A vicinity map at a specified scale (no smaller than 1"=200') showing location of the tract with reference to surrounding properties, streets, landmarks, streams, etc. Show all of the property owned according to the Tax Map(s) if only part of the property is to be developed.	X	X
	Existing and proposed zoning of tract and adjacent property.	X	X
	Adjacent property owners, names, Liber and Folio.	X	X
	Title, north arrow and scale (1"=100').	X	X
	Appropriate signature block for planning director, planning commission chairman (only required), and the health department and other as required.	X	X
	Boundary of subdivision shown in heavy outline.	X	X
	Monumentation, location and description.	X	X
	Standardized sheets 18"x24" (final - black ink on mylar).	X	X
	Lot numbers, dimensions in feet, building restriction lines.	X	X
	Acreage of tract to the nearest thousandth of an acre.	X	X
	Topography at two (2) foot contour intervals.	X	X
	Contour lines extended one hundred (100) feet beyond subdivision boundary.	X	X
	Locations, widths and name of all existing or proposed roads within or abutting the subdivision.	X	X
	Reference to Maryland State Grid Coordinate System, if applicable.	X	X
	One hundred (100) year floodplain boundary and base flood elevations, if applicable.	X	X
	Locations, dimensions and areas of all property reserved for public use, is applicable.	X	X
	Water and sewerage service for each lot.		X
	Location of any municipal or corporate limit.		X
	Metes and bounds survey showing dimensions, bearings, curve, data, length of tangents, radii, arc, chords, and central angles for all centerlines and rights-of-way, and centerline curves on streets, datum and benchmark, primary central points approved by the Town Engineer. (Boundary of proposed subdivision can be a deed plot).		X
	Tabulation showing the breakdown and total types and number of lots; total area of roadways and other lands to be dedicated; total area of subdivision to be recorded.		X
	Critical Area location information such as buffer, wetlands, wildlife habitat, forested areas, etc.		X
	The known locations of HPA's, the habitat of any threatened or endangered species, and the habitat of any Species in Need of Conservation (see Port Deposit Critical Area Program). Habitat Protection Plan reviewed by the Maryland Fish, Heritage and Wildlife Administration.		X
	Owner or Owners Certification and Dedication, if applicable		X
	Surveyor's Certificate		X
	Environmental Health Certificate, if applicable		X

	Town of Port Deposit Cash Escrow Agreement, if applicable		X
	Town Performance Bond, if applicable		X
	Town of Port Deposit Irrevocable Letter of Credit, if applicable		X
	Deed to Convey Title to Roads or Other Public Improvements, if applicable		X