



**County Commissioners:**

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**Administrative Subdivision with a Plat - Review Process & Procedures**

What is an Administrative Subdivision with a Plat?

- A description of an Administrative Subdivision (Admin), found in Chapter 18, §18:1-166, is the re-platting, re-defining or re-boundary-ing of at least two (2) but fewer than six (6) existing lots of record. An Admin, no matter the number of lots begun with, will never result in additional lots but may result in fewer lots.
  - For example, an Admin may start with 4 lots and reduce to 3 lots, it may move those 4 lots around – say if one of the parcels does not have road access to get that access, or it may be simply to clarify a change or previously erroneous platting.
  - A plat is needed because it is necessary to establish the lots or parcels with a current survey.
  - It may be necessary to determine the status of the existing lot of record; that is to confirm when it was created.
  - *Clarification:* While it is called a subdivision, there is no actual subdividing occurring; no additional parcels or lots are created through this Admin process.

What is the general procedure for submitting an application to the Department Planning & Zoning?

- The applicant may start with determining whether the project is to be served by public or private sewer service. If the project is not on public sewer, the Department of Environmental Health should be contacted to determine if the soils on the property are suitable for a septic system (SRA). All lots must have an approved SRA in order to be approved by P&Z, unless otherwise specified, usually by the Environmental Health department.
- Concurrently, the applicant is advised to speak with staff at P&Z to determine whether their proposal is possible. It is suggested that when requesting information on properties, that the applicant supply either the Tax Map information or the address of the property(s) for the quickest and most accurate response.
- P&Z suggests that all applicants hire a licensed engineer or surveyor to prepare the necessary plans. An engineer is not required except in instances where specific engineering requirements need to be sealed on the plans.
- Information required for a plat starts in Chapter 18, §18:1-169.
- The applicant must submit the required number of plats/documents for review by the various departments in the county. More information may be required if there is Critical Area on the property, if there are any

legal documents, or if the site has public sewer, etc. If there are ever questions on the number of plats or information to be submitted, please contact P&Z.

- The application must be complete in order to be accepted for processing. It is the responsibility of the applicant to ensure that all paperwork, plans, and the correct review fee(s) are submitted.

What happens next? The process for final approval.

- Once the application has been submitted, and after an up to 10 day completeness review, it will be distributed to the appropriate departments for a 10 business day review.
- When all the comments have been received back to P&Z, a comment letter will be sent to the applicant and the applicant's agent describing any revisions that are needed in order gain approval. A revised re-submittal will begin another 10 business day review. This process may occur more than once depending on the issues to be resolved.
- If a particular department offers no comment or indicates approval, the applicant would not need to provide a future submittal to that department except if a final signature is required.
- After the applicant has addressed all comments by the reviewing departments, the applicant may take the plat around for final signature by the necessary departments. P&Z does not route plats for signature.
- Once all signatures have been obtained elsewhere, three (3) mylar copies and seven (7) paper copies of the plat, sized 18" x 24", are submitted to P&Z for final signature by the Director of Planning & Zoning.
- When the final signature has been received, a letter or email is sent to the applicant within 7 days to schedule an appointment to record the plat in the Queen Anne's County Land Records.