



Application for

Subdivision Form

City of Rockville

Department of Community Planning and Development Services

111 Maryland Avenue, Rockville, Maryland 20850

Phone: 240-314-8200 • **Fax:** 240-314-8210 • **E-mail:** cpds@rockvillemd.gov • **Website:** www.rockvillemd.gov

Type of Application:

Preliminary Plan Ownership Plat Final Record Plat* Cluster Development

**For final plat application, please submit the Affidavit of Final Plat Action*

Please Print Clearly or Type

Property Address information _____

Property Size (Sq. Ft.) _____ Lot(s) _____

Zoning _____ Tax Account(s) _____, _____, _____

Proposed Subdivision _____ Lot _____ Block _____

Applicant Information:

Please supply name, address, phone number and e-mail address for each.

Applicant _____

Property Owner _____

Architect _____

Engineer _____

Attorney _____

STAFF USE ONLY

Application Acceptance:

Application # _____

Date Accepted _____

Staff Contact _____

OR

Application Intake:

Date Received _____

Reviewed by _____

Date of Checklist Review _____

Deemed Complete: Yes No

Project Identification _____

Application is hereby made with the City of Rockville Planning Commission for appeal of a Subdivision Plan for the property described on page 1.

A letter of authorization from the owner must be submitted if this application is filed by anyone other than the owner.

I hereby certify that I have the authority to make this application, that the application is complete and correct and that I have read and understand all procedures for filing this application.

Please sign and date

Comments on Submittal: (For Staff Use Only)

Attached hereto and made a part of this application, I submit the necessary plans, specifications and other data or explanatory material as required by the Subdivision Regulation (Chapter 25, Article XV). All applications must include the original mylar and six (6) prints, showing the following:

- 1. Surveyor's Certificate**
 - a. Show all recordation of conveyance with dates.
 - b. Establish pipes and monuments.
 - c. Give area of street dedication in square feet and acreage.
 - d. Plan is certified correct and is sealed by a Maryland registered surveyor.

 - 2. Owner's Dedication**
 - a. Owner adopts plan of subdivision.
 - b. Dedicate all streets to public use and/or to public use and private maintenance.
 - c. Grant land as shown on the subdivision plan to proper HOA entity, Mayor and Council, etc.
 - d. Establish minimum building restriction lines.
 - e. All necessary easements to be established by plat including PUE's, (with PUE recordation information), grading and slope easements, sidewalk/bike path/pedestrian easements, utility easements, ingress/egress easements, etc.
- Note:** SWM easements to be shown on subdivision plan and locations verified with maintenance agreement location sketch. Forest Conservation easements are also established by a separate document but location should be shown on plat.
- 3. Easements and Rights of Way**
 - a. Show all existing easements.
 - b. Abandon all unnecessary easements, rights of way by separate document, and reference on plat.
 - c. Locations of new utilities or other public improvements outside of rights-of-way match locations of new easements being established or shown as future/recorded on plat.
 - d. Establish 10 peus along all public roadways.

 - 4. Datum and North Arrow**
 - a. Datum to be NAD 83/91 for new subdivisions, WSSC, original plat datum or other approved datum.
 - b. North Arrow is shown on plat with datum and scale (maximum scale is 1" = 100').
 - c. Show three (3) property corner coordinate values per plat.
 - d. Minimum of two (2) monuments per block.

 - 5. Adjacent Parcels**
 - a. Show all adjacent plat/deed and owner information.

 - 6. General Plat Information**
 - a. Show all proposed or previously dedicated street names, and right-of-way widths. Give recordation information if applicable.
 - b. Show all curve and line data.
 - c. Show all lot numbers, blocks, and lot areas.
 - d. Show all parcel letters, blocks, and parcel areas.
 - e. All information shown on title block is correct and consistent with any predetermined subdivision name.
 - f. Certification block for Planning Commission and City Manager.

 - 7. Plat of Corrections**
 - a. For correction plats, all previous information to be corrected should be clearly identified as such (with the use of dashed lines, stippled numbers, etc.), and all new information to be established uses heavier line weights or other methods to clarify its intent.
 - b. Final plat to be accompanied by digital submission (DWG or DXF format).



Affidavit of Final Plat Action

City of Rockville
Community Planning and Development Services

Section 25.21.11 (Final record plat approval procedures - Generally) of the City of Rockville Zoning Ordinance requires action by the Planning Commission on a final plat application within thirty (30) days from the time the City accepts the application.

By providing this Affidavit, I hereby request that the requirement for Planning Commission action on the final plat within thirty (30) days from application acceptance be extended to within sixty (60) days from application acceptance to allow thorough review of the application, coordinate staff comments, and allow time to prepare approval documents.

Application Number:

Plat Name:

APPLICANT:

Owner/Applicant Name (attorney for Applicant)

Subscribed and sworn to me before a Notary Public in and for the State of _____,

County of _____, on this _____ day of _____, _____.

Notary Public

My Commission Expires:_____