



**Town of Port Deposit
Application For
Preliminary or Final Subdivision Plan**

Town of Port Deposit
64 South Main Street
Port Deposit, MD 21904
townhall@portdeposit.org
410.378.2121
Fax: 410.378.9104

Subdivision Review Fees (please check one): **Preliminary** **Final**

Addition to Lots or Parcels (lot line adjustment) Review.....\$250.00
 Minor Subdivision three (3) lots or less with no public improvements.....\$560.00
 Major Subdivision (more than three (3) with or without public improvements and any subdivision involving public improvements)

Project Description	Minimum	Plus Per Lot	Maximum	Staff Hours
Minor Subdivision	\$1,120	NA	\$1,120	16
Major Subdivision	\$1,120	\$100	N/A	N/A

Applicant's Name:			
Address:			
Phone:		Email:	
Property Owner:			
Phone:		Email:	
Site Location:			
Proposed Use:			
Tax Map:	Parcel:	Zoned:	
Engineer/Consultant:			
Phone:		Email:	

Applicant's Signature

Date

Property Owner's Signature

Date

NOTES:

- Charges for Town Staff in excess of the hours shown in Tables 1-3 are billed at the rate of \$70 per hour.
- Services provided by private consultants and legal council will be charged to the Applicant/Developer at the full cost plus 30%.
- Declaration of Land Restriction filing fees are \$90. As-Built Engineering Review Fees vary.
- Major amendments to subdivision and site plans shall be treated as new applications. Major amendments are revisions that result in additional lots, units, square footage, major realignment or relocation of streets or parking areas, and/or substantially impact any plans for utilities or storm water management. Minor amendments shall pay a \$500 application fee.
- All required fees and additional expenses must be paid before application for site plan or subdivision approval will be considered by Staff, The Planning Commission, Board of Appeals or Mayor and Council.
- Upon recommendation of the Town Administrator and approval by the Mayor and Council, fees determined to be significantly in excess of the cost to provide the Town's development review services may be waived in part or in whole.

Deadline for Planning Commission Meeting: first Thursday of each month.

OFFICE USE ONLY			
Zoning Permit Number:			
Fee:			
Filing Date:			
Received by:			
Concept Subdivision/Site Plan Approved		<input type="checkbox"/> With Conditions Attached	<input type="checkbox"/> Without Conditions
Zoning Admin or Agent		Date	
P&Z Chairperson		Date	

Date reviewed by PC: _____

Date reviewed by Council: _____

Action: _____

Action: _____

Authorized Signature: _____

Contingencies/ Conditions: _____

Critical Area Regulations Applicable: Yes _____ No _____

Flood Plain Regulations Applicable: Yes _____ No _____

If yes, approved by: _____

100 Year Flood Elevation _____

Date Approved: _____

Proposed structural lowest floor elevation _____

Critical Area Designation: _____

Is structure elevated/ flood proofed? _____

Total Disturbed Area: _____

Elevation Certificate required? _____

Non-conversion Agreement required? _____

If yes, date received EC: _____

COMPLIANCE REPORT

Date: _____

Compliance: Yes _____ No _____

Work Completed: _____