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**Minor Subdivision - Review Process & Procedures**

What is a Minor Subdivision?

- The definition of a Minor Subdivision (Minor), found in Chapter 18, Appendix A: Glossary, is the subdivision of land into no more than seven lots, including the creation of any required easements or rights-of-way.
  - Typically any division of lot, tract, or parcel into two or more lots, plats, sites, or other divisions of land for the purpose of sale or building development.
  - By way of the subdivision, any existing non-conformity is either removed or minimized.
- Sliding Scale subdivision:
  - Is a type of Minor Subdivision which allows a property owner to create lots on properties zoned either Agricultural (AG) or Countryside (CS). Subdivision permits one (1) new lot per 100 acres or portion thereof and one (1) new lot for each additional 100 acres or portion thereof. No open space is required for this type of subdivision. A letter substantiating the ability to use this subdivision technique is required.

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 Environmental Health.
- 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 plats. An engineer is not required except in instances where specific engineering requirements need to be sealed on the plats.
- Information required for a plat starts in Chapter 18, §18:1-169. The basic requirements begin with what is required for an Administrative Subdivision and go on to include additional information starting in §18:1-172.

- 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, plats, 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.
- Reviewing departments submit their comments to P&Z where a comprehensive staff comment letter is generated and then sent to the applicant and the applicant's agent describing any revisions that are needed in order gain approval. A revised 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 typically does not need to provide a future submittal to that department except if a final signature is required. It is possible that extensive revisions may be needed by a department and those changes may necessitate other departments reviewing again.
- 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.
- There may be legal documents that also require signature as well as sureties or letters of credit, which must be executed and provided with the plats when submitting to P&Z for final 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. Typically, the Director of Planning & Zoning will sign, however, in some cases, the final signature may be by the Planning Commission.
- 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.