



Replatting Procedures and Checklist

Department of Planning & Zoning
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Please check off in the "applicant" column to indicate that each component has been included.

SUBMITTAL REQUIREMENTS

Submit the information listed below to the Department of Planning & Zoning. Staff will respond after reviewing via a Replatting Review Form. Electronic submittals are preferred, except when submitting recording packages.

	APPLICANT	P&Z
1. Completed replatting checklist (this form RP-101).	<input type="checkbox"/>	<input type="checkbox"/>
2. One copy of the Recording of Plat Form (only for 8 1/2" x 14" plats) and one copy of the revised plat. A Recording of Plat Form shall be included with the plat if the size of the plat is 8 1/2" x 14". (The form is not required for larger plats.) Recording of Plat Forms are available from the Department of Planning and Zoning. There are three types of Recording of Plat Forms: replatting, easement, and lateral line revision.	<input type="checkbox"/>	<input type="checkbox"/>
a. If project is within the Critical Area, it must be reviewed by the Critical Area Commission.	<input type="checkbox"/>	<input type="checkbox"/>
b. If changes to stormwater management, SDE, driveway access, etc. are proposed, it must be reviewed by the Department of Public Works and/or State Highway Administration.	<input type="checkbox"/>	<input type="checkbox"/>
c. If impacts the Forest Retention Area or other environmental issues/conditions are proposed, it must be reviewed by the Environmental staff of the Department of Planning & Zoning.	<input type="checkbox"/>	<input type="checkbox"/>
d. Other agency review may be required.	<input type="checkbox"/>	<input type="checkbox"/>
3. Additional forms and documentation that are required:		
a. Copy of previously recorded plats, deed(s) and/or title history, to prove that the lots/parcels existed prior to June 29, 1967.	<input type="checkbox"/>	<input type="checkbox"/>
b. If in the Critical Area: Critical Area Transmittal Form.	<input type="checkbox"/>	<input type="checkbox"/>
c. If in the Critical Area: Findings of Fact Form.	<input type="checkbox"/>	<input type="checkbox"/>
4. Review fee (See fees table) effective July 1, 2020.	<input type="checkbox"/>	<input type="checkbox"/>

STANDARD PLAT REQUIREMENTS

The following is an excerpt from Section 7-1.09.B of the Calvert County, MD Zoning Ordinance, which lists the requirements for replatting: "Replatting is required for any changes to the record plat that affect a lot or parcel including, but not limited to: lot line adjustments, easements, lateral line revisions, removal of a previously recorded condition and/or note, etc. Such revisions shall be drawn by a licensed surveyor and reviewed by the Department of Planning and Zoning and other County, State and Federal agencies. After all approvals, the plat may then be recorded in the Land Records of Calvert County."

	APPLICANT	P&Z
1. Drafting Standard	<input type="checkbox"/>	<input type="checkbox"/>
a. The Plan shall be clearly and legibly drawn at one of the following scales: One inch equals 20 feet (1" = 20'); one inch equals 30 feet (1" = 30'); one inch equals 40 feet (1" = 40'); one inch equals 50 feet (1" = 50'); or one inch equals 100 feet (1" = 100'). Other scales may be accepted where deemed appropriate by the Planning Commission or its designee.	<input type="checkbox"/>	<input type="checkbox"/>
b. Dimensions shall be in feet and bearings in degrees and minutes. Lot sizes shall be shown in square feet where lot size is less than one acre, and in acres and decimal parts for larger lots.	<input type="checkbox"/>	<input type="checkbox"/>
c. Each sheet shall be numbered and shall show its relationship to the total number of sheets.	<input type="checkbox"/>	<input type="checkbox"/>

	APPLICANT	P&Z
2. Plat requirements.		
d. The subdivision or property name along with the city or zip code shall be shown in the title block in the bottom right corner of the plat.	<input type="checkbox"/>	<input type="checkbox"/>
e. Planning & Zoning Case # shall be shown above title block.	<input type="checkbox"/>	<input type="checkbox"/>
3. Owner(s) and developer's name and mailing address shall be shown on replatting application.	<input type="checkbox"/>	<input type="checkbox"/>
4. Name, phone number, mailing address, email address, and seal of the Registered Engineer, Registered Landscape Architect or Registered Land Surveyor along with the expiration date of the license (in each case, registered in the State of Maryland) responsible for the plan.	<input type="checkbox"/>	<input type="checkbox"/>
5. Date, north arrow, legend, and scale.	<input type="checkbox"/>	<input type="checkbox"/>
6. A vicinity map indicating the location of the site with relation to the area road system shall be shown in the top right corner of the plat. The vicinity map shall also indicate the scale, north arrow. The tax map, block and parcel number of the site. Tax ID # shall be listed below the map.	<input type="checkbox"/>	<input type="checkbox"/>
7. The location of surrounding property and roads, the names of all adjoining property owners of record and their deed references or the names of adjoining developments along with parcel numbers.	<input type="checkbox"/>	<input type="checkbox"/>
8. The location of existing buildings, structures, roads, driveways, easements, utility lines, bridges, cemeteries, water bodies, streams, swamps, marshes, areas within the 100-year floodplain and other areas listed in Article 8-2 and/or other pertinent features being within the property, as determined by the Planning Commission or its designated representative.	<input type="checkbox"/>	<input type="checkbox"/>
9. The layout and appropriate dimensions of lots (including lot lines to be abandoned) and lot numbers.	<input type="checkbox"/>	<input type="checkbox"/>
10. Revised lots/parcels will be shown with an 'R' (if revised more than once, 'RR', etc.)	<input type="checkbox"/>	<input type="checkbox"/>
11. All building restriction lines, setbacks, buffers, etc. shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
12. Required signature blocks with the certifications for the Health Department, owner(s), Planning Commission Secretary and Surveyor shall be on all 18" x 24" plats, if multiple pages.	<input type="checkbox"/>	<input type="checkbox"/>
13. A legend shall be shown to identify an eclipse for addressing, building restriction lines and other hatching or symbols used.	<input type="checkbox"/>	<input type="checkbox"/>

STANDARD PLAT REQUIREMENTS

The following standard notes, if applicable, shall be included on the plat:

	APPLICANT	P&Z
1. The purpose of this plat is to.... (list all reasons/changes being done as part of this replatting).	<input type="checkbox"/>	<input type="checkbox"/>
2. This lot was previously recorded at Liber ____, Folio ____. All notes and conditions previously recorded are still applicable with the exception of any changes by this replatting.	<input type="checkbox"/>	<input type="checkbox"/>
3. This plat was prepared without the benefit of a title report.	<input type="checkbox"/>	<input type="checkbox"/>
4. The subject property of this platting has not been reviewed for building purposes in accordance with the Calvert County Zoning Ordinance; such a determination will be made as part of the building permit application process.	<input type="checkbox"/>	<input type="checkbox"/>
5. Percolation test information is available at the Calvert County Health Department.	<input type="checkbox"/>	<input type="checkbox"/>
6. This plat is not a boundary survey and does not meet the minimum standards for a boundary survey as defined by Code of Maryland Regulations.	<input type="checkbox"/>	<input type="checkbox"/>
7. This plat is a "special purpose survey" per Section 09.13.06.10 of Code of Maryland Regulations.	<input type="checkbox"/>	<input type="checkbox"/>
8. Previous Board of Appeals approvals shall be referenced with the case number, the variance that was approved and any information relevant to the approval and this replatting.	<input type="checkbox"/>	<input type="checkbox"/>