

OFF-CONVEYANCE/ACCESSORY DWELLING REQUIREMENTS CHECKLIST

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

- _____ 1. Development name.
- _____ 2. State, County, Election District.
- _____ 3. Scale at 1" = 20' to 1" = 100'; plan must be clear and legible.
- _____ 4. Date of plan with subsequent revision dates as accomplished.
- _____ 5. Property tax map reference by 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, and scale.
- _____ 2. Vicinity map: Preferable scale 1" = 1 mile or 1" = 2000'. Located in upper right corner of plan, with property outline noted.
- _____ 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. Show existing and proposed structures and distances to property lines.
- ____ 14. Wooded areas, outlined.
- ____ 15. Contours, five foot interval by field run survey or aerial photogrammetrics, and so noted on the plan.
- ____ 16. Slopes of 25 percent or greater, outlined and shaded. Slopes 15-25 percent outlined and shaded differently.
- ____ 17. 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).
- ____ 18. Zoning district boundary lines and acreage breakdown.
- ____ 19. Show all existing or proposed structures on adjoining properties which are located within 100 feet of the boundaries of the proposed division.
- ____ 20. Show adjacent property names and addresses on plan.
- ____ 21. Show how stormwater management is provided.
- ____ 22. Show and label all existing and proposed wells and septic areas on adjoining properties within 100 feet of the boundaries of the proposed division.
- ____ 23. Board of Zoning Appeals case number and decision noted, if applicable.
- ____ 24. All minimum front, rear, and side building setback lines (building envelope) dimensioned and labeled on every lot.
- ____ 25. All proposed grading.
- ____ 26. Location of all existing and proposed driveways.
- ____ 27. All items as may be required by review agencies.
- ____ 28. 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."

5/16/2016