

Confirmatory (Survey) Plat Application

Queen Anne's County Department of Planning and Zoning

110 Vincit Street, Centreville, MD 21617

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For Staff Use Only:

Project Application #: _____ Date Received: _____

Project Information:

Owner Name or Name of Business (if applicable): _____

Subject Property Street Address: _____

City/Town: _____ State: MD Zip: _____

Tax Map # _____ Block _____ Parcel _____ Lot(s) _____ Tax Acct. #: 180- _____

Property Acreage: _____ Zoning Designation: _____ Election District #: _____

Intent and Purpose of Submittal: _____

Previously Subdivided? No Yes If yes, P & Z File/Application# _____

Name of Previous Subdivision: _____

Owner/Applicant/Engineer:

Property Owner(s) Name(s): _____

Property Owner(s) Mailing Address: _____

City/Town: _____ State: _____ Zip: _____ Telephone #: _____

E-Mail Address: _____ @ _____

Applicant(s) Name(s): _____

Applicant's Mailing Address: _____

City/Town: _____ State: _____ Zip: _____ Telephone #: _____

E-Mail Address: _____ @ _____

Owner's Agent/Engineer/Surveyor Name: _____

Firm's Name: _____

Mailing Address: _____

City/Town: _____ State: _____ Zip: _____ Telephone #: _____

E-Mail Address: _____ @ _____

Review:

The applicant's failure to address all application and checklist items, and those specifications in accordance with Chapters 14 and 18 and their respective subsections of the *Queen Anne's County Code*, may result in a project being considered incomplete. Any such deficiencies may result in the return of the application without further review. Only that information submitted with the original application and in compliance with applicable submittal deadlines will be reviewed.

Agency Submittal Checklist:

Required Information (1 complete set required):

Staff Verification:

- A completed application
- Plat of subject property
- Deed for subject property (one (1) copy only)

Plat requirements:

- Survey plat must be 18" x 24"
- All metes and bounds showing the property boundary
- All setbacks per the property's zoning district
- Location of all existing structures
- Location of private well (if applicable)
- Name of road the property fronts on with the right-of-way width indicated
- Location of Septic Reserve Area (SRA) or proposed location (if applicable)
- Title block must state "This is not a subdivision"
- Title block must indicate the name of the property owner or business
- Title block must include Tax Map, Block/Grid, Parcel, and lot number (if applicable)
- Plat must be signed, sealed, and dated by the registered surveyor who prepared the plat
- Plat must be signed by Department of Environmental Health if any adjustment to the SRA or a new SRA
- Plat must be signed by all property owners listed on the deed and notarized
- Any other supporting documents as required (List): _____

Fee:

None

Certifications/Signatures:

I hereby certify to the best of my knowledge that the information presented in this application is technically correct and accurate to the extent necessary for meeting the Queen Anne's County requirements for this land use application. *A typed signature will not be accepted.*

Date: _____

Owner

Print Owner's Name: _____

Date: _____

Owner 2

Print Owner's Name: _____

AND/OR

Date: _____

Applicant and/or Owner's Agent

Date: _____

Surveyor/Engineer