



Town of North East, Maryland Minor Subdivision - Procedures and Instructions

1. The following must be mailed to the Office of Planning and Zoning, P.O. Box 528, North East, Maryland 21901-0528 OR dropped off at the Town Hall, 106 South Main Street:
 - ✓ Application
 - ✓ Sketch as outlined in Part 5 of the Application
 - ✓ Copy of current Deed or Deeds
 - ✓ Fee for application (non-refundable)

Acceptance of Application by staff DOES NOT indicate application approval. Incomplete applications will cause delays in processing.

2. Development Expense Agreement: Prior to acceptance of application, a Development Expense Agreement must be executed with the Town of North East.
3. Application Fee:
 - ✓ Residential subdivision with new development preliminary and final plat: \$100.00 per lot plus review fees including but not limited to engineering fees and legal fees
 - ✓ Residential subdivision without new development preliminary and final plat: \$75.00 per lot plus review fees including but not limited to engineering fees and legal fees
 - ✓ Commercial or industrial site plan with subdivision: \$250.00 plus review fees including but not limited to engineering fees and legal fees

Make check payable to: Town of North East

PLEASE REVIEW THE FOLLOWING SECTIONS OF THE NORTH EAST SUBDIVISION REGULATIONS:

ARTICLE IV: Approval Procedures

Section 4-1 Introduction

This article explains the three-stage approval process for major subdivision plats and the process required for minor subdivisions. The three stages outlined herein as Part A, Part B, and Part C, and the procedures pertaining thereto, shall be followed in all subdivisions of five lots or more unless the Planning Commission, upon review of the tentative sketch plan, shall determine that the Preliminary plat stage can be omitted.

1. Minor Subdivision - for a minor subdivision of four lots or less on an existing public street, a preliminary plat shall not be required. In this latter case, the procedures and plats and data required by the Town Administrator shall be as follows:

a. The Town Administrator has the authority to approve minor subdivisions of land and/or minor adjustments in lot lines without the necessity of the Subdivision complying with preliminary plat procedures or going before the Planning Commission, provided that before any such administrative approval, the Cecil County Technical Advisory Committee shall review any such minor subdivision and make whatever comments the Committee members feel inclined to do.

b. A property owner shall apply to the Planning Commission for approval of up to four (4) lots by submitting a combined preliminary/final plat, provided that the proposed subdivision does not involve a proposed new street. The combined preliminary/final plat application shall be submitted on forms approved by the Town and the appropriate fees shall be paid. The combined preliminary/final plat shall follow all requirements of a normal final plat as provided in Section 6-4.

The combined preliminary/final plat shall also contain the following information:

1) Existing topography at two or five-foot contour intervals. Contour lines shall be indicated at least fifty (50) feet beyond the subdivision boundary. Contours shall be based upon government bench marks when available or be estimation from United States Geological Survey quadrangle maps unless otherwise required by the Planning Commission. A reference or bench mark shall be described on the plat, together with elevation. The source of contours shall be stated on the plat.

2) All existing pertinent features, either natural or man-made, that may influence the design of the subdivision, such as important trees or wooded areas, power transmission towers, existing buildings and structures and watercourses.

3) Location of existing and recorded utility easements on or within two hundred (200) feet of the tract. This should include electric and telephone poles, underground cables and towers.

4) Location and extent of permanent erosion and sediment control facilities (e.g., sedimentation ponds, drainage ditches, diversion terraces, etc.), if required by the Cecil County Soil Conservation District, shall be shown, as well as location of wells, septic disposal areas, percolation information and soil types.

5) Information required by the Town of North East Critical Area Program, including but not limited to the Critical Area Buffer, SD-1 Critical Area District, the Critical Area Boundary line on parcels created and Habitat Protection Areas, forests and developed woodlands on or in the vicinity of the proposed minor subdivision, limits of tidal wetlands, the mean high water line and an environmental assessment.

6) The location and extent of existing and/or proposed shore erosion abatement approaches.

c. The Town Administrator may require full compliance with the major subdivision approval process where special problems prevail in a Minor Subdivision Application or where prior subdivision has occurred. In any case, no more than four (4) parcels may be approved administratively under this minor subdivision approval process from any lot or parcel of land which was in existence on the date of original enactment of these Subdivision Regulations, April 26, 1981.

d. An applicant for a minor subdivision may appeal any decision of the Town Administrator in the minor subdivision approval process to the Planning Commission. The Town Administrator may also refer questions or the entire approval process to the Planning Commission in cases of question or difficulty.

(Effective 12/26/93 per Ordinance No. 93-11-4)

IF YOU SHOULD HAVE ANY QUESTIONS – PLEASE CONTACT THE OFFICE OF PLANNING AND ZONING AT 410-287-5801.

MINOR SUBDIVISION APPLICATION - TOWN OF NORTH EAST
P.O. BOX 528 / 106 SOUTH MAIN STREET
NORTH EAST, MARYLAND 21901-0528
PHONE 410-287-5801 / FAX 410-287-8267

THIS APPLICATION IS FOR A MINOR SUBDIVISION

PART 1. APPLICANT INFORMATION

Owner _____ Representative _____

APPLICANT NAME – (PLEASE PRINT CLEARLY – LIST ADDITIONAL NAMES ON PAGE 5): _____

APPLICANT ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

PART 2. PROPERTY INFORMATION

PROPERTY OWNER NAME – (PLEASE PRINT CLEARLY – LIST ADDITIONAL NAMES ON PAGE 5): _____

PROPERTY OWNER ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

LOCATION OF PROPERTY: _____ SIDE OF _____ (STREET)

PROPERTY ADDRESS: _____

TAX MAP # _____ BLOCK # _____ PARCEL # _____

DEED REFERENCE: FOLIO _____ AND LIBER _____

ZONING CLASSIFICATION: _____ ACRES: _____

CRITICAL AREA LAND USE DESIGNATION: _____

EXISTING USE OF PROPERTY: _____

MINOR SUBDIVISION APPLICATION – PAGE 2

DATE THIS MINOR SUBDIVISION WILL BE/HAS BEEN HEARD BY THE COUNTY TECHNICAL ADVISORY COMMITTEE OF CECIL COUNTY: _____

HOW MANY LOTS IS APPLICANT PROPOSING TO CREATE? _____

HAVE THE ZONING DISTRICT PROVISIONS BEEN MET WITH REGARD TO LOT DEPTH, LOT WIDTH AND LOT AREA? IF NOT, WILL APPLICANT BE APPLYING FOR A VARIANCE FROM THE NORTH EAST BOARD OF APPEALS?

HAVE FLOODPLAIN REGULATIONS BEEN ADDRESSED?(IF APPLICABLE): _____

HAVE THE CHESAPEAKE BAY CRITICAL AREA REGULATIONS BEEN ADDRESSED? (IF APPLICABLE):

PURPOSE OF THIS APPLICATION (DESCRIBE). _____

WILL A VARIANCE BE REQUIRED FOR PURPOSES OF STRUCTURE(S) PLACEMENT ON THE PROPOSED SUBDIVIDED LOTS? IF YES, EXPLAIN _____

MINOR SUBDIVISION APPLICATION – PAGE 3

LIST THE NAMES AND ADDRESSES OF ALL APPLICANTS: ATTACH ADDITIONAL SHEETS IF NECESSARY

(Please Print Clearly)

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LIST THE NAMES AND ADDRESSES OF ALL PROPERTY OWNERS: ATTACH ADDITIONAL SHEETS IF NECESSARY

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