

SUBDIVISION CHECKLIST

SUBDIVISION CHECKLIST

CITY OF SALISBURY, MARYLAND

DEPARTMENT OF PUBLIC WORKS

The following is prepared as an outline of minimum requirements and does not necessarily include all requirements. Use as a guideline only.

REVIEW FEE: Subdivision: \$25 per subdivided acre (\$25 minimum)(\$200 maximum).
(Subsequent submittals which generate additional comments will be charged the same as the first submittal, but not more than \$100. Must be paid prior to final subdivision approval.)
Resubdivision: \$25 flat fee. Subsequent submittals will be charged \$25. Must be paid prior to final resubdivision approval.

TITLE: Type of plan, (Subdivision, Re-Subdivision, etc.)
Name of project
Name of owner
Election District
County (Wicomico)
State (Maryland)
Scale (1" = ?)
Date
Tax Map Number (from State assessment office)
Parcel Number (from State assessment map)
Lot, Block, Subdivision (if applicable)
City Property Map Number (from City DPW office)
Revision Dates
Name of Consultant/Surveyor and Contact Information

VICINITY MAP (use convenient scale)

NORTH ARROW (MARYLAND STATE GRID NORTH 1983 NAD)

GRAPHICS SCALE

MD GRID COORDINATES for all property corners. (Label at point or in a table)

SIGNED AND SEALED by a registered professional surveyor (registered in Maryland).

PLAT SIZE: minimum 18" x 24", maximum 24" x 36"

EXISTING AND PROPOSED LOT NUMBERS (or existing parcel #s)

LOT SIZES (SF or Acres) (43,560 SF = 1 Acre)

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CITY CORPORATE LIMITS (show and label, if within plat area)

APPROVAL BLOCKS:

Wicomico County Health Department

(Wic. County H.D. approval required before Dept. of Public Works Signature.)

Department of Public Works

(signature block must be provided on the original drawing sheets in the lower right hand corner.)

Planning & Zoning

Planning Commission (if required)

City of Salisbury - City Clerk (Only if a variance is required)

CERTIFICATION BLOCKS:(before City DPW Signature)

Owner (Show contact information in notes)

Surveyor

“Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed land surveyor under the laws of the State of Maryland, License No. _____, Expiration Date: _____.”

FOREST CONSERVATION: Contact: Planning & Zoning at (410) 548-4860

EASEMENTS: A fee simple deed for the right of way dedications and a deed of easement for the City of Salisbury Utility Easements shown on this plat must be submitted to the City SPW and the City Solicitor; S. Mark Tilghman, mark-sbtlaw@comcast.net, for review and processing. A 10-foot City of Salisbury utility easement, deeded to the City, must be shown on the plat as “City of Salisbury Utility Easement” abutting to the street right-of-way. The City of Salisbury Utility Easements shall be reserved for future use by the City at no cost to the City for City utility installation, sidewalks, drainage or other such public use, which may be determined by the Director of Public Works. All such easement areas shall be clearly shown with accompanying explanatory notes on the plat and maintained by individual lot owners or the owner’s association.

SHOW ALL EXISTING AND PROPOSED PUBLIC & PRIVATE EASEMENTS

FLOODZONE CLASSIFICATION & FLOODPLAIN/FLOODWAY BOUNDARIES

BURIAL SITES

STREAMS/WATER COURSES

DEED & PLAT REFERENCES

ZONING CLASSIFICATION

SUBDIVISION CHECKLIST

SHOW the following for all streets:

- . Width of right-of-way
- . Width of roadway (curb to curb)
- . Distance between R/W and roadway
- . Street Name (Public or Private)
- . Areas dedicated to the City for street purposes (if applicable)

PROPERTY SURVEY

- . Show monuments (existing & proposed)
- . Bearings, length of property lines
- . Curves, angles, tangents, chords, chord bearings
- . Note on the plat, any lines added or removed by this plat

STANDARD NOTES: (if applicable)

Water and sewer capacity exists and will be reserved for this subdivision; subject to Municipal, State and Federal laws and regulations.

Private irrigation lines shall not be installed in City right-of-ways or easements without written approval of Salisbury Public Works.

Owner/Developer, and subsequent Owners, their successors and assigns, shall not modify the individual lot grading plans and/or the Improvements Construction Plan, as approved by the Salisbury Public Works, with construction, grading, or landscaping.

No construction of any structural improvements, plant trees, shrubs or place any landscaping other than grass in or on the easement area, including in the air rights over the easement hereby conveyed permitted, without the prior written consent of the City of Salisbury.

All non-City utilities, such as but not limited to, electric, telephone, gas and C.A.T.V. shall be installed outside the City of Salisbury Utility Easement unless written consent is obtained from the City of Salisbury

Submittal of an approved construction improvement plan is required after subdivision if improvements are to be made to this property.

(All subdivisions, major or minor, must have fully engineered stormwater management plans. The only exception is if the developer can prove that the total disturbed area from all lots will not exceed 5,000 square feet and the total impervious area will be less than 15% of the total subdivision area.) *(This note does not go on plans.)*