

Town of Trappe



Minor Subdivision Plat Checklist

Item	Description	✓
I.	PROJECT-PLAT INFORMATION	
1	Name, address of owner, applicant, developer and lienholder, date of application.	
2	Name and address of engineer, land surveyor architect, planner, and/or landscape architect, as applicable, involved in document preparation.	
3	Date of survey.	
4	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.	
5	Title block denoting name and type of application, tax map sheet, block and lots, parcel, and street location.	
6	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.	
7	Existing and proposed zoning of tract and adjacent property.	
8	Adjacent property owners, names, Liber and Folio.	
9	Title, north arrow and scale as specified by the Town Planner (no larger than 1"=100').	
10	Appropriate signautre block for planning commission chairman and the health department.	
11	Appropriate certification blocks.	
12	Monumentation, location and description.	
13	Standardized sheets 24" x 36" (final - black ink on mylar).	
14	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)	
15	Acreage of tract to the nearest thousandth of an acre.	
16	Date of original and all revisions.	
17	Size and location of any existing or proposed structures with all setbacks dimensioned. For final plat, include storm drains, culverts, retaining walls, fences, stormwater management facilities, sediment and erosion structures.	
18	Number of dwelling units.	
19	Location, dimensions, bearings, names of any existing or proposed roads or streets. The location of pedestrian ways and driveways. Right of way widths.	
20	All proposed lot lines (width and depth) and area of lots in square feet, number of lots, lot numbers.	
21	Location and type of utilities.	
22	Copy and/or delineation of any existing or proposed deed restrictions or covenants.	

23	Location and size of proposed parks, play grounds and other public areas.	
24	Any existing or proposed easement (drainage and utility) or land reserved for or dedicated to public use. Location, dimensions of proposed reservations, right of ways, open space, buffers, forested areas along with means by which these areas will be permanently maintained.	
25	List of required regulatory approvals/permits.	
26	List of variances required or requested.	
27	Requested or obtained design waivers or exceptions.	
28	Payment of application fees.	
II.	SETTING-ENVIRONMENTAL INFORMATION	
1	Total area of the site that will be temporarily and/or permanently disturbed.	
2	All existing streets, water courses, flood plains, wetlands, or other environmentally sensitive areas on or adjacent to the site.	
3	Existing rights-of-way and/or easements on or immediately adjacent to the tract.	
4	Topographical features of subject property from USGS map or more accurate source at 2'-5' intervals, 50' beyond the boundary, with source stated on maps.	
5	Forest Stand Delineation	
6	Existing system of drainage of subject site and adjacent site and of any larger tract or basin of which it is a part.	
7	A 100 Year Flood Plain based on FEMA maps.	
8	Tidal and non-tidal wetland delineation based on NWI maps and field review.	
9	Non-tidal wetlands identification based on field delineation/determination.	
10	Location of sensitive areas and their Buffers.	
11	Location and width of Bufferyards.	
12	Soil types based on Talbot County Soil Survey.	
III.	PLATS, IMPROVEMENT PLANS, AND CONSTRUCTION INFORMATION	
1	Subdivision Plat meeting requirements of Section 23 of "Town of Trappe Land Subdivision Regulations".	
2	Existing and proposed utility infrastructure plans and profiles including sanitary sewer, water, storm drainage and stormwater management, as appropriate in the case of minor subdivisions.	
3	Direction and distance to water and sewer if not available on or adjacent to the site with invert and elevation of sewer.	
4	Stormwater Management Plan.	
5	Soil Erosion and Sediment Control Plan.	
6	Lighting plan and details, as required.	
7	Landscape plan and details, including required Bufferyards.	
8	Forest Conservation Plan.	
9	Preliminary architectural plan and elevations, as required.	

10	Required State, County, and/or Federal approvals, e.g., State Highway Administration, County Public Works, Army CORPS of Engineers, DNR Wetlands Permit/License, MDOE Quality Certification, MDOE sanitary construction permit, local Health Department approvals.	
11	Public works agreement and surety.	

Signature

Date