



Montgomery County Planning Department
Maryland-National Capital Park and Planning Commission

Effective: June 1, 2012

8787 Georgia Avenue
Silver Spring, Maryland 20910-3760

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Phone 301-495-4550
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RECORD PLAT APPLICATION

Minor Subdivision

Multiple Plat Applications

M-NCPPC Staff Use Only

File Number	2 _____	Fee (attach worksheet)	_____
Date Application Received	_____	Fee Received by	_____
		Application Completed by	_____

An application will not be accepted for review unless all required information and fees are provided.

Record Plat Name: _____ Acres: _____ (Acres=square feet/43,560)

Location: (Complete either A or B)

A. On _____, _____ feet _____ of _____
Street Name (N,S,E,W etc.) Nearest Intersecting Street

B. _____ quadrant, intersection of _____ and _____
(N,S,E,W etc.) Street Name Street Name

C. If Minor Subdivision box is checked, enter tax account number (8 digits): (a) _____ (b) _____

Applicant Information:

Applicant (Owner, Owner's Representative, or Contract Purchaser – check applicable; written verification required if not the owner.)

Name Contact Person

Street Address

City State Zip Code

Telephone Number ext. Fax Number E-mail

Surveyor/Engineer

Name Contact Person

Street Address

City State Zip Code

Telephone Number ext. Fax Number E-mail

Pre-Preliminary, Preliminary and Site Plan Information:

Pre-Preliminary Plan File Number 7 _____

Preliminary Plan File Number 1 _____

Site Plan File Number 8 _____

Plat Information:

Existing Zoning: _____, _____, _____, _____

Area of Dedication _____ Square Feet (SF=Acreage x 43,560) Plat is for ROW Dedication Only.
 Plat is for Reservation of Public Land Only.

Development Type	Number of Lots or Parcels	Number of DUs	Square Footage	MPDUs	TDRs	BLTs
RESIDENTIAL						
NON-RESIDENTIAL						

Attach Separate Sheet with TDR and BLT serial numbers (example 10-6222)

No. of non-development Parcels (e.g. open space) shown on plat _____ No. of Outlots shown on plat _____

Are there any legal restrictions (i.e. covenants or easements) other than shown on plat? Yes No

(If yes, describe in a separate document and submit)

Is this Application being filed under the Minor Subdivision Process (see Section 5)? Yes No

If yes, identify the sub-section of Sec. 50-35A that applies to your Minor Subdivision application. Sec 50-35A(a) [_____]

Sanitary Facilities Information:

Public Water Public Sewer Well Septic Date of Septic Approval ____/____/____

Signature of Applicant (Owner or Contract Purchaser)

Applicant hereby certifies that he/she is the sole owner of the subject property, is otherwise legally authorized to represent the owner(s) (written verification provided), or is a contract purchaser authorized to submit this application by the property owner (written verification provided).

Signature

Date

Name (Type or Print)

Checklist

See Submission Requirements for more details about the items below:

1. General Information

- 1.1 Completed application form and checklist.....
- 1.2 Completed fee schedule and worksheet with fee.....

2. Subdivision

- 2.1 Copy of approved and signed Pre-Preliminary or Preliminary Plan and the Resolution.....
- 2.2 Copy of approved and signed Site Plan and the Site Plan Resolution (if required).....
- 2.3 Copy of approved Forest Conservation Plan or approved FCP Exemption
- 2.4 Identification of all Agreement and Easement documents that must be approved and recorded with the Record Plat.....

3. TDR/BLT Requirements (submit prior to recordation)

- 3.1 Copy of TDR/BLT Easements.....
- 3.2 Copy of TDR/BLT Transfer.....

4. Child Lot Affidavit

5. Minor Subdivision

- 5.1 Previously approved record Plat.....
- 5.2 Approved sketch plan or approved Pre-Application Plan, if required.....
- 5.3 Approved Forest Conservation Plan, Approved Forest Conservation Exemption, or an approved Natural Resources Inventory/Forest Stand Delineation plus a Preliminary Forest Conservation Plan, if required (see section 5.3 for further information)
- 5.4 Agreements, covenants, easement documents, or other restrictions.....
- 5.5 Appropriate Deed of Transfer, Abandonment Resolution, or Other Necessary Documents (see section 5.5 for further information)
- 5.6 MCDEP record plat information form.....

6. Record Plat (folded prints)

- 6.1 Title Block.....
- 6.2 Subdivision Plan Drawing.....
- 6.3 Surveyor/Engineer Certificate.....
- 6.4 Owner(s) Certificate.....
- 6.5 Approval Box.....

7. List of Proposed Street Names

- 7.1 This list and the information specified in 8 below may also be submitted for approval before the record plat application to DARC at mcp-addresses@montgomeryplanning.org. If street names have been previously approved, submit the list of approved names with the plat.

8. Information in Digital Form for an Address Plan

- 8.1 CAD file of the approved subdivision in format specified in submission requirements.
- 8.2 EXCEL spreadsheet of properties to have assigned addresses

No. Copies	Engineer/Surveyor	M-NCPPC Staff
	Submitted or Waived By	Accepted or Not Accepted
1		
1		
1		
1		
1		
1		
1		
1		
1		
1		
1		
2		
1		
1		
1		
1		
1		
10		
2		
1		
1		

Please note that the record plat in digital form and the mylar original of the plat should not be submitted with the application. These items should be submitted after completion of staff review.

Signature of Surveyor /Engineer

The surveyor or engineer or has read and understands the record plat submission requirements and hereby certifies that all required information for the submission of a record plat has been included in this application

Signature

Date

Name (Type or Print)