



Intake and Regulatory Coordination
Montgomery County Planning Department
Maryland-National Capital Park and Planning Commission

Effective: January 29, 2021

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Wheaton, Maryland 20902

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RECORD PLAT APPLICATION

Minor Subdivision Multiple Plat Applications

Date Application Filed:	_____
Application Number:	_____

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:

Primary Contact (Person who will be the primary contact and point person for future electronic review process.)

Company Name Contact Person

Street Address

City State Zip Code

Telephone Number E-mail

NOTE: This email address will be used to create the ePlans project account.

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

Would you like to receive ePlans notifications? * Yes No

Company Name Contact Person

Street Address

City State Zip Code

Telephone Number E-mail

***required if checked yes**

Surveyor/Engineer (Same as Primary Contact)

Would you like to receive ePlans notifications? * Yes No

Company Name Contact Person

Street Address

City State Zip Code

Telephone Number E-mail

***required if checked yes**

Administrative Subdivision, Preliminary and Site Plan Information:

Administrative Subdivision Plan File Number 6 _____

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						

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 on Plat Narrative and submit with ePlans Application)

Is this Application being filed under the Minor Subdivision Process? Yes No
If yes, identify the sub-section of Division 50.7 that applies to your Minor Subdivision application. Division 50.7.1 _____

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)

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)