



Record Plat

Application Upload Checklist & Submission Requirements

Application Upload Checklist

The following items are required for Record Plat submission. All are necessary at the ePlans Pre-Screen Review stage. Click each item to see detailed [Submission Requirements](#). Should revisions be requested, each document should keep the same filename. ePlans will track versions of the files from submittal to submittal.

Pre-Screen Submittal Items	File Type	Filename ¹
Required Documents and Drawings		
Plat Narrative	PDF or Microsoft Word File	01-DESC-220XXXXXX
Plat Drawing	PDF (preferably layered)	02-PLAT-220XXXXXX
Deed for the Subject Property	PDF	03-DEED-220XXXXXX
Adjoining Plats	PDF	04-ADJPLAT-220XXXXXX
MCDEP Record Plat Information Form	PDF	05-DEPINFO-220XXXXXX
Agreements	PDF or Microsoft Word File	06-AGMT-220XXXXXX
Easements	PDF or Microsoft Word File	07-EASE-220XXXXXX
Address Plan	PDF	08-ADDR-220XXXXXX
Digital Plat for GIS-layer Update	DXF or DWG	09-GIS-220XXXXXX
Supplemental Drawings & Documents (required if applicable)		
Potential Items		
Sketch Plan for Minor Sub Lot Line Adjustment	PDF	10-MSKETCH-220XXXXXX
Previous Plat(s) for the Subject Property	PDF	11-PREVPLAT-220XXXXXX
Additional Item(s)	As appropriate	12- -220XXXXXX*
Previous Approvals		
Planning Board Approved Plan(s)	PDF	13-PB-X20XXXXXX**
Planning Board Resolution(s)	PDF	14-PBRES-X20XXXXXX**
Approved Forest Conservation Plan	PDF	15-PBFCP-X20XXXXXX**
MCDOT Recommendations Letter	PDF	16-DOTL-120XXXXXX**
Storm Drain Plan (Downstream Adequacy Analysis)	PDF	17-SDP-220XXXXXX-001
Verification of DPS Receipt of Storm Drain/Paving Plan	PDF	18-DPSNO-220XXXXXX

* Use descriptor code of choosing that seems appropriate for the additional item(s) you wish to submit.

** Use previous plan number.

¹ **When filing multiple plats for one project, follow the examples below to create filenames for repeat files and upload a copy of the file for each plat.**

Pre-Screen Submittal Items	Filename
Required Documents and Drawings	
Deed for the Subject Property	03-DEED-220150010thru0070
Adjoining Plats	04-ADJPLAT-220150010thru0070
Agreements	06-AGMT-220150010thru0070
Address Plan	08-ADDR-220150010thru0070
Supplemental Drawings & Documents (required if applicable)	
Potential Items	
Previous Plat(s) for the Subject Property	11-PREVPLAT-220150010thru0070
Previous Approvals	
Storm Drain Plan (Downstream Adequacy Analysis)	17-SDP-220150010thru0070
Verification of DPS Receipt of Storm Drain/Paving Plan	18-DPSNO-220150010thru0070

Submission Requirements

The files on the Application Upload Checklist appear below, in the same order as above. Under each item is a description detailing the format and content requirements for each uploaded file. These submission requirements must be met to move beyond the ePlans Intake Review stage.

Required Documents and Drawings

Plat Narrative | PDF or Microsoft Office File | 01-DESC-220XXXXXX

The Applicant must submit with each application a written description of the application, including:

- a summary of the purpose of the record plat (i.e., plat to implement an approved preliminary plan, or minor subdivision plat, etc.);
- justification for its approval under Chapter 50 of the [Montgomery County Code](#), the Subdivision Regulations;
- references to existing, or identification of proposed covenants, easements, rights-of-way and restrictions required as a result of preliminary plan or site plan approval; and
- a list of all agreement and easement documents that must be approved and fully executed before the record plat is recorded.

The [plat narrative template](#) found here may be used to create the plat narrative.

Plat Drawing | PDF, preferably layered, but not required | 02-PLAT-220XXXXXX

The following information must be included on the plat drawing:

1. General Components

a. Scaled Drawing with North Arrow

The plat must be clearly and legibly drawn at a scale of 1" = 200' or less; all information must be clearly legible at the chosen scale and multiple sheets may be necessary to show the entire property. The size of printed sheets must be 18" x 24", including a margin outside ruled border lines, of one inch on the left side and one-half inch on all other sides. Each sheet shall be north-oriented to the extent possible. The scale and north arrow must be displayed. Upon request after completion of review by the appropriate Departments and agencies, the plat must be printed in black ink upon Mylar and submitted for Board approval.

b. Title Block

The title block must appear in the lower right-hand corner of the sheet, and must include:

- The words "Subdivision Record Plat."
- Name of the Subdivision and Section (including blocks, lots, parcels and outlots).
- Election district, County and state, or name of town instead of election district, if the subdivision is in an incorporated town.
- Scale of drawing, including a bar scale, and date of completion.
- Name of firm of licensed land surveyor preparing the plat.
- A description of the general purpose of the Subdivision Record Plat (original subdivision record plat – no additional description beyond "Subdivision Record Plat" needed, minor subdivision for the purpose of ..., or resubdivision plat). A plat of correction does not need a specific description in the title block; the purpose of the plat of correction and reference to the original plat are shown in a specific note on the plat.

c. Vicinity Location Map

The vicinity location map must be placed in the upper right corner of the sheet at a scale no smaller than 1" = 2,000' and must have a north arrow. The vicinity map must show the location of the subdivision using the nearest major road(s) and intersections. In addition, in the case of a large subdivision requiring multiple plats, the vicinity map must include a key that shows the location of the plat relative to the entire subdivision.

d. Box for the Plat Number

A box for the stamped plat number, sized to accommodate a ½" x 2 ¼" stamp, must be located along the top border of the sheet next to the Vicinity Location Map.

e. *Plat Tabulation*

When needed, provide a tabulation of areas for the lots, parcels and dedication areas that are included on each sheet, and total area of the plat.

f. *Approvals/Information Chart*

The following items which were formerly included on the plat in a note form are to be included on the plat in a table/chart format:

- Tax Map Location; WSSC Grid Number
- Zoning Category
- Approved Preliminary Plan, Site Plan, Project/Sketch Plan File Number(s), as applicable
- Approved Forest Conservation Plan File Number (if different than the Preliminary or Site Plan) or Forest Conservation Plan Exemption Number

g. *Certificate of Registered Land Surveyor*

The plan drawing must contain the certification of a registered land surveyor as to the source and accuracy of all boundary lines, topographic data, and other survey information, as appropriate. Certification must include conveyance information with recording references of the lands contained in the plat, including areas dedicated to public use. The surveyor's stamp must include a valid license expiration date.

h. *Owner's Certificate*

Certificate by the owner and all parties of interest, establishing slope or conservation easements, building restriction lines or land disturbance limits that are required to be drawn or noted on the plat by Planning Board conditions of approval, and dedications to public use such as, roads, streets, alleys, walks, utility and storm drainage rights-of-way, parks and other areas approved for dedication to public use by the Board. The owner must certify that a licensed land surveyor will be engaged to set all property corner markers in accordance with Section 50-24(e) of the Code.

i. *Approval Box*

Provide an approval box for signatures by all agency representatives who have signature authority for record plats in the lower left corner of the sheet.

2. *Detail Components*

a. *Boundaries, Street Lines and Lot Lines*

Boundaries, street lines and lot lines plus any other pertinent lines must be included on the plat including sufficient data, accurately calculated, to locate each line and property corner and to reproduce them on the ground.

i. *Boundaries*

Where the subdivision is a part of a previous tract, the boundaries shown should include the last complete line touched on by the subdivision or an indicated dimension thereof. Where a subdivision includes all or parts of two (2) or more previous tracts, the boundaries of such separate deed descriptions must be indicated by light lines running through the subdivision, together with deed reference to each original tract or parcel.

ii. *Street Lines*

Exact locations, widths and names of all streets within the subdivision, and widths of alleys and crosswalks, must be shown.

iii. *Existing and Proposed Encumbrances (for example, PUEs and PIEs), if applicable*

For existing encumbrances, show all recorded easements established, or rights-of-way provided, for public services, conservation purposes, or utilities in the subdivision, and any limitations of such easements, plus recordation reference.

For proposed encumbrances, show all easements or rights-of-way to be established by the Subdivision Record Plat and, as to each such encumbrance, the general purpose, the grantee and sufficient dimensions to identify the location.

NOTE: For ingress/egress easements and common access easements, it is not necessary to reference a recorded document. The plat may have a note that identifies who is responsible for maintenance, etc.

iv. *Environmental*

The most restrictive conservation easement must be shown and described, and all other conservation easements must be shown, including, without limitation, 100-year floodplain, 100-year floodplain building restriction line and Category I or II conservation easement. For each conservation easement, the area, in square feet and acres, must be shown on the plat. The size of each conservation easement must be no less than that shown on the approved Final Forest Conservation Plan or, if no FCP is required, the applicable approved plan for the project.

v. *Open space*

Accurate outlines of any areas to be reserved for common use by residents of the subdivision or for general public use must be shown with the purposes indicated.

b. *Survey Information*

Accurate bearings and lengths of all block and lot lines, together with the length of radii, arcs and chords with chord bearings and central angles for all curves in the layout must be included on the plat. A curve table must be used containing these data and referenced to the overall curves shown in the drawing.

Bearings must be referenced in MD Coordinate System (NAD-83-91), except:

- Plats requiring no Preliminary Plan and Plats of correction may be referenced to the "Plat Meridian," meaning that used on the original Subdivision Record Plat; and
- Plats involving no more than 2 lots, may be referenced to the "Deed Meridian" if there are no NAD-83-91 control points within one mile of the subdivision and/or monumentation control is not available or practicable.

Reference to the meridian used must be shown next to the North Arrow (e.g., "NAD(83/91)" next to the North Arrow).

Coordinate values for at least four corners of the plat must be shown unless it is exempt from NAD-83-91 per above.

The location and nature of existing property corner markers found that coincide with property corners referenced must be shown.

c. *Lot Descriptions*

The plat must show lots numbered in sequential order, and associated area. In tracts containing more than one block, the blocks must be lettered in alphabetical order. For a resubdivision of lots in any block, lots must be numbered sequentially, beginning with the number following the highest lot number in the block, with the original lot lines shown dashed and original lot numbers shown dotted.

Use of "Parcel" vs. "Lot": Designate a property on a record plat as a "lot" (or "outlot", if applicable) unless an existing subdivision that surrounds the subject property uses "parcel" or the property being platted is an open space.

Front building lines, shown graphically with dimensions, where they exceed the required minimum of zoning, and any other building restriction lines which may apply per Board conditions of a preliminary plan, must be shown.

The plat must show accurate bearings and lengths of tie connections between all blocks and the plat boundary.

d. *Well and Septic Lots*

On lots where individual water supply systems and/or individual sewerage disposal systems are to be installed, the lot description must include:

- The outline of restricted areas reserved for the well location and two (2) alternate well locations
- The outline of the approved sewage disposal area and associated septic building restriction line

- The name of the preliminary plan as shown on the original application, if different from the current name of the preliminary plan
- A note stating: "The well(s) and septic area shown are as depicted on the preliminary plan approved by the Department of Permitting Services."

e. *Adjacent Property*

Adjacent property must be identified on the plat by name and location of adjoining subdivisions with lot and block numbers immediately adjoining, together with plat references; and location and apparent ownership of adjoining unsubdivided property with land record reference or County Register of Wills reference.

3. *Plan Notes*

The following STANDARD NOTES for subdivision record plats should be included on the plat drawing as applicable:

a. *General Note:*

- This Subdivision Record Plat is not intended to show every matter affecting the ownership and use, nor every matter restricting the ownership and use, of this property. The Subdivision Record Plat is not intended to replace an examination of title or to depict or note all matters affecting title.

b. *Water/Sewer/Septic:*

- This property is served by public water and sewer systems (or private well and septic systems, as appropriate) only.
- Septic building restriction lines (SBRL) were established on the approved Preliminary (or Pre-Preliminary) Plan and are subject to change at the discretion of the Montgomery County Department of Permitting Services.
- Septic areas are designed for a (#) bedroom house.

Additional note for properties containing sand mound septic systems:

- The septic areas shown are intended for the installation of a sand mound septic system. It is imperative that the sand mound sites, and the 25-foot setback areas that surround each sand mound, be preserved in their original condition; and the soil must not be cut, filled, compacted, or disturbed in any fashion. If these areas are disturbed, the MCDPS has the discretion of voiding the septic approval and thereby rendering the lot(s) not buildable. Prior to the issuance of building permit, all sand mound areas must be further protected by the installation of orange tree-protection fencing around the perimeter of the sand mound areas and the 25-foot buffers.

c. *Minor Subdivisions:*

- This plat conforms to the requirements for Minor Subdivision approvals contained in Section 50-35A of Montgomery County Subdivision Regulations, Chapter 50 of the County Code. This plat involves (description of specific minor subdivision) as provided for in Section 50-35A(a)(_).

See [the section below for other specific requirements for minor subdivisions.](#)

d. *Common Open Space:*

- Parcel(s) _, Block _ as shown hereon is/are subject to a Common Open Space Covenant recorded at Liber 28045 Folio 578 among the Land Records of Montgomery County, Maryland. (Note: Currently MCDPS also requires an Open Space Covenant, separate from the one referenced above)

e. *Child Lots:*

If a lot was approved under the child lot provisions, pursuant to section 59-C-1.32, 59-C-9.73(b) or 59-C-9.74(b) of the Zoning Ordinance, an affidavit must be signed, notarized, and submitted with the plat application. Furthermore, a note must be placed on the plat identifying the lot(s), which are restricted by the child lot provision:

- Pursuant to Chapter 59-C-9.73(b)(4) (or 59-C-9.74(b)(4) depending on the zoning classification of the property) of the Montgomery County Zoning Ordinance, Lot(s) (applicable lot numbers)

is/are created for the construction and use of single-family residence(s) solely for the designated child(ren) of the property owner.

f. RDT zoned property being developed:

- This property is located within the Rural Density Transfer Zone and resubdivision is strictly controlled. Density requirement of twenty-five (25) acres per single family residence and one development right must be available for each single family residence. Agriculture is the preferred use in the Rural Density Transfer Zone; all agricultural operations shall be permitted at any time, including the operation of farm machinery, and no agricultural use shall be subject to restriction because it interferes with other uses permitted in the zone.

g. Cluster Developments:

For cluster development option under zones, R-200, R-60, R-90, RE-1:

- This property was approved under the cluster method of development in accordance with the residential cluster subdivision standards of Section 50-39 of the Montgomery County Subdivision Regulations; resubdivision is not permitted after the property is developed.

For cluster option under the RE-2C (or RC or RNC) zone:

- This property was recorded under the cluster provision of the (applicable) zone; resubdivision is not permitted after the property is developed.

h. Developments Utilizing Transferable Development Rights (TDRs) or Building Lot Terminations (BLTs):

All preliminary plans using TDRs and BLTs are approved with the condition that ownership of the TDRs or BLTs must be shown at the time of record plat approval. A plat for properties in a TDR Receiving zone or utilizing BLTs must contain a TDR/BLT Table indicating:

- The number of TDRs/BLTs
- The serialized TDR/BLT numbers as assigned by the County Attorney (e.g., 23-01218 thru 23-01222)
- The Liber/folio of the TDR/BLT Easement (the deed by which the TDRs/BLTs were actually created)
- The Liber/folio information of TDR/BLT acquisition (the deed by which the TDRs/BLTs were transferred to the developer)

NON-STANDARD NOTES

Other notes or information may be required by the reviewing agencies depending on project complexity, approval conditions, or background.

Property Deed | PDF | 03-DEED-220XXXXXX

The Applicant must submit with each application, a copy of the latest deed recorded in the Montgomery County Land Records for the property covered by the plat. If there are multiple deeds, they may be either submitted as separate files with the descriptor in the filename changed to DEED1, DEED2, etc., or combined into one PDF document.

Adjoining Plat(s) | PDF | 04-ADJPLAT-220XXXXXX

The Applicant must submit with each application, a copy of the existing record plats for property that adjoins the plat. For multiple plats, they should be combined into one, multi-page PDF document.

MCDEP Record Plat Information Form | PDF | 05-DEPINFO-220XXXXXX

The Applicant must fill out, and submit with each application, a copy of the Montgomery County Department of Environmental Protection (MCDEP) Record Plat Information Form (RPIF), available at the [County's website](#).

Agreements | PDF | 06-AGMT-220XXXXXX

Easement Documents | PDF | 07-EASE-220XXXXXX

Most record plats are subject to the conditions applicable to an approved preliminary plan of subdivision, and often, an approved site plan. Those conditions often include the requirement that certain agreements and easements be filed prior to the approval of the record plat. These may include conservation and open space easements, adequate public facilities agreements, specific public improvements to be included in a public improvements agreement, traffic mitigation agreements, grading and tree preservation agreements, and others that may be particular to the proposed development.

All required easements and agreements must be submitted as part of a record plat application. Easements and agreements may be reviewed concurrently with agency reviews of the plat, but must be approved for content before the plat will be approved by the Board, and where applicable, must be recorded in the Montgomery County Land Records before the actual recording of the record plat. To expedite the record plat review process, easements and agreements should be pre-approved for content prior to a plat application.

Address Plan | PDF | 08-ADDR-220XXXXXX

The Applicant must submit with each application, a copy of the MNCPPC-approved address plan or an address verification for the lots contained on the plat. To obtain this information, a separate request must be made to the M-NCPPC Development Applications and Regulatory Coordination (DARC) Division at mcp-addresses@mncppc-mc.org. The addressing staff will need the following specific information, submitted in digital form, to prepare the address plan:

1. *CAD file of the approved subdivision*

The CAD file must have the elements listed below:

- Must be saved as a DXF or DWG file.
- Must use Maryland State Plane Coordinate System Datum (NAD83/91).
- Must include the following CAD layers:

Name	Content
ADD_PROP	Approved property lines, lots, and parcels
ADD_BLDG	Anticipated buildings
ADD_DW	Anticipated driveways
ADD_ROW	Road right-of-way within and adjacent to subdivision
ADD_PARKING	Anticipated parking lots
ADD_CURB	Proposed curb
ADD_EXDOOR	For all structures that are <u>not</u> single family residences, primary entrance(s) should be indicated, including those for individual retail spaces.
ADD_SUB_BO	Boundary of subdivision
ADD_NO	Proposed or approved lot, parcel, and/or block numbers

Please **do not include** other layers (e.g., topography, utilities, easements, non-road ROWs) in the CAD file.

2. *Approved Fire and Rescue Access Plan*

Send a copy of the approved Fire and Rescue Access Plan in PDF format.

3. *If new streets are part of the plan, include:*

- Any prior correspondence regarding street names (such as prior approval / reservation of a street name)
- A list of proposed street names (if a street name has not already been approved)

See our [Guidelines and Procedures Manual for Addressing and Street Naming](#) for more information.

GIS Plat Exhibit | DXF, DWG | 09-GIS-220XXXXXX

The Applicant must submit with each application, digital information for the plat that can be used to verify the submission and subsequently to update the GIS property layer. Corner coordinates annotated on the plat will be verified with this file. Items identified in the plat will be overlaid in our GIS system for verification. After approval, this file will be used to digitally amend the County’s property map. The submittal must adhere to the following criteria:

- The record plat base drawing is a DXF/DWG file (a standard digital exchange format).
- The digital plat DXF/DWG file **must** be in Maryland State Plane Coordinate System Datum (NAD83/91) at a 1:1 drawing scale in US survey feet; and
- All polygons **must** close.
- The digital plat DXF/DWG file should overlay into the department’s GIS system.
- All line work for the plat must be present in the digital plat DXF/DWG file.
- No system of fonts or layering is required for the digital plat DXF/DWG file.

Upon receipt of the electronic files, M-NCPPC will import the DXF file into their property base map and revise the existing line work around the new parcel. The electronic data submitted will not be rotated or scaled to fit the existing base map. The data will be held as true over the existing line work depicted in the property base map.

Other Documents and Drawings, if applicable

Sketch Plan for a Minor Sub Lot Line Adjustment | PDF | 10-MSKETCH-220XXXXXX

For minor lot line adjustments, the **approved** sketch plan as required by the Subdivision Regulations must be submitted with the record plat application. The sketch plan may be a copy of the existing record plat and must contain the following information:

1. Proposed lot line adjustment as a dashed line
2. Any buildings, driveways, or other physical improvements located within fifteen feet of the proposed adjusted lot line
3. Any minimum building setback that would be altered by the minor lot line adjustment, and
4. The amount of lot area affected by the minor lot line adjustment.

A final record plat must be submitted within ninety days after sketch plan approval or the sketch plan is no longer valid.

Previous Plat(s) for the Property | PDF | 11-PREVPLAT-220XXXXXX

Where applicable, the Applicant must submit with each application, a copy of the existing record plat for the property. If more than one existing plat includes the property, they should be combined into one, multi-page PDF document.

Additional items, as necessary | PDF or Microsoft Office Document | 12- -220XXXXXX

(For filename, use descriptor code of choosing, suitable for the additional item(s) you wish to submit. Example: TDR Affidavit could be 13-TDR-220XXXXXX)

The applicant may provide additional files to staff as required by specific applications, or after a plan is accepted and moves into the plan review stage. This could include noise studies, photographs, renderings, other exhibits, and minutes from meetings other than the applicant's pre-submission meeting.

Planning Board Approved Plan(s) | PDF | 13-PB-X20XXXXXX (use previous plan number)

Upload a copy of all plans previously approved by the Planning Board (project plan, sketch plan, pre-application, preliminary plan and/or site plan). If more than one plan type applies, save each according to their plan number.

Planning Board Resolution(s) | PDF | 14-PBRES-X20XXXXXX (use previous plan number)

Upload any applicable Planning Board resolution or opinion approving the plan(s). If more than one plan type applies, save each according to their plan number.

Approved Forest Conservation Plan | PDF | 15-PBFCP-X20XXXXXX

Upload the most recently approved Forest Conservation Plan for the property. Where applicable, a letter from Environmental Planning staff verifying that a property is exempt from forest conservation requirements may be submitted in lieu of the FCP and worksheet. This exemption must be obtained prior to the acceptance of a preliminary plan application.

MCDOT Recommendations Letter | Layered PDF (individual pages) | 16-DOTL-120XXXXXX

Most record plats are subject to the conditions of approval for a preliminary plan of subdivision, including a condition requiring compliance with the recommendations of the Montgomery County Department of Transportation (MCDOT). For record plat applications associated with a preliminary plan approval, a copy of the MCDOT recommendations letter must be submitted. This letter can typically be found as an attachment to the staff report to the Planning Board prepared for the hearing on the preliminary plan. Reports are available on the MNCPPC website by following the DAIC link.

DOT/DPS Approved Storm Drain Study | PDF | 17-SDP-220XXXXXX

If required by the MCDOT as part of its recommendations on a preliminary plan, a copy of the approved storm drainage study demonstrating downstream storm drain capacity must be submitted with the record plat application.

DPS Storm Drain/Paving Plan Project Number | PDF | 18-DPSNO-220XXXXXX

When a record plat application includes creation of a new public road(s), a copy of a receipt containing a DPS Project Number must be submitted to verify that a Storm Drain and Paving Plan for the road improvements is under review.

Other Requirements for Minor Subdivisions

Forest Conservation Requirements

Applications for certain minor subdivisions must include: submittal of an approved NRI/FSD with a Preliminary Forest Conservation (PFCP) plan; verification that the minor subdivision qualifies for a forest conservation exemption; or a previously approved Forest Conservation Plan. **The PFCP, where applicable, must be submitted concurrently with the record plat for minor subdivision and will be reviewed and approved as part of the record plat process.**

The following table outlines the applicability of these requirements to specific minor subdivisions:

Code Section 50-35A(a)()	Minor Subdivision Category	Submission Requirements
1	Minor Lot Line Adjustment	An NRI/FSD or FC Exemption is not required. If a prior approved Forest Conservation Plan for the property exists, a copy must be submitted.
2	Outlot Conversion to a Lot	An NRI/FSD or FC Exemption is not required. If a prior approved Forest Conservation Plan for the property exists, a copy must be submitted.
3	Consolidation of Lots or Parts of Lots	An NRI/FSD or FC Exemption is not required. If a prior approved Forest Conservation Plan for the property exists, a copy must be submitted.
4	Further Subdivision of Commercial/Industrial/Multi-family Residential	An NRI/FSD or FC Exemption is not required. If a prior approved Forest Conservation Plan for the property exists, a copy must be submitted.
5	Plat of Correction	An NRI/FSD or FC Exemption is not required, unless the plat of correction is to correct a Forest Conservation Easement, in which case an approved Forest Conservation Plan is required.*
6	Residential Property Deed-Created Prior to 1958	NRI/FSD or FC Exemption is not required. If a prior approved Forest Conservation Plan for the property exists, a copy must be submitted.*
7	Existing Places of Worship, Private Schools, Country Clubs, Private Institutions, or similar, on Unplatted Parcels	NRI/FSD, FC Exemption, PFCP or approved FCP must be submitted.
8	Residential Lots in RDT Zone	NRI/FSD, FC Exemption, PFCP or approved FCP must be submitted
9	Deed parcels containing existing one-family residential dwellings	An NRI/FSD or FC Exemption is not required. If a prior approved Forest Conservation Plan for the property exists, a copy must be submitted.
10	Combining a lot and adjoin property	An NRI/FSD or FC Exemption is not required. If a prior approved Forest Conservation Plan for the property exists, a copy must be submitted.
11	Parts of Lots containing existing one-family residential dwellings	An NRI/FSD or FC Exemption is not required. If a prior approved Forest Conservation Plan for the property exists, a copy must be submitted.

* This is a guideline for the submittal requirements at the time of a record plat application. M-NCPPC staff reserves the right to require an NRI/FSD and/or FCP following review of the scope of the minor subdivision application.

NOTE: Application for the NRI/FSD must be separately made to the DARC Division. Application forms and submittal requirements are available on our [Application Forms page](#). The NRI/FSD and forest conservation exemption must be approved prior to submitting them with a record plat for minor subdivision. As part of the NRI/FSD review, staff will make a determination on the need for submission of a Preliminary FCP. See the NRI/FSD–Forest Conservation Exemption application form for guidance on the appropriate type of NRI/FSD submittal.

Appropriate Deed of Transfer, Abandonment Resolution, or Other Necessary Documents

For Minor Subdivisions submitted pursuant to Sections 50-35A(a)(3) and 50-35A(a)(6), one copy of the deed of transfer which substantiates compliance with the specified section of the subdivision regulations must be submitted with the record plat application. For Minor Subdivisions which involve the abandonment of a public right-of-way, one copy of the corresponding abandonment resolution must be submitted. Additionally, any other documents that are necessary to substantiate compliance with Section 50-35A of the Subdivision Regulations should also be submitted with the record plat application. No record plat will be approved by the Planning Board until all such documents have been submitted and reviewed by staff.