

ARTICLE VI: Plat and Data Requirements**Section 6-1. Tentative Sketch Plan Stage**

The subdivider shall submit the following information to the Planning Commission:

1. Written statement describing existing site conditions and proposed development to include:

- a. Data on existing and proposed covenants
- b. Land characteristics
- c. Available community facilities and utilities
- d. Number of residential lots anticipated
- e. Typical lot width and depth
- f. Business areas
- g. Playgrounds
- h. Parks and other public areas
- i. Proposed utilities and street improvements

2. Location map showing relationship of proposed subdivision to existing community facilities which serve or influence it to include:

- a. Development name and location
- b. Main traffic arteries and public transportation lines
- c. Shopping centers
- d. Schools
- e. Parks and playgrounds

- f. Principal places of employment
 - g. Other community features such as railroad stations, airports, hospitals and churches; title of map; scale; north arrow; and date.
3. Tentative sketch plan including the following information:
- a. Name of the subdivision
 - b. Name and address of the owner
 - c. Name and address of the proposed engineer or surveyor
 - d. Tract boundaries
 - e. North point and date
 - f. Streets on and adjacent to the tract
 - g. Significant topographical and physical features
 - h. Proposed general street layout
 - i. Proposed general lot layout
 - j. Contours based on U.S.G.S. topography.
 - k. General location and areal extent of the following when the subdivision is proposed in the Town of North East Critical Area:
 - 1) Tidal and non-tidal wetlands;
 - 2) Streams;
 - 3) Areas of steep slopes, highly erodible and other soils with development constraints;
 - 4) Shore and stream Buffer (100 feet minimum);

5) Natural resource protection areas, including Habitat Protection Areas, forests and developed woodlands on or in the vicinity of the proposed subdivision;

6) The Critical Area Boundary and the current land management classification(s), i.e., intensely developed area (IDA), limited development area (LDA), or resource conservation area (RCA);

7) Computation of the amount of acres in the Critical Area District; and

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

In addition, the Planning Commission may require such other information as it determines is necessary for its consideration of the proposed sketch plan, including the data listed in 6-2 below.

Section 6-2. Preliminary Plat: Plats and Data for Conditional Approval

The preliminary plat shall be at a scale of one hundred (100) feet to one (1) inch or other scale as the Planning Commission may direct. It shall show or have attached the following information and proposals:

1. Topographic data shall include the following information on existing conditions except when otherwise specified by the Planning Commission:

a. Complete outline survey of the property to be subdivided showing all courses, distances, and area, and tie-ins to all adjacent street intersections.

b. Existing easements: location, width and purpose.

c. Ground elevations on the tract, based on a datum plan approved by the Town Engineer: for land that slopes less than approximately two (2) percent show spot elevations at all breaks in grade along all drainage channels or swales, and at selected points not more than one hundred (100) feet apart in all directions; for land that slopes more than approximately two (2) percent either show contours with an interval or not more than five (5) feet if ground slope is regular and such information is sufficient for planning purposes, or show contours with an interval of not more than two (2) feet if necessary

because of irregular land or need for more detailed data for preparing plans and construction drawings.

d. Subsurface conditions on the tract, if required by the Planning Commission: Location and results of tests made to ascertain subsurface soil, rock and ground water conditions; depth to ground water unless test pits are dry at a depth of five (5) feet; location and results of soil percolation tests if individual sewage disposal systems are proposed.

e. Other existing conditions on the tract: water courses areas subject to flooding, marshes, wooded areas, and isolated preservable trees, houses, barns, shacks, and other significant features.

f. Other existing conditions on adjacent land: approximate direction and gradient of ground slope, including any embankments or retaining walls; location of railroads, power lines, towers, and other nearby nonresidential land uses; owners of adjacent unplatted land; for adjacent platted land refer to subdivision plat by name, recordation date, and number.

2. Improvements on or adjacent to the site, as follows:

a. Existing streets on or within 25 feet of the tract: name and right-of-way width and location; type, width and elevation of surfacing; any legally established center-line elevations; walks, curbs, gutters, culverts, etc..

b. Existing utilities either on or within 25 feet of the tract: location, size and invert elevation of sanitary, storm and combined sewers; location and size of water mains; location of gas lines, fire hydrants, electric and telephone poles, and street lights; if water mains and sewers are not on or within 25 feet of the tract, indicate the direction and distance to and size of nearest ones, showing invert elevation of sewers.

c. Houses, barns, shacks and other significant features.

d. Proposed public improvements: highways or other major improvements planned by public authorities for future construction on or near the tract.

3. Other information as follows:

a. Zoning on and adjacent to the tract.

b. A location map for the purpose of locating the site to be subdivided at a scale of not less than eight hundred (800) feet to the inch showing the relation of the tract to adjoining property and to all streets and municipal boundaries existing within one thousand (1,000) feet of any part of the property proposed to be subdivided.

c. Title and certificates: present tract designation according to official records in office of appropriate recorder; title under which proposed subdivision is to be recorded, with names and addresses of owners, notation stating acreage, scale, north arrow, datum, benchmarks, certification of registered civil engineer or surveyor, date of survey, date of application.

4. Proposals for the subdivision, including the following:

a. Street names, right-of-way roadway widths, approximate grades and gradients, and similar data for alleys, if any.

b. Other right-of-way or easement: locations, widths and purposes.

c. Location of utilities, if not shown on other exhibits.

d. Lot lines, lot numbers, block numbers, and approximate lot dimensions.

e. Sites, if any, for multi-family dwellings, shopping centers, churches, industry or other non-public uses exclusive of single-family dwellings.

5. For proposed subdivisions located in the Critical Area the following additional information will be shown on the Preliminary Plat as applicable:

a. Computation of the total area within the Critical Area District, area within each of the land management classifications (i.e., IDA, LDA, RCA), number of lots in the Critical Area;

b. Slopes 15 percent or greater;

c. Location and area extent of all soils exhibiting the following characteristics as determined by the Soil Survey, such as:

1) Septic Limitations

- 2) Wet soils
- 3) Hydric Soils and soils with hydric properties
- 4) Highly erodible soils (soils on slope greater than 15 percent or soils on slope greater than 5 percent with "K" values greater than 0.35)
 - d. Location of all existing or proposed site improvements (including storm drains, culverts, retaining walls, fences, storm water management facilities as well as any sediment and erosion control structures);
 - e. Location of open space, the Buffer and other buffer areas, forested areas and landscaping (the plan shall show all areas to be maintained as landscaping to be provided and the means by which such landscaping will be permanently maintained shall be specified);
 - f. Location of all Habitat Protection Area on the site;
 - g. Location of tidal and non-tidal wetlands on and adjacent to the site and delineation of the watershed thereof;
 - h. Location of eroding shoreline reaches, the rates of erosion, areas, where shore erosion measures are in-place, areas to be protected by installation of proposed erosion abatement approaches;
 - i. Location of anadromous fish spawning stream(s) on or adjacent to the site and a delineation of the watershed area of the stream on the site;
 - j. Areas proposed for reforestation and afforestation;
 - k. Total area of the site that will be temporarily disturbed during development and area that will be permanently disturbed (disturbed is defined as any activity occurring on an area which may result in the loss of or damage to existing natural vegetation); and
 - l. The location of the Critical Area District Boundary, the mean high waterline and the landward edge of tidal wetlands.

6. In addition to the information above, the Preliminary Site Plan shall be accompanied by the following when the subdivision or development is proposed in the Critical Areas, as required:

a. A Planting Plan is reviewed by and addressing the comments of the Bay Watershed Forester;

b. A Habitat Protection Plan including the comments of the Maryland Forest, Park and Wildlife Service and the Water Resources Administration;

c. A preliminary Stormwater Management Plan;

d. A preliminary Sediment and Erosion Control Plan;

e. A Shore Erosion Protection Plan complete specification for proposed shore erosion work;

f. A Environmental Assessment Report which provides a coherent statement of how the proposed development addresses the goals and objectives of the Town of North East Critical Area Program. At a minimum the Environmental Assessment shall include:

1) A statement of existing conditions, e.g., amount and types of forest cover, amount and type of wetlands, discussion of existing agriculture activities on the site, soil types, topography, etc;

2) Discussion of proposed development project, including number and type of residential units, amount of impervious surface, proposed sewer treatment and water supply, acreage devoted to development, proposed open space and habitat protection areas;

3) A discussion of the proposed development's impacts on water quality and Habitat Protection Areas; and

4) Documentation of all correspondence and findings.

Section 6-3. Final Plat

The final plat shall show or be accompanied by the following information:

1. Drafting standards

- a. The plat shall be drawn at a scale of 1" = 50' or 1" = 100'.
- b. The plat shall be a clear and legible white paper print.
- c. Dimensions shall be in feet and decimals to the nearest hundredth of a foot, and the bearings in degrees, minutes, and seconds.
- d. Each sheet shall be numbered and shall show its relationship to the total number of sheets.
- e. The boundary line of the subdivision shall be shown as a solid heavy line.
- f. Final plats shall be on sheets either 18" x 22" or 36" x 44" and all lettering shall be so drawn as to be legible if the plat should be reduced to half size.

2. Information to be shown - General

- a. Name of the subdivision.
- b. Name and address of the owner(s).
- c. Name and address of the engineer or surveyor.
- d. Date, north point, and scale.
- e. A location map for the purpose of locating the site to be subdivided at a scale of not less than eight hundred (800) feet to the inch showing the relation of the tract to adjoining property and to all streets, roads, and municipal boundaries existing within one thousand (1,000) feet of any part of the property proposed to be subdivided.
- f. State Department of Health and Mental Hygiene certification.

3. Existing features

- a. Complete outline survey of the property to be subdivided, showing all courses, distances, and area, and tie-ins to all adjacent street intersections.

b. The location, names, and widths of streets, the location of property lines and name of owner(s), the location of water courses, sanitary sewers, storm drains, and similar features within twenty-five (25) feet of any part of the land to be subdivided.

c. Location, size, and ownership of all underground utilities, and any rights-of-way within the property.

d. Location of existing buildings, the outlines of all wooded areas, marshy areas, and areas subject to flooding.

4. Proposed layout

a. Lot layout, including dimensions and bearings and consecutive numbering of lots.

b. The proposed names, pavement width, and right-of-way width of all proposed streets.

c. Sufficient data to determine readily the location, bearing and length of every street, lot, and boundary line.

d. The proposed building setback line for each street.

e. Accurate location and description of all monuments.

f. The location, width, and purpose of all easements or rights-of-way and boundaries by bearings and dimensions.

g. The average and minimum lot size.

h. The location, size, and invert elevations of all sanitary sewers, storm sewers, and locations of all manholes, inlets and culverts, and design calculations of same along with the plat and profile of same and why appurtenances.

i. The location of all existing and proposed fire hydrants and utilities.

j. Typical cross sections and street profiles for all streets. Such profiles shall show the existing and proposed grades along the proposed street centerlines.

Section 6-4. Record Plat

The record plat shall be clear and legible blue or black line print on white opaque line or mylar and shall be an exact copy of the approved minor subdivision plat or final plat on a sheet of the size required for minor subdivision plat or final plat.

The following information shall appear on the record plat, in addition to the information required in Section 6-3:

1. Seals

a. The impressed seal of the licensed engineer or surveyor responsible for the plat.

b. The impressed corporation seal, if the applicant is a corporation.

c. The impressed seal of a notary public or other qualified officer acknowledging owner's statement of intent.

2. Acknowledgements

a. A statement to the effect that the applicant is the owner of the subdivision shown on the final plat is made with his or their consent and that it is desired to record the same.

b. Acknowledgement of said statement before an officer authorized to take acknowledgements.

3. The following signatures shall be placed directly on the plat in black india ink:

a. The signatures of the owner or owners of the land. If the owner of the land is a corporation, the signature of the president and secretary of the corporation shall appear.

b. The signature of the notary public or other qualified officer acknowledging the owner's statement of intent.

c. The signature of the licensed engineer or surveyor who prepared the plat.

d. The signature of the chairman and secretary of the Planning Commission when, under these regulations, the Planning Commission is the approving body.

e. The signature of the Town Administrator when, under these regulations, the Town Administrator is the approving authority.

f. The signature of the Town Engineer, when applicable.

g. The signature of the Deputy State Health Officer of Cecil County, when applicable.

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

Section 6-5. Modification of Requirements

The above requirements for preliminary and final plats and for the supporting data may be modified by the Planning Commission.

In subdivisions requiring no new streets, and in the case of re-subdivision, the requirements for the contours may be waived at the discretion of the Planning Commission.