

***PLANNING COMMISSION RECOMMENDED VERSION
APPROVED MARCH 3, 2004***

TOWN OF SUDLERSVILLE

SUBDIVISION REGULATIONS

Recommended to:

The Town Commissioners of Sudlersville

By:

**Vote of the Planning Commission
March 3, 2004**

Adopted August 2, 2005

Technical Assistance Provided by:

Jakubiak & Associates, Inc.

Town of Sudlersville Subdivision Regulations

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ARTICLE 1

INTRODUCTION

1-100 PURPOSE AND INTENT

The purpose of this Ordinance is to regulate and control the division of land within Sudlersville in order to promote the public health, safety, morals, and general welfare of the Town.

It is the general intent of this Ordinance to regulate the division of land as to:

- A. Guide the future growth and development of the community consistent with the Town of Sudlersville's adopted comprehensive plan;
- B. Regulate the orderly layout and use of land;
- C. Guide the detailed analysis of the development parcel so as to locate and coordinate appropriate areas for harmonious development and economic stability;
- D. Lessen congestion in the streets and highways and provide for proper ingress and egress or roadways;
- E. Insure adequate open space for recreation, light and air and security from fire and flood;
- F. Provide for open spaces through the most efficient design and layout of development, consistent with density standards as established in the Town's Zoning Ordinance;
- G. Coordinate existing streets with proposed streets;
- H. Protect existing town character and natural resources contributing to the quality of life of residents of Sudlersville;
- I. Provide a means to design new residential communities of lasting beauty and civic quality;
- J. Facilitate adequate provision for water, sewerage, schools, parks and other public facilities;
- K. To prevent the pollution of air, streams, and ponds; to assure the adequacy of drainage facilities; to safeguard the water table; and to encourage the protection of natural resources throughout the Town of Sudlersville.

1-101 Short Title

This Ordinance may be cited as the "Sudlersville Subdivision Regulations."

1-102 Separability

It is hereby declared to be the legislative intent that

- A. If a court of competent jurisdiction declares any provision of this Ordinance to be invalid or ineffective in whole or in part, the effect to such decision shall be limited to those provisions which are expressly stated in the decision to be invalid or ineffective, and all other provisions which are expressly stated in the decision to be invalid or ineffective,

and all other provisions of this Ordinance shall continue to be separately and fully effective.

- B. If a court of competent jurisdiction finds the application of any provision or provisions of this Ordinance to any lot, building, or other structure, or tract of land, to be invalid or ineffective, in whole or in part, the effect of such decision shall be limited to the person, property, or situation immediately involved in the controversy, and the application of any such provision to other persons, property, or situations shall not be effected.

1-103 Jurisdiction and Interpretation

This Ordinance shall apply to all land located within the incorporated area of Sudlersville.

The provisions of this Ordinance shall be held to be minimum requirements to meet the stated purpose and intent of this Ordinance. Where the provisions of this Ordinance impose greater restrictions or higher standards than those of any statute, other regulations, or ordinance, the provisions of this Ordinance shall prevail. Where the provisions of any statute, other regulations or ordinance impose greater restrictions or higher standards than those of this Ordinance, the provisions of such statute, regulation or ordinance shall prevail.

ARTICLE 2
DEFINITIONS

2-200 GENERAL

- A. Unless a contrary intention clearly appears, the following words and phrases shall have, for the purpose of this Ordinance, the meaning in the following clauses.
- B. For the purpose of this Ordinance, words and terms used herein shall be interpreted as follows
 - 1. Words used in the present tense include the future;
 - 2. The singular includes the plural;
 - 3. The word “person” includes a corporation, institution, partnership, and association as well as the individual;
 - 4. The word “lot” includes the word “plot” or “parcel;”
 - 5. The word “Commission” and the words “Planning Commission” always mean the Town of Sudlersville Planning Commission;
 - 6. The word “County” shall always mean Queen Anne’s County;
 - 7. The word “Town” shall always mean the Town of Sudlersville.
- C. If a word or term is not defined in this Article, the definition in the Sudlersville Zoning Ordinance shall apply. Any word or term not defined in this document or the Zoning Ordinance shall be used with a meaning of standard usage.

2-201 Administrator

The administrator of the Subdivision Regulations of the Town of Sudlersville

2-202 Alley

A minor way, which is used primarily for vehicular service access to the back or the side of properties otherwise abutting a street.

2-203 Applicant

Any person who submits to the Planning Commission subdivision plans for the purpose of obtaining approval thereof.

2-204 Block

An area of land containing one or more lots and bounded by streets providing access to such lot or lots.

2-205 Building

A structure having a roof, which is used or intended to be used for the shelter or enclosure of persons, animals, or property. The word “building” shall include any part thereof.

2-206 Building Setback Line, Build-to-Line

The rear line of the minimum required front yards of the Zoning Ordinance for the district in which the lot is located. The building setback line shall be measured from the future right-of-way line.

2-207 Community Sewerage Facilities, Community Water Supply Facilities

Any system, whether publicly or privately owned, serving two or more individual lots, for the collection and disposal of sewerage or industrial wastes of a liquid nature, including various devices for the treatment of such sewerage and industrial wastes or a source of water and a distribution system, including treatment and storage facilities for two or more individual lots.

2-208 Developer (see Subdivider)

2-209 Easement

A grant of the use of a parcel of land to the use of the public, a corporation, or person for a specific purpose, without including title to the land.

2-210 Floodplain

An area of relatively flat or low land adjoining a river or water body which is subject to partial or complete inundation. The boundaries of the floodplain shall be determined by that area with one chance in one hundred, or a one percent chance of being flooded in any given year as defined by the Federal Emergency Management Agency.

2-211 Improvements

Those physical additions, installations, and changes, such as streets, curbs, sidewalks, walkways, bicycle paths, water mains, sewers, drainage facilities, public utilities, and other appropriate items required to render land suitable for the use proposed.

2-212 Original Lot or Parcel

A lot, tract or parcel of land existing by deed or plat description in the Land Records of Queen Anne’s County on or prior to December 4, 1990.

2-213 Lot

A parcel of land used or set aside and available for use as the site of one or more buildings accessory thereto or for any other purpose, in one ownership and not divided by a street nor including any land within the limits of a public or private street right-of-way.

2-214 Lot, Panhandle: A lot which does not meet minimum road frontage requirements and where access to the public road is by a narrow, private right-of-way or driveway. The access road, if less than the minimum lot frontage, will not be used in computing the minimum required lot area or delineating the required building envelope.

2-215 Resubdivision

A further division or modification of an existing subdivision properly recorded in the Land Records of Queen Anne's County after December 4, 1990.

2-216 Right-of-Way

A strip of land occupied or intended to be occupied by a street, alley, planting strip, bicycle path, crosswalk, sanitary or storm sewer, drainage ditch, or for another special use. The usage of the term "right-of-way" for land plotting purposes in the Town shall mean that every right-of-way hereafter established and shown on the final plat is to be separate and distinct from lots or parcels and adjoining such right-of-way, and not included with the dimensions or areas of such lots or parcels.

2-217 Right-of Way -Future

A. The right-of-way width required for the expansion of existing streets to accommodate anticipated future traffic loads.

B. A right-of-way established to provide future access to or through undeveloped land.

2-218 Street

A public or private way used or intended to be used for passage or travel by vehicles and pedestrians and to provide access to abutting properties.

2-219 Street Line

The dividing line between the street and the lot. The street line shall be the same as the legal right-of-way line provided that where a future right-of-way width for a street has been officially established, the street line shall be the side of the future right-of-way so established.

2-220 Street Trees

Trees planted by property owners along lot frontages to mitigate adverse impacts of the impervious surfaces of development and provide for a sense of street enclosure for the public right-of-way.

2-221 Subdivider, Developer

An individual, partnership or corporation (or agents thereof) that undertakes the responsibility for any or all of the activities covered by this Ordinance, particularly the design and submission of a subdivision or development plan or plat showing the layout of the land and the public improvements involved therein. Inasmuch as the subdivision plat is a necessary means to the end of assuring a satisfactory development, the term "subdivider" is intended to include the term

“developer,” even though the personnel or entity involved in successive stage of the project may vary.

2-222 Subdivision

- A. The division of a single lot, tract, or parcel of land or part thereof into two (2) or more lots, tracts, or parcels of land for the purpose, whether immediate or future, of transfer of ownership or of building development.
- B. The term “subdivision” includes resubdivision and, when appropriate to the context, shall relate to the process of subdividing or to the land subdivided.

2-223 Subdivision, Major

Any subdivision containing five (5) or more lots, plats, sites or other divisions of land.

2-224 Subdivision, Minor

The division of a single lot, tract or parcel of land into four (4) or fewer lots, tracts, or parcels of land for the purpose, whether immediate or future, of transfer ownership or of building development, provided the proposed lots, tracts, or parcels of land thereby created have frontage on an improved public street or streets, and providing further that the subdivision does not create any new street or streets. The residual or remaining portion of the lot subdivided shall be counted as one of the lots created.

2-225 Walkway

As distinguished from a sidewalk, which is incorporated in a road right-of-way, a walkway is a pedestrian right-of-way usually extending from a street into a block or across a block to another street.

ARTICLE 3

CONTROL AND PENALTIES

3-300 SUBDIVISION CONTROL

It shall be unlawful for the owner of any land within the jurisdiction of the Town to which this Ordinance may apply, or any other person, firm, or corporation, to subdivide any lot, tract, or parcel of land, or layout, construct, open and dedicate for public use or travel, any street, sanitary sewer, storm sewer, drainage facilities, or other facilities in connection therewith, or for the common use of occupants of buildings within the subdivision, unless and until:

- A. A plat of such subdivision is caused to be made in accordance with the regulations set forth herein and in Section 5 Article 66B of the Annotated Code of Maryland, as amended;
- B. Approval is secured thereof from the Planning Commission as provided herein; and;
- C. Said Commission has caused copies of said plat to be recorded in the office of the Clerk of the Court.

3-301 Plat Approval Required

No plat of any subdivision shall be recorded until it shall have been submitted to and approved by the Planning Commission as provided herein. The Commission shall not approve said plat unless it is satisfied that the requirements of this Ordinance have been complied with.

3-302 Exemptions from Subdivision Approval

Subdivision approval shall not be required for those properties that qualify under one or more of the following exemptions:

- A. Correction of engineering, drafting or surveying errors;
- B. Combining of two or more lots into a single lot;
- C. Adjustment of common boundary lines between adjoining property owners, providing that the adjustment results in no violation of the Zoning Ordinance of the Town of Sudlersville or the Sudlersville Subdivision Regulations. A survey plat must be submitted.
- D. Partition of lands by will or through action of a court of competent jurisdiction, unless or until development of the land is proposed.
- E. Where a property has been changed in size or shape by reason of the taking of a part of such property for public use by reference to a properly drawn and recorded plat, such as a right-of-way plat; provided, that the outlines and dimensions of such remainder may be clearly determined by references to the previously recorded plats.

- F. A bona fide division of a tract of land in order that one or more of the resulting parcels may be used as part of an electric transmission line right-of-way or other public utility right-of-way; provided, that if a parcel resulting from such division is ever to be used as a building site for other than an electric transmission line or other public utility right-of-way, then before a building permit may be issued for such other use, a plat must be filed, approved and recorded in accordance with this Ordinance.

Upon verification of these conditions and conformity with the Town requirements, the Planning Commission may authorize the Town Administrator or Town Clerk to execute plats for recordation purposes, stating that subdivision approval is not required.

3-303 Transfer of Land -Insurance of Building Permits

- A. No land in a subdivision created after the adoption of this Ordinance shall be transferred, sold or offered for sale, nor shall a building permit be issued for a structure thereon, until a final plat of such subdivision shall have been recorded in accordance with this Ordinance and the provisions of the State, and until the municipal improvements required in connection with the subdivision have either been constructed or guaranteed as hereinafter provided.
- B. No building depending upon public water and sewage facilities shall be permitted to be occupied before such facilities are fully provided and operational.

3-304 Penalty

Whoever, being the owner or agent of the owner of any land located within the jurisdiction of this Ordinance, transfers or sells any land by reference to or exhibition of or by other use of a plat of a subdivision, before the plat has been approved and recorded, or filed in the office of the clerk of Circuit Court of Queen Anne's County, shall forfeit and pay a civil penalty of not less than \$500 and not more than \$3,000 in the discretion of the Court, for each lot or parcel so transferred or sold; and the description of the lot or parcel by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from the penalties or from the remedies herein provided. The Town of Sudlersville may enjoin the transfer or sale by action for injunction brought in any court of equity jurisdiction or may recover the penalty by civil action in any court of competent jurisdiction.

Every act or omission in violation of this Ordinance shall be punishable as provided in this Section. Where such an act or omission is of a continuing nature, each and every day during which such act or omission continues shall be deemed a separate violation.

The person(s) violating this Ordinance shall be liable for the Town of Sudlersville's attorney fees and court costs, if found in violation by the court(s) of jurisdiction or if the person(s) violating the Ordinance so agrees.

ARTICLE 4
PROCEDURE

4-400 INTRODUCTION

The procedures hereinafter specified provide not only for the conditional approval of a preliminary plat and approval of a final plat, but also for a pre-application tentative sketch plan. The tentative sketch plan procedure is optional to the applicant and is not a prerequisite to the approval of the final plat. However, this optional procedure is strongly recommended because it provides the applicant with an opportunity to resolve problems early in the proceedings and to make necessary modifications and revisions prior to incurring the expense of preparing a preliminary and final plat.

4-401 Minor Subdivisions

The following procedures are established for the filing and review of minor subdivision plats.

The subdivider with a minor subdivision plat application shall follow the same procedures for plat approval as major subdivisions with the exception of the following provisions:

- A. Minor subdivision plats shall follow the application and plat requirements for minor subdivision plats found in Section 8-804 of this Ordinance. No Planning Commission site inspection is required.
- B. Minor subdivisions shall follow the required improvement standards for sidewalks and street lighting unless the Planning Commission deems them unnecessary.
- C. Minor subdivision plats shall conform in all respects to the requirements of the Real Property Article, Section 3-108, Annotated Code of Maryland.

PART 1. TENTATIVE SKETCH PLAN AND SITE INSPECTION

4-402 Purpose

The purpose of the “Tentative Sketch Plan” is to afford the applicant the opportunity to consult early and informally with the Town Planner, Town Engineer, Zoning Administrator, and Planning Commission before preparation of the preliminary plat and formal application for approval.

During the “Tentative Sketch Plan” procedure, the applicant can make use of the services of the administrative personnel of the Town as well as the Planning Commission to help the applicant analyze challenges to the development and plan more adequately for its sound coordination with the community. This procedure also affords Town administrative personnel and the Planning Commission the opportunity to give informal guidance to the applicant at a stage when potential points of difference can be more easily resolved. It can also simplify official actions and save unnecessary expense and delay.

4-403 Tentative Sketch Plan Procedure

- A. Applicant prepares sketch plan and application.
- B. Applicant submits seven (7) copies of the sketch plan and application to the Zoning Administrator. The applicant may be asked to provide more copies if necessary.
- C. Zoning Administrator checks submissions against a checklist for completeness; and
 - 1. If submission is incomplete, immediately returns submission to applicant and indicates deficiencies; or
 - 2. If submission is complete, accepts sketch plan and application.
- D. Zoning Administrator shall immediately distribute copies of the sketch plan and application to:
 - 1. Town Commissionersone (1) copy
 - 2. Planning Commission.....one (1) copy
 - 3. Town Planner.....one (1) copy
 - 4. Town Engineer.....one (1) copy
 - 5. Queen Anne’s County Planning Commission..... one (1) copy
 - 6. Town Attorney..... one (1) copy
 - 7. One (1) copy shall be retained for the Town files.
- E. Following the applicant’s completed tentative sketch plan submittal and before the meeting in which the tentative sketch plan is discussed, the Planning Commission shall conduct a site inspection of the proposed development. Applicants, their site designers, and the landowner are encouraged to accompany the Planning Commission. If there is a tentative sketch plan site inspection, it is not necessary to conduct a preliminary plat site inspection during the preliminary plat procedure.

The purpose of the site inspection is to familiarize the Planning Commission with the property’s existing conditions and special features, to identify site design issues and to provide an informal opportunity to discuss site design concepts, potential layout of streets, stormwater management facilities, open space and buildings. Comments made by the Planning Commission or Town staff or consultants shall be interpreted as being only suggestive. No formal recommendations or official decisions shall be made at the site inspection.
- F. At their first regular meeting held not less than four (4) weeks following receipt of the completed submission of the tentative sketch plan to the Zoning Administrator, the Planning Commission:

1. Receives and reviews the applicant's submission;
 2. Receives and reviews reports by the Town Planner and other town staff as may be necessary;
 3. Hears applicant's presentation; and
 4. Discusses submission with the applicant.
- G. The Planning Commission the same evening of the applicant's presentation shall:
1. Evaluate applicant's submission, presentation, discussion with applicant, and Town Planner's and/or Town Engineer's reports;
 2. Review the sketch plan with regard to the following:
 - (a) General suitability of the site for the type, size and location of development proposed;
 - (b) General suitability of the design with regard to topography, drainage, soils, natural features and surrounding land use;
 - (c) General compatibility with the Zoning Ordinance and Comprehensive Plan;
 - (d) Interior road configuration and pavement width;
 - (e) Method and suitability of access;
 - (f) Type of water and sewerage service and stormwater management practices;
 - (g) Land planning techniques;
 - (h) General and specific suitability and compatibility of the site plan in regards to information and experience gained from the tentative sketch plan site visit.
 3. Make a decision to approve, approve with modifications, or deny the applicant's submission. The Commission shall inform the applicant in writing within two (2) week of the decision, including required changes in the tentative sketch plan and the reasons for the decision.

PART 2. PRELIMINARY PLAT AND SITE INSPECTION

4-404 Purpose

The purpose of the preliminary plat is to require formal conditional approval in order to minimize changes and revisions before a final plat is submitted.

4-405 General

A preliminary plat and all information and procedures relating thereto shall in all respects be in compliance with the provisions of this Ordinance, except where variation therefrom may be specifically authorized in writing by the Planning Commission.

4-406 Preliminary Plat Procedure

- A. Applicant prepares preliminary plat and application;
- B. Applicant submits six (6) copies of the preliminary plat and application to the Zoning Administrator. The applicant may be asked to provide more copies if necessary. The submittal must be at least four (4) weeks before the regular meeting of the Planning Commission.
- C. Administrator checks submission against checklist for completeness; and
 - 1. If submission is incomplete, immediately returns submission to applicant and indicates deficiencies;
 - 2. If submission is complete, accepts preliminary plat, application and fees.
 - 3. The applicant may make major changes of a submitted application up to two (2) weeks before the Planning Commission meeting and minor changes to the preliminary plat up to one (1) week before the Planning Commission meeting. The Zoning Administrator shall make the determination on what constitutes a major or minor change.
- D. Zoning Administrator shall immediately distribute copies of the preliminary plat and application to:
 - 1. Town Commissioners.....one (1) copy
 - 2. Planning Commission.....one (1) copy
 - 3. Town Planner.....one (1) copy
 - 4. Town Engineer.....one (1) copy
 - 5. Queen Anne’s County Planning Commission.....one (1) copy
 - 6. One (1) copy shall be retained for the Town files.
- E. Following the applicant’s completed preliminary sketch plan submittal and before the meeting in which the preliminary sketch plan is discussed, the Planning Commission shall conduct a site inspection of the proposed development. Applicants, their site designers, and the landowner are encouraged to accompany the Planning Commission. If there was a tentative sketch plan site inspection, it is not necessary to conduct a preliminary plat site inspection. If the application is a minor subdivision preliminary plat, a site inspection is not required.

The purpose of the visit is to familiarize the Planning Commission with the property's existing conditions and special features, to identify site design issues and to provide an informal opportunity to discuss site design concepts, potential layout of streets, stormwater management facilities, open space, and buildings. Comments made by the Planning Commission or Town staff or consultants shall be interpreted as being only suggestive. No formal recommendations or official decisions shall be made during the site inspection.

- F. At the first regular meeting not less than four (4) weeks following receipt of the completed submission to the Zoning Administrator, the Planning Commission
 - 1. Receives and reviews the applicant's submission;
 - 2. Receives and reviews reports by the Town Planner and Town Engineer;
 - 3. Hears applicant's presentation; and
 - 4. Discusses submission with the applicant.

- G. The Planning Commission, either the same evening or within one (1) month following the applicant's presentation to the Commission, shall:
 - 1. Evaluate applicant's submission, presentation, discussion with the applicant, and the Town Planner's report;
 - 2. Determine whether the preliminary plat meets the objectives and requirements of the Subdivision Regulations and other regulations and ordinances;
 - 3. Review the general and specific suitability and compatibility of the site plan in regards to information and experience gained from the tentative sketch plan or preliminary plat site visit.
 - 4. Evaluate the applicant's determination of the adequacy of planned public facilities to serve the needs of the subdivision. If the applicant does not prove to the Planning Commission that adequate public facilities exist, the Planning Commission may deny preliminary plat approval;
 - 5. Consult with County and State Road Departments regarding proposed development adjacent to roads under their jurisdiction; and
 - 6. Inform the applicant in writing of the decision including required changes in the preliminary plan and the reasons for the decisions.

- H. Approval of the preliminary plat shall constitute conditional approval of the subdivision as to character and intensity but shall not constitute approval of the final plat or authorize sale of lots or construction of buildings.
 - 1. Upon approval, the Chairperson of the Planning Commission shall sign two (2) copies of the preliminary plat, one of which shall be returned to the subdivider and the other which shall be retained by the Zoning Administrator. Any

modifications or conditions of approval shall be recorded in the Minutes of the Planning Commission and attached to the signed plats.

2. A preliminary plat approval shall be valid for one (1) year from the date of approval. Preliminary plat approval may be extended by the Planning Commission for an additional six (6) months where the subdivider has demonstrated a good faith effort to complete the development in a timely manner.
3. A denied or voided preliminary plat has no status and any further submission shall be treated as a new application.

PART 3. FINAL PLAT

4-407 Purpose

The purpose of the final plat is to require formal approval by the Zoning Administrator before plats for all subdivisions are recorded as required by Section 3-300 of this Ordinance.

4-408 General

A final plat shall be submitted conforming to the changes that the Planning Commission directed be made during the preliminary plat procedure. The final plat and all information and procedures relating thereto shall in all respects be in compliance with the provisions of this Ordinance, except where variation therefrom may be specified in writing by the Planning Commission.

4-409 Final Plat Procedure

- A. Applicant prepares final plat and application.
- B. Applicant submits six (6) copies of the final plat and application within one (1) year from the date of receiving conditional approval of the preliminary plat to the Zoning Administrator. The applicant may be asked to provide more copies if necessary.
- C. The Zoning Administrator may not review the final plat until all appropriate improvement plans and guarantees for construction have been reviewed by appropriate intergovernmental agencies. The Zoning Administrator shall not offer final approval of the final plat until entry into contract and production of completion guarantee as set forth in Article 7.
- D. Zoning Administrator checks the final plat for consistency with the approved preliminary plat. The final plat shall substantially conform to the approved preliminary plat. A significant deviation shall be considered as a new preliminary plat submission.
- E. Zoning Administrator checks submission against checklist for completeness; and
 1. If submission is incomplete, immediately returns submission to applicant and indicates deficiencies;

2. If submission is complete, accepts final plat and application.
- F. Zoning Administrator shall:
1. Receive and review the applicant's submission;
 2. Determine whether the final plat meets the objectives and requirements of the "Subdivision Regulations" and other regulations and ordinances; and
 3. Inform the applicant in writing within two (2) weeks of the decision, including required changes and the reasons for the decision.
- G. If approved:
1. Three (3) exact copies of the approved final plat on linen or equivalent with the required signatures as specified in Article 7, and one (1) additional copy on Mylar or other reproducible base shall be submitted to the Planning Commission.
 2. Prior to the signing of the final plat by the Chairperson of the Planning Commission, the following approvals should be indicated:
 - (a) The Zoning Administrator should affix his or her signature certifying that that the final plat meets the requirements of this Ordinance and the Sudlersville Zoning Ordinance, and that the guaranty for construction of improvements as required in Article 7 have been executed.
 - (b) The Town Engineer or the County Public Works Engineer should affix his or her signature certifying that all required public improvements plans meet the current Town or Queen Anne's County Design Standards and Specifications, except as noted.
 - (c) The County Health Officer or other approving authority should affix his or her signature certifying that the final plat meets all requirements for water supply and sewerage and conforms to the requirements of the Queen Anne's County Comprehensive Water and Sewerage Plan.
- H. The Planning Commission shall then file the three (3) cloth or equivalent prints for record with the Clerk of the Court of Queen Anne's County, and shall distribute other prints to official agencies as may be needed. Recording fees shall be paid by the subdivider.

4-410 Effect of Recording

- A. Streets, parks, and other public improvements shown on a subdivision plat to be recorded may be offered for dedication to the Town by formal notation thereof on the plat, or the owner may note on the plat that such improvements have not been offered for dedication to the Town.
- B. Recording of the final plat by the Planning Commission shall not be deemed to constitute or effect an acceptance by the public of the dedication of any street or other proposed

public park or improvement shown on said plat, but improvements so noted for dedication may be accepted by the public through any subsequent appropriate act.

PART 4. ACCEPTANCE OF STREETS AND IMPROVEMENTS BY THE TOWN

4-411 Preliminary Public Improvements Inspection

- A. The applicant shall notify the Town Engineer of the completion of the required improvements.
- B. The Town Engineer shall:
 - 1. Inspect the completed required improvements; and
 - 2. Submit in writing a report to the Town Commissioners specifying those items of construction, material, and workmanship which do not comply with the Town specifications or the final plat.
- C. The applicant upon notification from the Town Engineer shall:
 - 1. Proceed, at the applicant's own cost, to make such corrections as shall be required to comply with the Town specifications and approved final plats; and
 - 2. Notify the Town Planner and Town Commissioners upon completion, requesting final inspection.

4-412 Final Public Improvements Inspection

The Town Engineer, Town Planner, Town Commissioners, and other proper authorities shall make a final inspection with the applicant of all required improvements.

4-413 Acceptance

The Town Commissioners and Town Planner shall notify the applicant of acceptance of the required improvements if satisfied that the applicant has complied with all specifications and ordinances of the Town.

4-414 Resubdivision

The following regulations shall be followed when subdividing or combining lots;

- A. Letters rather than numbers should be used to indicate lots whose boundary and area have been affected. The numerical sequence should remain intact to avoid confusion in the future.
- B. Plats shall be submitted to the Planning Commission which:

1. Clearly indicates the lot or parcel to be subdivided, including a boundary survey by authorized surveyor and size of the parcel to be added to adjoining lands.
2. Clearly indicates the lot or parcel to which the addition is being made.
3. Complies with the required information, style and form for a minor subdivision plat, including environmental health approval.
4. A note on the plat shall state:

“This subdivision is made solely for the purpose of adding the parcel shown herein as _____ to the adjoining lands of _____ as recorded in (land records). Said parcel does not constitute a separate building lot and may not be transferred separately from said adjoining lands. Any future subdivision of said parcel or building development shall be submitted for approval in accordance with the Zoning Ordinance and Subdivision Regulations in effect at that time.”

5. The approved plat shall be recorded with the Clerk of the Circuit Court of Queen Anne’s County.

ARTICLE 5

REQUIRED IMPROVEMENTS

5-500 PURPOSE

- A. The purpose of this article is to establish and define the public improvements that the applicant will be required to construct as conditions for final plat approval.
- B. The subdivider shall complete all construction in accordance with the specific conditions of the commitment and the accepted drawings and specifications, and in the manner acceptable to the Town Commission, Town Planner, Planning Commission, and other applicable officials.

5-501 Revision of Plans

When changes from the accepted drawings and specifications become necessary during construction, written acceptance by the Planning Commission with the advice of the Town Planner shall be secured before the execution of such changes.

5-502 Maintenance

Adequate provisions for the satisfactory maintenance of all streets and other required improvements, where applicable, shall be made by dedication to, and acceptance for maintenance by the Town, or by other acceptable means.

5-503 Adequate Public Facilities

It is the responsibility of the subdivider of a major subdivision to determine and prove to the Planning Commission that existing or planned public facilities on- and off-site are adequate to serve the needs of the subdivision. Public facilities, which may be considered, include, but shall not be limited to: roads, drainage, schools, emergency services, solid waste collection and disposal, and sewerage.

- A. Central water supply may be also considered for intensive uses.
- B. The Queen Anne's County Board of Education shall be consulted regarding the adequacy of school facilities.
- C. The Planning Commission may require that studies be conducted, at applicant expense, to determine the adequacy of facilities and the impact of the development on such facilities. The Planning Commission may require that any adverse impacts to public facilities, including those facilities located off-site, be mitigated. Prior to any such study, the applicant shall meet with the Town Planner and/or Engineer to develop the scope and technical requirements of the study.

5-504 Community Facilities

- A. In major subdivisions of more than ten (10) units and elsewhere deemed essential by the Planning Commission, and particularly in planned unit developments, the Commission may require reservation, for the common use of all property owners in the proposed

subdivision, of suitable land for schools and other community facilities. Major subdivisions of fewer than ten (10) units shall adhere to open space requirements described in Section 6-608 of this Ordinance.

- B. Where the subdivision contains community facilities necessary or desirable for the welfare of the area and which are of common use or benefit and are of such character that the Town or other public agency does not desire to maintain them, then provision shall be made by trust agreements for the proper and continuous maintenance and supervision of such facilities by the lot owners in the subdivision. Such trust agreements shall be a part of the deed restrictions and shall be acceptable to the Planning Commission.

5-505 Drainage Facilities

- A. Every subdivision shall be provided with a positive drainage system adequate to collect and dispose of all water originating on or flowing across the property without inundating or damaging roads, lots or other property.
- B. The subdivider shall demonstrate that adequate drainage outlets exist, or shall be responsible for providing such outlets.
- C. Where any lots front on a State, County or Town road or an open section road, and the Planning Commission deems an entrance pipe is necessary for adequate drainage, the subdivider shall install an entrance pipe for each lot, or shall pay the Queen Anne's County Roads Agency, prior to final plat approval, the Agency's current cost to install such entrance pipes. The subdivider or lot purchaser may subsequently request the Agency to install the entrance pipes so paid for at anytime without further charge.

5-506 Fire Protection Facilities

Every subdivision of lots of such size as to require a community water system shall provide an adequate number of appropriately spaced fire hydrants and other necessary fire protection facilities. The source of water supply and quantity and location of the fire hydrants and other fire protection facilities shall be sufficient as required by Town or County standards, whichever may be controlling.

5-507 Grading and Sediment Control

As required by the Queen Anne's County Grading and Sediment Control Ordinance, grading and sediment control plans shall be approved prior to the start of any grading, excavation, fill, or other construction activities integral to the development of the subdivision, including roads, drainage ditches, sediment basins, and buildings.

5-508 Public Sanitary Sewers

Every subdivision of lots of such size as to require a community sewer system, as specified by zoning or health regulations, shall be provided with a complete sanitary sewer system connected to the Town system and shall become a part thereof without cost to the Town.

5-509 Streets and Sidewalks

The construction of streets and sidewalks as shown upon final plats and as contained on contract agreements shall in every respect conform to the Town Commission construction requirements of streets and sidewalks effective at the time of final plat approval.

5-510 Street Lighting

The subdivider of every major subdivision shall provide lighting for vehicular and pedestrian traffic as required by the Town Commissioners or Queen Anne's County and Article 6 of this Ordinance.

5-511 Street Signs

The owner shall erect at every intersection a street sign or street signs thereon the names of the intersecting streets.

5-512 Water Supply and Sewerage Facilities

- A. The Planning Commission shall determine the type (individual or central) of water supply system(s) required and assure that water supply sources are available and approved by appropriate authorities.
- B. All major subdivision lots shall provide for individual, community or public waste supply and public sewerage facilities. Individual water supply facilities may be utilized where existing or planned community or public facilities are not reasonably available, or where the Planning Commission determines that they are suitable for the proposed development. In their determination the Planning Commission shall consider the following factors but is not limited to them: the subdivision's relationship to the Comprehensive Plan; zoning district classification; number of lots; type of development; soil, topography and other physical site characteristics; and location with respect to other development.
- C. Where determined appropriate by the Planning Commission, all subdivisions shall be designed so as allow for the future installation of a community or public water supply facilities in the most efficient and economical manner. Utility easements shall be reserved in all locations necessary for the future installations of community or public water facilities.
- D. Where individual water supply is used, the plat shall include a note using language approved by the Planning Commission indicating that such systems are interim and that they shall be discontinued and connection made to community or public facilities when they become available.

ARTICLE 6

DESIGN STANDARDS

6-600 PURPOSE

Standards and requirements for the design of development in Sudlersville is a reflection of the Town's intent to preserve and perpetuate the community character that contributes to the quality of life and unique built landscape of Sudlersville. This set of design standards serve to maintain property values, protect unique cultural resources, preserve the integrity of Sudlersville's small town atmosphere and provide the basis for beautiful and efficient development.

6-601 Application

Where literal compliance with the standards herein specified is clearly impractical, the Planning Commission may modify or adjust the standards to permit reasonable utilization of property while securing substantial conformance with the objectives of this Ordinance.

6-602 General

- A. All portions of a tract being subdivided shall be taken up in lots, streets, public lands, or other proposed uses, so that remnants and landlocked areas shall not be created.
- B. All improvements shall conform to the standards, specifications and all other requirements contained in the Queen Anne's County Design Standards and Specifications or otherwise adopted by the Town Commissioners of Sudlersville, or by such other agency as may have jurisdiction over each facility. Any deviation from the required standards and specifications shall be fully detailed and approved by the applicable agency.
- C. The subdivision design shall take advantage of the site's unique features such as its location, access, topography, soils, wooded areas, water bodies, and its relationship to adjoining subdivisions and land uses, both proposed and existing.
- D. All required improvements shall be deemed to have been offered for dedication to public ownership. However, the offer of dedication of any such facility shall not be accepted without inspection and formal written resolution by the appropriate agency or body.
- E. Where trees, graves, waterways, scenic points, scenic visas, historic spots or other Town assets and landmarks are located within a proposed subdivision, every possible means shall be provided to preserve these features. The subdivider must identify those environmental and natural features outlined in Article 5 Section 6 of the Sudlersville Zoning Ordinance and provide appropriate protection as provided under that Section. To the extent practicable, the subdivider shall also incorporate wildlife corridors to provide continuity of plant and wildlife habitat with nearby existing habitat.
- F. Land subject to flooding or property and land deemed to be topographically unsuitable shall not be subdivided or developed for residential occupancy or for such other uses as may endanger health, life, property, or aggravate erosion or flood hazards until all such hazards have been eliminated or unless adequate safeguards against such hazards are provided by the final plats. Land with slopes greater than fifteen percent (15%), or land

where the K-value for soil erodibility exceeds .35 and slopes are greater than five percent (5%), shall also be deemed unsuitable for residential development. Such land within a subdivision shall be set aside on the plat for uses that will not be endangered by periodic or occasional inundation or will not produce unsatisfactory living conditions.

- G. Cluster development shall be used whenever feasible for planned unit developments to gain environmental protection while providing needed commercial and other development.

6-603 Blocks

- A. Whenever practicable, blocks shall be of such width as to provide two (2) tiers of lots.
- B. Maximum block length shall be eight hundred (800) feet.
- C. Pedestrian crosswalks shall be required where deemed essential to provide circulation or access to schools, parks, and other community facilities.

6-604 Floodplain and Natural Resources Protection

- A. All lots shall contain an area beyond the required twenty-five (25) foot non-disturbance buffer surrounding the one hundred (100) year floodplain sufficient for the placement of any proposed structures, and on-side domestic water supply wells.
- B. Building restriction lines shown on the subdivision plat shall exclude all portions of the twenty-five (25) foot buffer and one hundred (100) year floodplain from building development subject to the minimum yard requirements of the Sudlersville Zoning Ordinance.
- C. The finished elevation of new subdivision roads shall be at least one (1) foot above the one hundred (100) year flood elevation.
- D. New subdivisions shall be designed to avoid impacts on the Natural Resources Protection Areas as referenced Article 5 Section 6 of the Sudlersville Zoning Ordinance.
- E. New subdivisions shall be designed to comply with tree and forested areas protection provisions of the current Maryland Forest Conservation Act.

6-605 Lots

- A. All lots shall abut on a street.
- B. In general, side lot lines shall be at right angles or radial to the street line.
- C. Lots excessively deep in relation to width, or lots excessively irregular in shape are to be avoided. A proportion of two and one-half in depth to one in width (2½:1) shall be considered a proper maximum.
- D. Lot sizes and dimensions shall not include any part of a public road, pedestrian walkway, or served space. Easements shall be included within the lot.

- E. Panhandle lots are not permitted.

6-606 Monuments

- A. Monuments shall be placed at all lot corners, points of curvature, intersection or tangency; angle breaks; and at any other points as may be necessary to identify the location of boundaries. Areas to be conveyed for public use shall be fully monumented at their external boundaries.
- B. Monuments at lot corners adjoining a road shall be stone or concrete of at least twenty (20) inches in length. Monuments at other points may be either stone or concrete, or steel bars or iron pipes of least five-eighths (5/8) inches in diameter and eighteen (18) inches long.
- C. Monuments shall be placed in the ground after final grading is completed at a time specified by a registered land surveyor.
- D. The Town Engineer shall check all monuments for accuracy, or their accuracy certified by the owner's engineer. No lot shall be transferred or sold until after all monuments defining the lot have been placed.

6-607 Planting Strip

On streets with closed section roads and sidewalks, there shall be a planting strip between the sidewalk and street of at least five (5) feet in width.

6-608 Recreation and Open Space

The purpose of this Section is to ensure that open space is provided as an integral design element within subdivisions and the facilities contained within are of an adequate scale in relation to the size of the development and which provide residents and/or visitors of the subdivision with a variety of opportunities for passive enjoyment and active recreation. Open space is also intended to provide a buffer between developed areas and/or incompatible uses; establish a balance between developed and undeveloped lands; and preserve and enhance natural areas, wildlife habitats, and historic features.

- A. Dedication Required

The Planning Commission shall require the reservation of open space, passive and recreation areas, and the subsequent construction of facilities by the applicant of a character, extent, and location suitable to the need created by a development as defined and in accordance with the design guidelines in this Section. The Planning Commission may require the dedication or reservation of a reasonable recreational or open space area, beyond the minimum requirements, based on the character of the site or the surrounding area, or the nature of the proposed development.

- B. Open Space Dedication/Reservation

The subdivider shall allocate five one-hundredths (0.05) acres of common open space per dwelling unit intended to be constructed on the subdivided land. Open spaces must be

comprehensively planned within the subdivision to interrelate with the built environment and other open spaces if there is more than one space. In addition, they must be useable or function efficiently for their intended design. Open space areas must be accessible to all residents of the subdivision and shall not consist solely of buffer areas surrounding the proposed subdivision.

C. Exemption to Open Space Dedication/Reservation

Small major subdivision developments shall be exempted from the open space dedication/reservation with the following provisions:

1. Residential subdivisions of less than five (5) acres of land and less than ten (10) dwelling units shall be exempt from the land requirements set forth in paragraph B of this Section.
2. Residential subdivisions that, by reason of their proximity to existing open space, active recreation areas, or other unique circumstances may be permitted to dedicate fewer acres to open space areas as determined by the Planning Commission.
3. Phases or sections within developments that are commonly proposed for development shall not be considered as individual residential subdivisions qualified for exemptions under this Section.

D. Active Recreation Areas Required.

Ten percent (10%) of dedicated/reserved open space shall be developed for active recreation and designed in accordance with paragraph F of this Section. Active recreation areas are defined in paragraph E. The remaining land not reserved or designed as active recreation areas shall be preserved as passive open space and designed in accordance with paragraph H. Passive open space is defined in paragraph G.

E. Active Recreation Areas Definition.

The following are illustrative of the types of recreation areas and subsequent facilities that shall be deemed to serve active recreational needs and therefore to count toward satisfaction of the active recreation area requirements of this Section:

1. Improved walking, jogging, or biking trails;
2. Swings, slides and play apparatus;
3. Tennis, handball, racquetball, basketball, and volleyball courts;
4. Neighborhood/community swimming pools;
5. Fitness and exercise rooms.

F. Active Recreation Areas Design Guidelines.

1. Accessible.
Recreation areas shall be accessible within the development and arranged in a manner that affords reasonable access to all residents within the development. When warranted, recreation areas can be dispersed throughout the development if each remote location is accessible.

2. Pedestrian oriented.
Recreation areas shall be designed with linkages to existing and planned public walkways and with other existing or planned recreation areas.
3. Age oriented.
The nature and scope of planned recreation areas shall reflect an awareness of, and sensitivity toward, the anticipated age groups that would reside within proposed development.
4. Parking.
Designs shall consider the need for parking facilities associated with recreation areas.
5. Walking, Jogging, and Biking Trails.
The developed portion of walking, jogging, and biking trails shall be the only area counted toward the area requirement.
6. Setbacks.
No structure, equipment, or game court surface shall be located closer than thirty (30) feet from any lot line of any lot to be used for residential purposes nor nearer than twenty-five (25) feet from any right-of-way line.
7. Landscaping.
Where warranted, visual screening of parking areas, game courts, playground areas and other features as necessary to preserve and protect the interests of adjoining residential properties may be required.
8. Area.
The minimum area of a recreation area shall be two thousand (2,000) square feet.

G. Passive Open Space Definition.

Passive open space shall include land or an area of water, or combination of land and water within a development site designed and available for the use and enjoyment of residents of the development, not including, offstreet parking areas set aside for public facilities and right-of-ways, and areas to be preserved as wetlands or floodplains as required and any other lands unsuitable for development. The following are illustrative of the types of passive open space required in this Section:

1. Mature forests and groves;
2. Hedge rows;
3. Water courses;
4. Riparian forest buffers;
5. Historic, cultural, or archeological landmarks and resources;
6. Landscaped buffers and berming designed to promote privacy;
7. Open landscaped areas suitable for being used and enjoyed for purposes of informal and unstructured recreation and relaxation;
8. Storm water detention ponds and other stormwater absorption areas when suitably designed to emulate natural features by incorporating irregular shapes, gradual slopes (no greater than 1:4) and appropriate landscape plantings;
9. Sensitive natural areas.

H. Passive Open Space Design Guidelines

1. Land areas must be at least twenty feet (20') in width.
2. Selective clearing of natural vegetation may be permitted to form trails and clearing within woodland areas in accordance with woodland preservation provisions in Section 5-604 of the Zoning Ordinance.
3. Open spaces shall attempt to be contiguous and designed with linkages to existing and planned public walkways and with other existing or planned recreation areas.

I. Ownership and Maintenance

All common recreational or open space areas may be offered for public dedication. All such areas, and all other dedications and /or reservations of land not dedicated to Sudlersville shall be owned and maintained by the original developer, a homeowner's association, community open space trust or nature trust. Third party ownership of passive open space may be permitted, with appropriate deed restrictions ensuring the land will remain perpetually in passive open space, upon approval by the Planning Commission.

If the dedication has not been accepted prior to the construction of forty percent (40%) of the development, title to the reserved area shall be vested in name of the homeowners association or similar organization, or if none exists, shall continue to be the responsibility of and be maintained by the subdivider.

J. Construction Phasing

The construction/improvements of open space areas shall be completed in proportion equal of or greater than the proportion of residential dwelling units completed, except that one hundred percent (100%) of the recreation areas shall be completed prior to issuing building permits for the final twenty percent (20%) of the dwelling units proposed, unless a written agreement is in place between the subdivider and the Planning Commission. Building permits shall not be issued for dwelling units unless the requirements of this Section are met.

6-609 Streets - General

- A. The arrangement, character, extent, grade, and location of all streets shall be acceptable to the Planning Commission and shall be considered in their relation to existing and planned streets, to topographical conditions, to public convenience and safety, pedestrian accessibility, and in their appropriate relation to the proposed uses of the land to be served by such streets.
- B. Where appropriate, proposed streets shall be continuous and in alignment with existing, planned, or platted streets with which they are to connect.
- C. Residential streets shall be laid out so that their use by through traffic will be discouraged. The subdivider shall design roads that do not encourage speeding.

- D. Streets ending in cul-de-sacs shall be limited to special situations where the Planning Commission deems such streets as the most effective way to access subdivided lots. Cul-de-sac roads shall not exceed five hundred feet (500') in length.
- D. Residential streets shall be so laid out so that street connectivity insures more than one access point to a residential subdivision, provides alternate roads for vehicular traffic, and allows for the greater access of public service vehicles.
- E. Streets that are extensions of or obviously in alignment with existing streets shall bear the names of existing streets.
- F. If a portion of a tract is not subdivided, suitable access to street openings for eventual subdivision of the entire tract shall be provided.
- G. Private roads may be allowed when the Planning Commission deems them acceptable.
- H. Gates, fences, or other means shall not be placed on private roads to limit access to subdivisions.
- I. Road names shall be subject to approval by the Planning Commission.

6-610 Street Standards

- A. Where a subdivision abuts or contains an existing street of adequate right-of-way width, a right-of-way width as required by the Town Commission shall be indicated on the plat and offered for dedication.
- B. The subdivider shall provide minimum right-of-ways, access easements, drainage facilities, horizontal alignments, vertical alignments, sight distances, sidewalks, curbs, curb radii, offsets, and street grades in accordance with the requirements of the Town Commission or the Queen Anne's County Roads Ordinance.
- C. All streets shall be graded to:
 - 1. The grades shown on the street profiles and cross-section plan submitted and approved with the final plat;
 - 2. The full width of the right-of-way.

6-611 Street Intersections

- A. Multiple intersections including junction of more than two (2) streets shall be avoided.
- B. Streets shall be laid out to intersect as nearly as possible at right angles. No two-way street shall intersect another two-way street at an angle of less than sixty (60) degrees.

6-612 Street Stub Linkages

Within major subdivisions, street stub linkages shall be provided among adjoining existing and proposed subdivisions in order to allow convenient and effective travel among neighborhoods. Linkage street stubs shall be provided at a ratio of at least one (1) linkage street right-of-way per eight hundred (800) linear feet of subdivision or land development boundary line, which adjoins vacant or undeveloped land, unless determined to be unnecessary by the Planning Commission. Street linkage stubs shall be planned and constructed to the subdivision or land development boundary line. If the stub is in excess of one hundred (100) feet in length, then a temporary paved turn-around area shall be provided. When the adjoining land is developed, its street system must connect with and incorporate the previously constructed linkage street stubs.

6-613 Sidewalks

The subdivider shall install sidewalks where:

- A. Any lot is smaller than twenty thousand (20,000) square feet in area; or
- B. Two-family or multi-family residential development is proposed; or
- C. Commercial or industrial development is proposed; or
- D. Where sidewalks are desirable because of the character of the neighborhood to join sidewalks in the new development with existing or proposed sidewalks in adjoining development(s); or to provide pedestrian access to community facilities, schools, shopping and recreation areas.
- E. The minimum width of a sidewalk shall be five (5) feet. The Planning Commission, at its discretion, may also require sidewalk widths in excess of five feet depending on the intensity of surrounding development, volume of pedestrian traffic expected, and to accommodate a bicycle path within the right-of-way.
- F. It shall be the responsibility of the homeowner with lot frontage on the street right-of-way to maintain the sidewalk for pedestrian safety. This may include, but is not limited to, keeping the sidewalk free of debris and obstructions, removing snow and ice in a timely manner, and providing for any needed replacement of the sidewalk.
- G. All sidewalks shall be provided and constructed in accordance with accepted design standards as approved by the Town Commission.

6-614 Street Lighting

To provide lighting for vehicular and pedestrian traffic, every major subdivision shall install street lamps with full cutoff fixtures to direct light onto the ground. In order to provide adequate lighting suitable to the context of the streetscape, the street light pole height shall be limited to and shall be spaced according to the following table:

Street Pavement Width (feet)	Maximum Pole Height (feet)	Maximum Pole Spacing (feet)
40 (or greater)	20	60
25	18	60
22	18	60
18	12	40

6-615 Street Signs

All street signs shall be provided and constructed to designs acceptable to the Town Commission.

6-616 Street Trees

There must be one (1) street tree in the planting strip for every thirty (30) feet of lot frontage onto the street right-of-way, or as otherwise provided in an approved Design Manual for residential subdivision as required in Article 5 of the Zoning Ordinance. In situations where there is no planting strip, the street trees may be planting in the street right-of-way.

- A. Street trees shall be placed so that the tree crowns shall abut one another at the expected growth of the trees at maturity. At a minimum there shall be no less than two street trees for each lot. The minimum caliper of street trees at the time of planting shall be two and one half (2½) inches, measured four (4) inches above the root ball.
- B. All trees are to be planted in the planting strip between the sidewalk and street unless otherwise specified by the Planning Commission. Along open section roads or in other situations where there is no planting strip, the Planning Commission may require trees to be planted outside the right of way on adjoining property. A home owner’s association, if one exists, may make provisions for street trees in its covenants, conditions and restrictions.
- C. It shall be the responsibility of the homeowner with lot frontage on the street right-of-way for the maintenance and cultivation of the trees contained within that adjoining right-of-way. However, in the case of collector streets the Town of Sudlersville shall be responsible for the care and maintenance of street trees in the street right-of-way. Preferably, the care and provision of residential street trees shall be provided for in covenants, conditions, and restrictions of the controlling home owner’s association, if one exists.

ARTICLE 7

IMPROVEMENT GUARANTEES

7-700 CONTRACTS

7-701 Improvement Plan and Written Agreement

Before the Planning Commission shall offer final approval of the final plat of any subdivision (except in the case of minor subdivisions wherein the Commission imposes no condition or conditions for the approval of the plat), and as requisite for the approval thereof:

- A. The subdivider shall prepare and submit all drawings, plans and specifications required to complete the construction of all streets, curbs, sidewalks, fire hydrants, drainage facilities, street signs, monuments, water and sewage facilities, and other utilities and improvements required and shown on said final plat. These drawings and plans shall collectively be known as the Improvement Plans.
 - 1. At least seven (7) copies of the Improvement Plans shall be filed with the Zoning Administrator.
 - 2. The subdivider shall submit with the Improvement Plans an estimate of all quantities and costs, including contingent items, related to constructing all required improvements.
 - 3. The subdivider shall furnish any design data and computations as required by the reviewing agencies, in accordance with the form and procedures established by the applicable agency.
 - 4. Improvement Plans shall be signed and sealed by registered professionals licensed in the State of Maryland by the appropriate professionals for each drawing or plan.

- B. The subdivider shall enter into a written agreement with the Town in the manner and form set forth by the Town Attorney where the subdivider shall agree:
 - 1. To construct or cause to be constructed, at the subdivider's own expense, all when required to do so by the Planning Commission in accordance with the standards and specifications of the Town;
 - 2. To maintain at the subdivider's own cost the said streets, curbs, sidewalks, fire hydrants, drainage facilities, street signs, monuments, water and sewage facilities, and other improvements, until the same are accepted by the Town;
 - 3. To obtain the easements and releases required when any street, drainage facility, or other improvement wherein a subdivision abuts or traverses land of persons other than the person holding legal title to the lands of the subdivision, at the subdivider's own cost, and to obtain from the subdivider of the lands so abutted or traversed full releases from all damages which may change in grade,

construction, or otherwise, the street, drainage facility, or other improvement, and such releases shall insure to the benefit not only of the subdivider of the subdivision but to the Town as well.

4. To repair damage to Town and County roads, drainage facilities, curbs, gutters, and sidewalks as a result of grading or construction activities in the subdivider's subdivision.
- C. Prior to the signing of the final plat by the Chairperson of the Planning Commission, all required improvements shall be completed, inspected, and accepted by the Town Engineer, Town Planner, Town Commissioners, and other proper authorities.

7-702 Guaranty

In order to assure the Town that the streets, curbs, sidewalks, fire hydrants, drainage facilities, street signs, monuments, water and sewage facilities and other utilities and improvements shown on said final flats, which Planning Commission shall require the subdivider to install, at the subdivider's own expense, will be constructed and installed in strict accordance with the plats, as fully approved, and with the standards, regulations, and specifications of the Town, and will be maintained until accepted by the Town, the subdivider shall furnish to the Town:

- A. A surety bond. The amount of the surety bond shall be based on the sum of the contracts entered into by the subdivider for the completion of all required improvements, or the Town Commissioners estimate if contracts have not yet been executed, plus a minimum contingency of fifteen percent (15%). the Town Commissioners may contact governmental agencies and technical experts for advice.

The surety bond shall be conditioned upon:

1. The subdivider constructing and installing, or causing to be constructed or installed, in strict accordance with the final plat and with the Town standards and specifications, the streets, curbs, sidewalks, fire hydrants, drainage facilities, street signs, monuments, water and sewage facilities, and other improvements, until the same are accepted by the Town for public use.
 2. The subdivider maintaining at the subdivider's own cost the said streets, curbs, sidewalks, fire hydrants, drainage facilities, street signs, monuments, water and sewage facilities, and other improvements, until the same are accepted by the Town for public use.
 3. The faithful performance by the subdivider of the contract provided for in this Ordinance.
- B. Placement of funds in escrow with an escrow agent satisfactory to the Town Commissioners, together with an agreement governing the release of funds from escrow.
- C. An irrevocable letter of credit.
- D. The subdivider shall be required to complete all required improvements within twenty-four (24) months from the date of final plat approval. An extension may be granted by the

Town Commissioners only upon a showing of good faith effort by the subdivider to complete the improvements within the specified time period.

- E. No guaranty shall be accepted by the Town Commissioners for construction of required improvements in additional sections of a subdivision if the required improvements in any previous section are not complete and the time limit for completion has expired.

4-703 Preliminary Public Improvements Inspection

- A. The applicant shall notify the Town Engineer of the completion of the required improvements.

- B. The Town Engineer shall:
 - 1. Inspect the completed required improvements; and
 - 2. Submit in writing a report to the Town Commissioners specifying those items of Construction, material and workmanship which do not comply with the Town Specifications or the final plat.

- B. The applicant upon notification from the Town Engineer shall:
 - 1. Proceed, at the applicant's own expense, to make such corrections as shall be required to comply with the Town specifications and approved final plats; and
 - 2. Notify the Town Planner and Town Commissioners upon completion, requesting final inspection.

ARTICLE 8

APPLICATION AND PLAT REQUIREMENTS

8-800 GENERAL

Plats are required for all subdivision in accordance with the procedures, plan requirements, and design standards set forth in this Ordinance.

8-801 Application Requirements

For the purpose of having a subdivision reviewed and approved by the Planning Commission, the applicant shall file with the Zoning Administrator the respective plans and applications in accordance with Article 4 of this Ordinance.

8-802 Tentative Sketch Plan

A tentative sketch plan may be submitted by the applicant as a basis for informal discussion with the Planning Commission.

A. Data furnished in the tentative sketch plan shall include the following information:

1. Name of the subdivision.
2. Name and address of the owner.
3. Name and address of the engineer or surveyor.
4. Tract boundaries.
5. North point and date.
6. Streets on and adjacent to the tract.
7. Significant topographical and physical features.
8. Proposed general street layout.
9. Proposed general lot layout and building setback lines.
10. Contours based on U.S.G.S. topography.
11. Location of environmentally sensitive areas
12. Proposed location of stormwater management facilities
13. Proposed lands for dedicated open space

8-803 Preliminary Plat

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

A. Drafting standards:

1. The plat shall be drawn at a scale of 1"=50' or 1"=100' or at a scale approved by the Town Planner.
2. Dimensions shall be in feet and decimal parts thereof, and bearing in degrees, minutes, and seconds.
3. Each sheet shall be numbered and shall show its relationship to the total number of sheets.
4. When more than one (1) sheet is required, an index sheet shall be include which shows the entire subdivision and the portions of the subdivision to be found on each separate sheet. All required information and certificates shall be shown on each sheet.
5. Where any revision is made, or when the plat is a revision of a previously approved plat, dotted lines shall be used to show features or locations to be abandoned and solid lines to show the presently proposed features.
6. The plat shall be so prepared and bear and adequate legend to clearly indicate existing and proposed features.
7. The boundary line of the subdivision shall be shown as a solid heavy line and dimensions of boundary.

B. Information to be shown – General:

1. Name of the subdivision.
2. Name and address of the owner.
3. Name and address of the engineer or surveyor responsible for the plat.
4. Names of adjoining property owners with liber and folio. If the property adjoins a recorded subdivision, indicate its name, recording reference and lot numbers.
5. Present zoning classification of the property and the adjoining properties.
6. Date, north point, and scale.
7. Signature blocks for the Planning Commission signatures and other approving authorities if appropriate.

8. A location map for the purpose of locating the site to be subdivided at a scale of not less than eight hundred feet to the inch (800':1") showing the relation of the tract to adjoining property and to all streets, sidewalks, location of water courses, flood plains, and other environmentally sensitive areas, wooded areas, sanitary sewers and storm drains and municipal boundaries existing within one thousand feet (1,000') of any part of the property proposed to be subdivided.

C. Existing features

1. Complete outline survey of the property to be subdivided showing all courses, distances, and area, and tie-ins to all adjacent street intersections.
2. The location, names, and widths of streets and sidewalks, the location of property lines and name of owners, major topographical features, the location of water courses, sanitary sewers, storm drains, and similar features within four hundred feet (400') of any part of the land to be subdivided.
3. Location of all existing monuments and culturally significant features such as structures, foundations, graves, and walls.
4. Location, size, and ownership of all underground utilities, and any rights-of-way within property.
5. Location and areal extent of all soils exhibiting the following characteristics as determined by the Queen Anne's County soil survey:
 - (1) Septic limitations;
 - (2) Wet soils; and
 - (3) Hydric soils and soils with hydric properties;
 - (4) Highly erodible soils (soils on slope greater than five percent (5%) with "K" values greater than 0.35.)
6. Topography on two foot (2') contours, provided, however, that if ground slope is sufficiently steep for five foot (5') contours, to show the surface configuration, the large contour interval may be permitted. Smaller contour intervals may be required where two foot (2') contours do not indicate existing surface conditions.

D. Proposed layout

1. The layout of streets and sidewalks including names and widths.
2. The layout and approximate dimensions of lots and building setback lines.

3. A reference to any land offered for dedication for active and passive recreation areas, schools, widening of streets, or other public uses. A written statement must be submitted to the Planning Commission explaining the provision or conditions of the proposed reservation or conveyance and the proposed arrangements for ownership and maintenance.
4. The average and minimum lot size.
5. Location and size of all stormwater management facilities, storm drains, sanitary sewers, culverts, water courses and all appurtenances thereof, water mains, fire hydrants and other fire protection facilities.
6. Rights-of-way and/or easements proposed to be created for all drainage purposes and utilities.
7. Proposed grading and sediment and erosion control methods including soil stabilization methods, location and type of silt fences, construction phasing, maximum area exposed at any one time and outer boundaries of the area of disturbance.
8. Indicate type of water and sewerage service to each lot. Indicate the number of gallons per day for each unit of use and give overall totals.
9. Elevation drawings with sufficient detail to evaluate the development's compliance with the community design standards and new town design standards if applicable (Article 5, Section 2) of the Zoning Ordinance.
10. Tentative typical cross-sections and center line profiles for each proposed street shown on the preliminary plat. These plats may be submitted as separate sheets.
11. Where the preliminary plat covers only a part of the owner's entire holding, a sketch shall be submitted of the prospective street layout for the remainder.
12. The words "Preliminary Plat -Not to be Recorded," shall be shown on the plat.

8-804 Minor Subdivision Plat

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

- A. Drafting standards
 1. The plat shall be drawn at a scale of 1"=50' or 1"=100' or at a scale approved by the Town Planner.
 2. The plat shall be a clear and legible white paper print.
 3. Dimensions shall be in feet and decimal parts thereof, and bearings in degrees, minutes, and seconds.
 4. The boundary line of the subdivision shall be shown as a solid heavy line.

5. Minor subdivision 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.

B. Information to be shown -General

1. Name of the subdivision.
2. Name and address of the owner.
3. Name and address of the engineer or surveyor.
4. Zoning classification and requirements of the property and the adjoining properties.
5. Names of adjoining property owners with liber and folio. If the property adjoins a recorded subdivision, indicate its name, recording reference and lot numbers.
6. Date, north point, and scale.
7. Signature blocks for the Planning Commission signatures and other approving authorities if appropriate.
8. A location map for the purpose of locating the site with respect to nearby landmarks, roads, streams, and other major features at a scale of not less than eight hundred feet (800') to the inch.
9. State Department of Health Certification.

C. Existing features

1. Complete outline survey of the property to be subdivided, showing all distances, and area, and tie-ins to all adjacent street intersections.
2. The location, names and widths of streets, sidewalks and utility easements/rights-of-ways within the lot, the location of property lines and names of owners of adjoining properties, the location of water courses, sanitary sewers, storm drains, and similar features within four hundred feet (400') of any part of the land to be subdivided.
3. The location of existing buildings, steep slopes, wetlands, water courses and other environmentally sensitive areas and required buffers from same; wooded areas; and areas subject to flooding.
4. Location and areal extent of highly erodible soils or soils with septic limitations.

D. Proposed layout

1. Proposed layout of lots.
2. Lots numbered.
3. Building setback lines.
4. Total area and minimum lot size.
5. Location of any stormwater management facilities.
6. Elevations drawings with sufficient detail to evaluate the development's compliance with the community design standards or new town design standards, if applicable, (Article 5, Section 2) of the Zoning Ordinance.

8-805 Final Plat

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

A. Drafting standards

1. The plat shall be drawn at a scale of 1"=50' or 1"=100' or at a scale approved by the Town Planner.
2. The plat shall be clear and legible white paper print.
3. Dimensions shall be in feet and decimals to the nearest hundredth of a foot, and the bearings in degrees, minutes, and seconds.
4. Each sheet shall be numbered and shall show its relationship to the total number of sheets.
5. The boundary line of the subdivision shall be shown as a solid heavy line.
6. 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.

B. Information to be shown –General:

1. Name of the subdivision.
2. Name and address of the owners.
3. Names of adjoining property owners with liber and folio. If the property adjoins a recorded subdivision, indicate its name, recording reference and lot numbers.
4. Name and address of the engineer or surveyor.
5. Date, north point, and scale.

6. Signature blocks for the Planning Commission signatures and other approving authorities if appropriate.
7. 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 the inch showing the relation of the tract to adjoining property and to all streets, sidewalks, roads, and municipal boundaries existing within one thousand (1,000) feet of any part of the property proposed to be subdivided.
8. State Department of Health Certification.
9. Such other certifications as may be required by State agencies and the Planning Commission.

C. Existing features:

1. Complete outline survey of the property to be subdivided, showing all distances, and area, and tie-ins to all adjacent street intersections;
2. The location, names, and widths of streets, sidewalks, the location of property lines and name of owners, major topographical features, the location of water courses, sanitary sewers, storm drains, and similar features within four hundred (400) feet of any part of the land to be subdivided;
3. Location, size, and ownership of all underground utilities, and any rights-of-way within the property;
4. Location of existing buildings, the outlines of all wooded areas, marshy areas, and areas subject to flooding;
5. Location and aerial extent of all soils exhibiting the following characteristics as determined by the Queen Anne's County soil survey:
 - (a) Septic limitations;
 - (b) Wet soils; and
 - (c) Hydric soils and soils with hydric properties;
 - (d) Highly erodible soils (soils on slope greater than fifteen percent (15%) or soils on slope greater than five percent (5%) with "K" values greater than 0.35);
6. Location of wetlands on the site;
7. Location of all existing monuments and culturally significant features such as structures, foundations, graves, and walls;
8. Topography on two (2) foot contours, provided, however, that if ground slope is sufficiently steep for five (5) foot contours, to show the surface configuration, the

large contour interval may be permitted. Smaller contour intervals may be required where two (2) foot contours do not indicate existing surface conditions. Slopes exceeding fifteen percent (15%) shall be clearly indicated.

D. Proposed layout:

1. Lot layout, including dimensions and bearings and consecutive numbering of lots and building setback lines.
2. The proposed names, pavement width, pedestrian walkways, and right-of-way widths of all proposed streets.
3. Sufficient data to determine readily the location, bearing and length of every street.
4. The location and amount of land offered for dedication for active and passive recreation areas, schools, widening of streets, or other public uses.
5. The proposed grading
6. The location, width, and purpose of all easements or rights-of-way and boundaries by bearings and dimensions.
7. The average and minimum lot size.
8. Elevation drawings with sufficient detail to evaluate the development's compliance with the community design standards (Article 5, Section 2) of the Zoning Ordinance.
9. The location, size, and invert elevations of all stormwater management facilities, 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 any appurtenances. Stormwater management facilities must comply with Queen Anne's County Stormwater Management Ordinance.
9. The location of all existing and proposed fire hydrants and fire protection facilities.
10. Typical cross sections and street profiles for all streets. Such profiles shall show the existing and proposed grades along the proposed street centerlines.

8-806 Record Plat

The record plat shall be clear and legible blue or black line print on white opaque linen or equivalent 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 8-804 or Section 8-805 of this Article.

A. Seals

1. The impressed seal of the license engineer or surveyor responsible for the plat.
2. The impressed corporation seal, if the applicant is a corporation.
3. The impressed seal of a notary public or other qualified officer acknowledging owner's statement of intent.

B. Acknowledgments and Certifications

1. An owner's certification to the effect that the applicant is the owner of the subdivision shown on the final plat, that it is made with the owner's consent and that the owner desires to record the same.
2. An acknowledgment that said statement was made before an officer authorized to take acknowledgments or certifications.
3. A surveyor's certification to the effect that the surveyor is registered with the State of Maryland, listing the surveyor's number: That the property has been surveyed and subdivided as described and shown on the final plat, and that such plat is a correct representation of that survey and subdivision: That all distances are shown in feet and decimals thereof: That all lots meet the requirements of the Zoning Ordinance for the Town of Sudlersville, Maryland, the Sudlersville Subdivision Regulations and any other certifications as required by state or County agencies.
4. An owner/subdivider's certification to the effect that in addition to meeting all the requirements of the Town of Sudlersville that the owner will obtain all applicable federal, state, county and local permits and approvals required before beginning any land disturbing activities; and that all construction will be strictly according to the approved plans.
5. A dedication certification to the effect that the owner of the property, shown on this plat and described in the surveyor's certification, adopts this plan of subdivision; and that the owner offers for dedication the streets, right-of-way, open space, all slope, public improvement and drainage easements as shown on this plat to public use, if applicable. If deemed necessary by the Planning Commission, a deed conveying fee simple title to all such rights-of-way shall be provided by the subdivider.

C. The following signatures shall be placed directly on the plat in black india ink or equivalent.

1. The signatures of the owner or owners of the land. If the owner of the land is a corporation, the signatures of the president and secretary of the corporation shall appear.
2. The signature of the notary public or other qualified officer acknowledging the owner's statement of intent.

3. The signature of the licensed engineer or surveyor who prepared the plat.
4. The signature of the Chairperson and Secretary of the Planning Commission.
5. Signature of the Town Planner.
6. The signature of the Deputy State Health Officer of Queen Anne's County.
7. Signature of such other State authorities as may be required.

8-807 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 resubdivision, the requirements for the contours may be waived at the discretion of the Planning Commission.

ARTICLE 9

ADMINISTRATION

9-900 HARDSHIP

Where the Planning Commission finds that because of unusual circumstances of shape, physical surroundings, topography or other physical features or conditions of the proposed subdivision, or because of the nature of adjacent developments, extraordinary hardship may result from strict compliance with this Ordinance; there may be granted a modification of this Ordinance when requested by the subdivider.

9-901 Modifications

The Planning Commission shall not approve any modification unless it makes findings based on the evidence present to in each specific case that:

- A. The granting of the modification will not be detrimental to the public safety, health, or welfare or injurious to other property.
- B. The conditions upon which the request for a modification is based are unique to the property for which the modification is sought, and are not applicable generally to other properties.
- C. The modification will not conflict with the provisions of the Zoning Ordinance or the Comprehensive Plan.
- D. The granting of the modification will not bestow upon the applicant a benefit not enjoyed by other similarly regulated properties.

9-902 Appeals

Any person aggrieved by the action of the Planning Commission or Board of Appeals pursuant to this Ordinance may appeal directly to the Circuit Court of Queen Anne's County.

9-903 Amendments

- A. The Town Commissioners may, from time to time, adopt amendments to this Ordinance.
- B. The Planning Commission shall hold a public hearing on any proposed amendment prior to submitting its recommendation to the Town Commissioners. The time, place and date of the hearing, together with a brief synopsis of the proposed amendment, shall be published in at least one (1) newspaper of general circulation in the Town of Sudlersville once each week for two (2) successive weeks prior to the hearing.
- C. Upon receipt of the recommendation of the Planning Commission, the Town Commissioners shall hold a public hearing. Notice of the hearing shall comply with the requirements of Article 25, Section 3(r), Annotated Code of Maryland.

9-904 Fees

Fees to cover the cost of considering, examining, and checking the several plats and plans required herein and for recording the final plat shall be collected at the time of filing a preliminary plat, in accordance with a fee schedule of charges adopted by resolution of the Town Commissioners and modified from time to time as they deem necessary.

APPENDIX A

SUBDIVISION APPLICATION -SUDLERSVILLE, MARYLAND

Date of Application _____ Fee Paid _____
Planning Commission File No. _____

Application for Tentative Sketch Review _____
Preliminary Review _____
Final Review _____

1. Owner of record of land Name _____
Address _____
Telephone No. _____
2. Applicant Name _____
Address _____
Telephone No. _____
3. Agent or Attorney (if any) Name _____
Address _____
Telephone No. _____
4. Registered Engineer or Surveyor _____
Address _____
Telephone No. _____
5. Name of Subdivision _____
6. Where deed is recorded _____
7. No. of Lots _____
8. Average Lot Size _____
9. Total Area to be Subdivided _____
10. Water Supply Public system _____ on lot system _____
11. Sewerage System Public system _____ on lot system _____
12. Zoning Classification of subject land _____
13. Lineal feet of new streets _____
14. Copy of all restrictions, covenants, etc., if any, under which lots are to be sold.

Attached _____
None _____

15. Improvements to be made by applicant to subject land with estimated cost of each:

	Unit Cost	No. of Units	Total
a. Widening of Existing Streets.....	_____	_____	_____
b. New Street.....	_____	_____	_____
c. Street Signs.....	_____	_____	_____
d. Water Supply and Fire Hydrants.....	_____	_____	_____
e. Sewerage Disposal..	_____	_____	_____
f. Storm Drainage.....	_____	_____	_____
g. Monuments.....	_____	_____	_____
h. Curbs.....	_____	_____	_____
i. Sidewalks.....	_____	_____	_____
j. Street Lights.....	_____	_____	_____
k. Park Land.....	_____	_____	_____

16. Statement fixing period requested for completion of all items in par. 15 above _____

17. A copy of the description of land as set forth in deed shall be attached. _____

 Signature of Owner

APPENDIX B

**SUDLERSVILLE, MARYLAND
CHECK LIST FOR TENTATIVE SKETCH PLAN**

Name of Subdivision _____ File No. _____ P.C.

The following check list summarizes the information which must be shown in order to be reviewed by the Planning Commission. The check list shall be filled out by the Zoning Administrator and applicant at the time of submission, and if incomplete, the plan shall be returned to the applicant noting the deficiencies.

	Check Item If Complete
1. Seven (7) copies of the tentative plan, appropriate fee, and application	_____
2. Name of subdivision	_____
3. Name and address of the owner	_____
4. Name and address of the engineer or surveyor	_____
5. Tract boundaries	_____
6. North point and date	_____
7. Streets on and adjacent to the tract	_____
8. Significant topographical and physical features	_____
9. Proposed general street layout	_____
10. Proposed general lot layout and building setback lines	_____
11. Contours based on U.S.G.S. topography	_____
12. Location of environmentally sensitive areas	_____
13. Proposed location of stormwater management facilities	_____
14. Proposed lands for dedicated open space	_____

Date of Completed Submission

Signatures:

Administrator

Applicant

APPENDIX C

SUDLERSVILLE, MARYLAND

**CHECK LIST FOR
PRELIMINARY PLAT**

Name of Subdivision _____ File No. _____ P.C.

The following check list summarizes the information which must be shown on the preliminary plat in order to be reviewed by the Planning Commission. The check list shall be filled out by the Zoning Administrator and if incomplete, the plat shall be returned to the applicant noting the deficiencies.

	Check Item If complete
1. Six (6) copies of the preliminary plat, appropriate fee and application	_____
2. Name of the subdivision	_____
3. Name and address of the owner	_____
4. Name and address of the engineer or surveyor	_____
5. Zoning classification and dimensional requirements	_____
6. Date, north point, and scale	_____
7. Scale of 1" = 50' or 1" = 100' or other approved by Town Planner	_____
8. Location map	_____
9. Property boundaries indicated by a solid heavy line and dimensions with names of adjoining property owners with liber and folio. If the property adjoins a recorded subdivision, indicate its name, recording reference and lot numbers.	_____
10. The location, names, and widths of streets and sidewalks, the location of property lines and name of owners, major topographical features, the location of water courses, sanitary sewers, storm drains, and similar features within four hundred feet (400') of any part of the land to be subdivided.	_____
11. Existing monuments and culturally significant features such as structures, foundations, graves, and walls.	_____
12. Location, size, and purpose of underground utilities, rights-of-way, and easements within property.	_____
13. Topography on two or five foot contours	_____

- 14. Location on property of existing buildings, location of wetlands, water courses and other environmentally sensitive areas and required buffers from same, wooded areas, and areas subject to flooding _____
- 15. Location of highly erodible, wet or hydric soils and soils with septic limitations _____
- 16. Proposed regraded surface of the land and erosion and sediment control features _____
- 17. Layout of proposed streets and sidewalks, pavement widths, street names, right-of-ways, and dedicated open space or land for public uses _____
- 18. Location of storm and sanitary sewers, water mains (if any), storm drains and inlets, culverts and other stormwater management facilities _____
- 19. The prospective street layout for the remainder of property, if any _____
- 20. Layout and approximate dimensions of lots, minimum and average size of lots, and building setback lines _____
- 21. Location of all existing and proposed fire hydrants and fire protection facilities _____
- 22. Cross-sections and centerline profiles for each proposed street _____
- 23. Sites to be dedicated for open space and other public uses with written statement about ownership and maintenance _____
- 24. Elevation drawings with sufficient detail to evaluate the development's compliance with the community design standards (Article 5, Section 2) of the Zoning Ordinance. _____
- 25. Type of water and sewerage for each lot indicated, gallons per day use for each unit and total subdivision. _____
- 26. Signature blocks for the Planning Commission signatures and other approving authorities if appropriate. _____
- 27. The words "Preliminary Plat -Not to be Recorded," shall be shown on the plat. _____

 Date of Completed Submission
 Signatures:

 Administrator

 Applicant

APPENDIX D

SUDLERSVILLE, MARYLAND

CHECK LIST FOR FINAL PLAT

Name of Subdivision _____ File No. _____ P.C. _____

The following check list summarizes the information which must be shown on the final plat in order to be reviewed by the Planning Commission. The check list shall be filled out by the Zoning Administrator and applicant at the time of submission, and if incomplete, the plat shall be returned to the applicant noting the deficiencies.

	Check Item If Complete
1. Six (6) copies of the final plat, appropriate fee, and application	_____
2. Sheet size of 18" x 22" or 36" x 44"	_____
3. Name of subdivision	_____
4. Name and address of the owner	_____
5. Name and address of the engineer or surveyor	_____
6. Zoning classification and dimensional requirements	_____
7. Date, north point, and scale	_____
8. Scale of 1" = 50' or 1" = 100' or other approved by Town Planner	_____
9. Location map	_____
10. Property boundaries indicated by a heavy solid line showing bearings and distances	_____
11. Location within 400 feet of property of street names, and right-of-ways and pavement widths of existing streets and sidewalks, location of property lines and names of adjoining property owners, location of water courses and other environmentally sensitive areas, wooded areas, sanitary sewers and storm drains	_____
12. Location of all monuments and culturally significant features such as structures, foundations, graves, and walls.	_____
13. Location, size, and purpose of underground utilities, rights-of-way, and easements within property	_____
14. Topography with two or five foot contours	_____

- 15. Location on property of existing buildings, location of wetlands, water courses and other environmentally sensitive areas and required buffers from same, wooded areas, and areas subject to flooding _____
- 16. Location of highly erodible, wet or hydric soils and soils with septic limitations _____
- 17. Layout of proposed streets and sidewalks, names, right-of-ways and pavement widths _____
- 18. Layout and approximate dimensions of lots, average and minimum lot size, and building setback lines _____
- 19. Street cross-sections and profiles _____
- 20. Location and invert elevation of sewers, storm drains and inlets, culverts and other stormwater management facilities _____
- 21. Location of all existing and proposed fire hydrants and fire protection facilities _____
- 22. State Department of Health Certificate _____
- 23. Sites to be dedicated for open space and other public uses _____
- 24. Proper signature blocks as required in Section 8-805 of the Subdivision Regulations _____
- 25. The words "Final Plat" _____

Date of Completed Submission

Signatures

Administrator

Applicant

APPENDIX E

SUDLERSVILLE, MARYLAND

**CHECK LIST FOR
MINOR SUBDIVISION PLAT**

Name of Subdivision _____ File No. _____ P.C. _____

The following check list summarizes the information which must be shown on the minor subdivision plat in order to be reviewed by the Planning Commission. The check list shall be filled out by the Zoning Administrator and applicant at the time of submission, and if incomplete, the plat shall be returned to the applicant noting the deficiencies.

	Check Item If Complete
1. Six (6) copies of the plat and application	_____
2. Sheet size of 18" x 22" or 36" x 44"	_____
3. Scale of 1" = 50' or 1" = 100' or other approved by Town Planner	_____
4. Name of subdivision	_____
5. Name and address of owner	_____
6. Name and address of engineer or surveyor	_____
7. Zoning classification	_____
8. Date, north point, and scale	_____
9. Location map	_____
10. Tract boundaries indicated by solid line showing bearings and distances	_____
11. The location, names and widths of streets and sidewalks, the location of property lines and names of owners of adjoining properties, the location of water courses and other environmentally sensitive areas, wooded areas, sanitary sewers, storm drains, and similar features	_____
12. The location of existing buildings	_____
13. Proposed layout of numbered lots	_____
14. Total area and minimum lot size and building setback lines	_____
15. State Department of Health Certification	_____
16. Elevations drawings with sufficient detail to evaluate the development's compliance with the community design standards	_____

and new town design standards (if applicable) (Article 5, Section 2) of the Zoning Ordinance.

17. Location and a real extent of highly erodible soils or soils with septic limitations.

Date of Completed Submission

Signatures:

Administrator

Applicant