

DEVELOPMENT REVIEW DIVISION

OFF-CONVEYANCE/ACCESSORY DWELLING REQUIREMENTS CHECKLIST

Project Name: _____ File Number: _____

A. Title Block (located in lower right corner of plan):

- _____ 1. Development name.
- _____ 2. Town, election district, county, state.
- _____ 3. Scale at 1" = 20' to 1" = 100'; plan must be clear and legible.
- _____ 4. Date of plan and subsequent revision dates.
- _____ 5. Tax map, block, and parcel number.
- _____ 6. Owner's name and address.
- _____ 7. Developer's name, address, and phone number.
- _____ 8. Surveyor's name, address, and phone number.

B. Data Block:

- _____ 1. Zoning district(s).
- _____ 2. Number of lots proposed.
- _____ 3. Total area of property.

C. Individual items or statements to be included on the plan (18" X 24" minimum size):

- _____ 1. Title reference: owner, deed reference, date, and grantor.
- _____ 2. Vicinity map located in upper right corner of plan with property outlined or shaded. Preferable scale 1" = 1 mile or 1" = 2000'.
- _____ 3. North point of plan and vicinity map, oriented to top of plan.
- _____ 4. Proposed property lines and acreage of lot.
- _____ 5. Show soil boundaries and symbols as found in the Soil Survey of Carroll County, Maryland.
- _____ 6. Location and distance to the nearest existing or proposed water supply, reservoir, stream, and intake facilities.
- _____ 7. One-hundred-year floodplain from all streams.
- _____ 8. Delineate wetlands.
- _____ 9. Identify overhead and underground gas, electric, and telephone transmission lines, pipes, and/or poles by ownership and number.

- ____ 10. Bearings and distances of perimeter of plan (may be from deed description).
- ____ 11. Show all existing easements and right(s)-of-way. Indicate any proposed easements, i.e., water resources, floodplain, stormwater, etc.
- ____ 12. Show existing natural features, i.e., sinkholes, springheads, ponds, rock outcrops.
- ____ 13. Areas identified as rare, threatened, and endangered species habitat depicted and annotated with "RTE."
- ____ 14. Show existing and proposed structures and distances to property lines.
- ____ 15. Wooded areas, outlined.
- ____ 16. Contours, five foot interval by field run survey or aerial photogrammetrics, and so noted on the plan.
- ____ 17. Slopes of 25 percent or greater, outlined and shaded. Slopes 15-25 percent outlined and shaded differently.
- ____ 18. In the "Agricultural" district, all plans must show the outline of the total tract at a scale so as to be accurate and legible. The "remainder" shall be so labeled and the acreage of the remainder shown. (including available lot yield of remainder).
- ____ 19. Zoning district boundary lines and acreage breakdown.
- ____ 20. Show all existing or proposed structures on adjoining properties which are located within 100 feet of the boundaries of the proposed division.
- ____ 21. Show adjacent property names and addresses on plan.
- ____ 22. Show how stormwater management is provided.
- ____ 23. Show and label all existing and proposed wells and septic areas on adjoining properties within 100 feet of the boundaries of the proposed division.
- ____ 24. Board of Zoning Appeals case number and decision noted, if applicable.
- ____ 25. All minimum front, rear, and side building setback lines (building envelope) dimensioned and labeled on every lot.
- ____ 26. All proposed grading.
- ____ 27. Location of all existing and proposed driveways.
- ____ 28. All items as may be required by review agencies.
- ____ 29. For any road dedication to Carroll County, include the following general note. "The area shown as "Parcel A" containing x.xxxx acres is to be conveyed to the Commissioners of Carroll County by deed intended to be recorded."