

SUBDIVISION CHECKLIST

CITY OF SALISBURY, MARYLAND

DEPARTMENT OF INFRASTRUCTURE & DEVELOPMENT

The following document is prepared as an outline of minimum requirements for subdivision/resubdivision review and does not necessarily include all requirements. Use as a guideline only. The consultant is encouraged to contact the Department of Infrastructure & Development, 410-548-3170, concerning Planning Commission requirements. A completed copy of this checklist should be attached to the first submittal.

REVIEW FEE (To be assessed after 1st submittal. Must be paid prior to final subdivision/resubdivision approval):

- Planning review (subdivision): \$50 base fee + \$15 per lot
- Engineering review (subdivision): \$25 per subdivided acre (\$25 min, \$200 max). Subsequent submittals which generate additional comments will be charged the same as the 1st submittal, but not more than \$100.
- Engineering review (resubdivision): \$25 flat fee. Subsequent submittals will be charged \$25.

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 DID 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)
- CITY CORPORATE LIMITS (show and label, if within plat area)
- APPROVAL BLOCKS:
 - Wicomico County Health Dept. (Health Dept. approval required before DID Signature)
 - Department of Infrastructure & Development (lower right hand corner)
 - Planning & Zoning
 - Planning Commission (if required)
 - City of Salisbury - City Clerk (only if a variance is required)
- CERTIFICATION BLOCKS (to be signed prior to City DID signature)
 - Owner (show contact information in notes)
 - Surveyor (shown below)

“Professional Certification. I/We hereby certify that the requirements of “Real Property, Section 3-108 of the Annotated Code of Maryland”, latest edition, as far as it concerns the making of this plat and the setting of the monuments have been complied with to the best of my knowledge. License No. _____, Expiration Date: _____.”
- FOREST CONSERVATION (Exemption or Plan Number? Contact: Wicomico County 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 DID 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 DID. 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



City of
Salisbury
Jacob R. Day, Mayor

- BURIAL SITES
- STREAMS/WATER COURSES
- DEED & PLAT REFERENCES
- ZONING CLASSIFICATION
- 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 Department of Infrastructure & Development.*
 - 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 Department of Infrastructure & Development, 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*



Please be aware that submittal of an approved construction improvement plan is required after subdivision approval if improvements are to be made to the property. Also note that 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.