

**DEPARTMENT OF
PERMITS, APPROVALS AND INSPECTIONS
POLICIES NOS. II.a THROUGH II.g**

PROCEDURE FOR MINOR SUBDIVISION

1. Initially, in accordance with the attached filing procedure, 22 copies of the plan should be submitted to the Department of Permits, Approvals and Inspections (**PAI**), County Office Building, Room 123, along with the review fee for all minor subdivisions (**MS**), and the basic filing certification. The processing fees are:

One (1)-lot subdivision	\$470
Two (2)-lot subdivision	\$726
Three (3)-lot subdivision	\$880

These processing fees are subject to change. The minor subdivision information must be posted prior to return of first review comments-see pages 22 and 23.

2. The Zoning office will oversee the processing of Minor Subdivisions and will be distribute plans to the reviewing agencies within three (3) working days to allow for the first review. Each agency will have a fifteen (15)-workday response deadline.
3. The agencies' comments will be returned to the surveyor via the pick-up bin three days after the due date, along with a cover letter outlining Baltimore County's (**BC**) commitment and the responsibility of the surveyor for the second plan submission. Contact between the surveyor and the county agencies are encouraged. This will not eliminate the need for subsequent reviews, but could expedite plan approval. The surveyor (and professional engineer, if required) will be responsible for the resolution of agency comments and the submission of the revised plans. These plans must be submitted to PAI, County Office Building, Room 123 and addressed to Zoning Office.
4. The plans are forwarded to the Zoning Review Office planner who will disperse to the agencies for second review. A "Zoning Project Planner" will be assigned for the minor subdivision and should be contacted for all questions regarding the status for the subdivision. The telephone number is 410-887-3391. The second review will also have a 15-workday response deadline.
5. Plan approval must come within one year of submittal or the file will be purged. If the plan is not approved after the third formal review, or if the file is inactive for a period of 90 days, as determined by the planner, the plan will be denied, the file will be purged and returned to the applicant. A new application and fee must be submitted to restart the review process.
6. Once approved, the "Zoning Project Planner" will contact the surveyor to request an original mylar and three paper prints. These must be submitted to PAI, County Office Building, Room 123.

PDM – POLICY NO. II.a

Page 2

These will be forwarded to Real Estate Compliance office, Zoning Review office and the Department of Environmental Protection and Sustainability (**DEPS**) for signature. Final approval is in about a week. The surveyor will be responsible for providing the Department of PAI with nine (9) copies of the signed plan for distribution to the agencies for inclusion into their files. The original Mylar will be returned to the surveyor, unless it is to be recorded in the Minor Subdivision/Greenway Plan Book.

After first review, revised plan shall include a revision date to include “as per agency comments.”

Once a minor subdivision is approved, a request for a refinement or an amendment shall be made to the Development Review Committee (DRC).

PDM – POLICY NO. II.b

RECORDING OF MINOR SUBDIVISION PROCEDURES

Minor subdivisions must be recorded by deed and description in Baltimore County Land Records located in the Circuit Court building, 2nd Floor, 401 Bosley Avenue, Towson. However, MS plans, intended to be recorded, may be recorded in the Minor Subdivision/Greenway Plan Book; a record plat is not required. The plans must also be presented in an acceptable form for recording, i.e., original ink on Mylar with original signatures, reprographic “wash off” Mylar with original signatures or other media approved for recording. Prints, diazo mylars, sepias, xerox copies, sticky backs, etc., will not be accepted. All plans submitted for recordation shall be processed through the Department of Permits, Approvals and Inspections (PAI) and accompanied by the appropriate fees. An alternative to this process is to attach a reduced copy directly to the deeds.

Transfers of properties should be accomplished via metes and bounds descriptions whether or not the minor subdivision has been placed on record. Transfers referencing plan titles and lot numbers only may not be permitted, as the plans recorded among the Minor Subdivision/Greenway Plan Book do not typically meet the requirements of the Annotated Code of Maryland.

There has been a recurring problem of deeds being written for minor subdivisions setting out road widening(s) as separate parcels/lots. Please be aware that Baltimore County does not encourage separate parcels for road widening strips unless the county has commented on the road-widening strip during approval process.

Deeds, plats or plans referencing subdivision of land, merging or dividing lots or parcels, shall not be recorded among the land records of Baltimore County without accompanying documentation showing approval by PAI of any such subdivision of land. Such documentation must be attached to a deed if a record plat is not utilized. If a record plat is utilized, all relevant deeds must reference the plat. See Sections 32-4-109 and 32-4-115, Baltimore County Code.

MINOR SUBDIVISION FILING

I. First Submission:

Prior to preparing the plan, it is practically mandatory, and at the very least strongly advised, that the surveyor should contact the following agencies for pertinent data that may be required by that particular agency:

- A. Department of Environmental Protection and Sustainability
(See Basic Filing Certification) 410-887-3980
- B. Fire Department 410-887-4880
- C. Department of PAI-Development Management 410-887-3335
 - Development Plans Review 410-887-3751
 - Real Estate Compliance 410-887-3280
 - Street Names and Addresses 410-887-3710
 - Zoning Review Office 410-887-3391
- D. Office of Planning 410-887-3480
- E. Department of Recreation and Parks 410-887-3807
- F. Department of Public Works, Solid Waste Management 410-887-3188
- G. Maryland State Highway Administration 410-545-5600
- H. Maryland Department of Assessments 410-512-4900

NOTE: It is incumbent upon the surveyor, and in the best interest of the owner/developer, to provide essential basic information and resolve any lengthy or serious conflicts up front, prior to the first submission of a plan for circulation and the beginning of the 90-day timeline. In addition to the basic filing certification that is described below, there are also three plan preparation checklists that are provided within these policies that should be used in preparing a minor subdivision plan.

THE ATTACHED BASIC FILING CERTIFICATION MUST BE COMPLETED AND SIGNED INDICATING THAT THE ESSENTIAL BASIC INFORMATION IS IN PLACE.

II. Second Submission:

Prior to re-submittal for a second review, the professional (applicant) should make personal contact with any reviewers having unresolved issues and get their approval in writing. This second personal contact by the surveyor with the reviewing agency may reduce or eliminate the need for a time consuming second plan circulation. If the first review issues are resolved and the plan is given written approval by the agency, it will be considered approved without a second circulation. The certification planner may check MS plan changes and notes with agency reviewer without a second circulation. If outstanding issues are resolved, the second plan submission will be certified/approved. The second plan submission should be within ten (10) days of receipt of agency comments.

PDM – POLICY NO. II.c

III. Timelines:

- A. Certification processing time depends on site-specific issues, regulation, compliance, response time to comments, reviews,
- B. Resubmission after receipt of agency comments within ten (10) working days. Agency sign-offs could eliminate second review cycle.
- C. No more than two reviews prior to certification.
- D. Sixty (60)-day maximum time for inactive file, as determined by the certification planner after agency comments have been made and remain unresolved.

NOTE: The plan certification may be disapproved; the file purged and returned to the applicant if the timelines are exceeded. After a denial, a new application must be made and a fee paid to continue the review process with a new timeline.

**MINOR SUBDIVISION BASIC FILING CERTIFICATION
AND SUBMITTAL CHECKLIST**

To be initialed, signed, and sealed only by the surveyor. Submit 22 copies of the plan, a CD containing the CAD file and PDF file of the plan with the filing fee and this certification to:

Department of Permits Approvals and Inspections
Attn: Minor Subdivision Coordinator
County Office Building
111 West Chesapeake Avenue, Room 123
Towson, MD 21204

Pertinent data has been obtained from the reviewing agencies regarding this subdivision. The following basic information is in place as follows:

- _____ 1. Existing improvements, including buildings, uses, water and sewer designations, mains, wells, septic systems, and underground tanks. (Note intentions for each);
- _____ 2. Topography and soils;
- _____ 3. Streams and floodplains, wetlands, and forest buffers;
- _____ 4. Forest conservation requirements resolved;
- _____ 5. Perc tests completed;
- _____ 6. Existing and proposed right of ways, paving, and improvements including utilities. Provide deed references for existing rights-of-ways and easements along with BC drawing number for public utilities.
- _____ 7. Zoning and overall density calculations since last zoning change.
- _____ 8. If zoned R.C.2 and the property to be subdivided has not been separately described in deed or separately recorded in a subdivision prior to November 25, 1979, a devolution of the title must be approved by the PAI Zoning Review Office prior to filing the minor subdivision.
- _____ 9. If zoned RC4 or RC6 and prior to filing the distribution of the conservancy and building areas must be determined by meeting with DEPS and the Dept. of Planning.

- _____ 10. Contact the Dept. of Planning before submitting any minor subdivision panhandle plans. See additional information and checklist contained in these policies regarding panhandles.
- _____ 11. The MS Plan must be on the State horizontal and vertical datum. Provide 3 grid ticks.
- _____ 12. Existing and proposed contours.
- _____ 13. Minimum lettering height of 0.08 inches. Avoid typical CADD drafting mistakes such as upside down lettering overlapping notes, etc.
- _____ 14. If the property owner must convey any rights-of-way to Baltimore County, the MS plan and any subsequent record plat, must include the following Dedication Table, a listing of those rights of way to be conveyed by deed. See next page.

DEDICATION TABLE

This table depicts various rights-of-way that may need to be conveyed to Baltimore County by the developer/owner. Choose the right(s)-of-way that apply to your project, and then create the table accordingly.

TYPE OF CONVEYANCE	NO.	TOTAL AREA* (ac.)
ACCESS EASEMENT		
CHESAPEAKE BAY CRITICAL AREA EASEMENT		
CONSERVANCY AREA EASEMENT		
DRAINAGE AND UTILITY EASEMENT		
FIRE SUPPRESSION TANK EASEMENT		
FLOODPLAIN EASEMENT		
FLOODPLAIN RESERVATION		
FOREST BUFFER EASEMENT		
FOREST BUFFER RESERVATION		
FOREST BUFFER & FOREST CONSERVATION EASEMENT		
FOREST BUFFER & FOREST CONSERVATION RESERVATION		
FOREST CONSERVATION EASEMENT		
FOREST CONSERVATION RESERVATION		
GREENWAY EASEMENT		
GREENWAY RESERVATION		
HIGHWAY WIDENING		
LOCAL OPEN SPACE		
HIGHWAY EASEMENT		
REVERTIBLE SLOPE EASEMENT		
HIGHWAY RIGHT-OF-WAY		
SIGHT LINE EASEMENT		
STORMWATER MANAGEMENT EASEMENT		
STORMWATER MANAGEMENT RESERVATION		
TEMPORARY EASEMENT – any type		
TURNAROUND EASEMENT		
WETLANDS MITIGATION EASEMENT		

***NOTE: During the processing of development plans and prior to Final Development Plan (FDP) submittal, total areas shown in this table may be approximate.**

Final submittal of Minor Subdivision Plans, Development Plans, Amendments/Refinements to Development Plans, FDP's, Record Plats and Construction Drawings should have exact number(s) and exact area(s) of conveyance.

Sidewalk Easements and Sidewalk Drainage & Utility Easements will no longer be processed after July 1, 2009. In the event your concept plan has been reviewed prior to July 1, 2009 with Sidewalk Easements and/or Sidewalk Drainage & Utility Easement(s), contact the Real Estate Compliance office at 410-887-3262 for processing.

PDM – POLICY NO. II.d continued

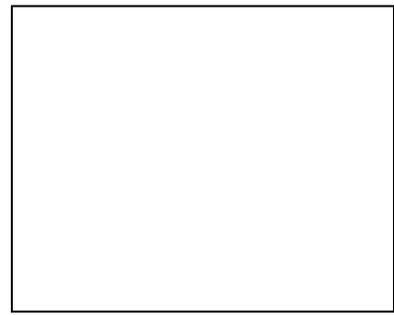
_____ 16. Provide adequate space on the plan to allow for the following certification stamp:

CERTIFICATION STAMP

BALTIMORE COUNTY MINOR SUBDIVISION PROJECT NO.: _____
DEVELOPMENT REGULATIONS ____ Exempt from Article 32, Title 4, Subtitle 2, BCC ____ Panhandle exempt from Sections 32-4-211 through 32-4-217 AND Sections 32-4-226 and 32-4-227, BCC
REAL ESTATE COMPLIANCE CLEARANCE Int.: _____ Date: _____
PAI CERTIFICATION ____ Approved _____ Disapproved By: _____ Date: _____
APPROVED DEPS By: _____ Date: _____

Signature of Surveyor
Address _____

Telephone No. _____



Provide professional seal here

**MINOR SUBDIVISIONS
IMPACT OF BILL NO. 172-89**

The panhandle legislation adopted by the Baltimore County Council on December 4, 1989, known as Bill No. 172-89, became effective January 26, 1990. In addition to clarifying county policy concerning panhandle lots, this law places restrictions on subdivisions and the building permit processing of minor developments of three lots or less using panhandle lots.

A panhandle lot is a lot so shaped and situated that its only frontage or access to the local or collector street is a narrow in-fee strip of land that contains a driveway and may contain water, sewer lines, and other utilities.

Section 32-4-106(a)(2), Baltimore County Code (BCC), requires that minor residential subdivisions with a panhandle driveway are subject to Article 32, Title 4, Subtitle 2 of these regulations, but exempt from Sections 32-4-211 through 32-4-217 and 32-4-226 and 32-4-227 requirements.

Section 32-4-409(k), BCC, requires that any panhandle lot of a minor residential subdivision, that was subdivided prior to the effective date of this legislation, be subject to the requirement of this section before a building permit may be issued.

Minor Subdivision Checklists

Developments impacted by Bill No. 172-89 should follow minor subdivision plan checklists contained in these policies. Developments not impacted by this bill should follow the same checklist but indicate N/A where the checklists are applicable to panhandles.

Although the checklists are extensive, the intention is to identify any items the county needs to understand in order to make reasonably informed decisions concerning minor development projects. It is the responsibility of the engineer/surveyor preparing the plan to be sure that no items are omitted.

The developer should be prepared for a minimum of two to three months to process the minor subdivision plan. If there are questions, please refer to the attached list of agency staff representatives.

**SUBDIVISION ACCESS BY PRIVATE RIGHT OF WAY -
PANHANDLE DRIVEWAYS**

Means of access to residential subdivisions fall into two categories according to minimum lot size, with each category presented in decreasing order of preference for access as follows:

- I. Twenty Thousand Square Feet or Greater
 - A. Frontage on public road is recommended.
 - B. Panhandle in-fee strip to public road is required as a minimum.
 - C. Private right of way, Section 32-4-409(c), Baltimore County Code (BCC).
 - 1. Physical standards shall follow panhandle requirements.
 - 2. Developer must state legal right to burden existing right of way.
 - 3. New right of way may not be created in this category, and the developer must demonstrate a history of usage for the existing right of way.

- II. Less than 20,000 Square Feet
 - A. Frontage on public road is required, except as provided in Section 32-4-409(c), BCC.
 - B. Panhandle in-fee strip to public road under Section 32-4-409(c), BCC
 - C. Private right of way prohibited in Section 102.4, Baltimore County Zoning Regulations.

- III. Disclaimer

Any subdivision plans or plats submitted for county review and approval involving private rights of way shall include this disclaimer: not approved by the Real Estate Compliance office. “Baltimore County makes no warranty expressed or implied as to the right of any present or future owner of any lot shown on this plat to use all or any part of that land designed as a private right of way for the purpose of ingress, egress, regress, or the right to open or excavate the aforesaid private right of way for the purpose of installing, constructing, and maintaining utilities such as, but not limited to, water, sewer, electrical, telephone or cable television.”

As stated in the development regulations of Baltimore County, Maryland, the use of panhandle lots is not a matter of right, and may only be permitted in very limited situations. To determine the suitability of proposed panhandle lots, the Department of Permits, Approvals and Inspections (PAI) and the Dept. of Planning have written guidelines to evaluate a proposed panhandle development and are requiring that additional materials be submitted with the proposal.

Included in PAI Policy No. II.f is the review criteria and the checklist the offices use to evaluate panhandles.

PDM – POLICY NO. II.f

MINOR SUBDIVISION PLAN CHECKLIST NO. 1

The items below must be addressed prior to plan approval by the Department of Permits, Approvals and Inspections.

I. STANDARD NOTES (place under vicinity map, along the right side of plan, in the following order, as applicable):

- _____ A. Area of tract (gross and net).
- _____ B. Zoning classification, along with the 200-foot scale map reference number.
- _____ C. Density calculations.
 - 1. Lots allowed = _____ (zoning density x gross acres).
 - 2. Lots proposed = _____.(Be advised, if the potential density based on gross area in the density residential (D.R.) zones is six or more lots, then use large lot requirements (Section 1B02, Baltimore County Zoning Regulations) even if less than six lots are proposed.
- _____ D. Owner’s name, address, and telephone number.
- _____ E. Tax account number (ten digit property identification number) of subject property and adjoining properties.
- _____ F. Plat reference (plat book, folio, lot, block, and section).
- _____ G. Deed reference (liber and folio).
- _____ H. Tax map, block, and parcel number.
- _____ I. Census tract, regional planning district, school district, watershed, and sub-sewershed.

II. TITLE BLOCK (place in the lower right corner of plan):

- _____ "MINOR SUBDIVISION OF _____".
(Type Name of Subdivision)
- _____ A. Add minor subdivision number and PAI No. assigned by PAI.
- _____ B. Scale, date of drawing, election district, and councilmanic district.

III. VICINITY MAP with North Arrow (place in the upper right corner of plan using 1,000-foot scale or larger).

- _____ A. Outline property clearly and indicate with arrow “SITE”.

IV. PROFESSIONAL SEAL

- _____ A. Seal the plan and include the name, address, and telephone number of the Surveyor preparing the plat. If appropriate, include the project manager.

V. ADDITIONAL FEATURES

- _____ A. North arrow.
- _____ B. Dimension all lines of subdivision with bearing and distance.
- _____ C. Provide appropriate building envelopes and dimension setbacks.
- _____ D. Indicate all existing and proposed uses of property, i.e., two single-family dwellings, etc.
- _____ E. Label height on existing dwellings in feet or stories.
- _____ F. Label accessory structures to remain and indicate height (highest point of grade to peak of roof) or if to be razed, note when and who is responsible, i.e., to be razed by developer before sale of any lots or first building permit application.
- _____ G. Indicate road name and street address of dwelling and adjacent lots.
- _____ H. Provide zone lines on property and within 200 feet of tract boundary.
- _____ I. Indicate distances from the proposed lots to centerline of nearest intersecting public street.
- _____ J. If property was the subject of a zoning hearing, list case number, decision, and any conditions or indicate if there is no zoning case history.
- _____ K. Show revision block and date all revisions.
- _____ L. Provide PAI number on plan

VI. PANHANDLE LOTS

- _____ A. Indicate front orientation by arrows on existing dwellings.
- _____ B. Indicate proposed dwelling orientation per Section 32-4-409(g), Baltimore County Code, (BCC).
- _____ C. Indicate location of mailbox and paved trash collection area per Section 32-4-409(h) and b, BCC, if applicable.
- _____ D. Indicate width and length of existing right of way and paving per Section 32-4-409(b), BCC.
- _____ E. Indicate width and length of existing right of way or recorded easement.

- _____ F. Add note stating that: “The panhandle shall be paved within one year of the issuance of the first occupancy permit and prior to the issuance of the occupancy permit of the last lot to be served, whichever comes first.”
- _____ G. Panhandle Waiver.
 - 1. Proposed right of way _____ feet in lieu of the required _____ feet, as per Section 32-4-409(k), BCC.
 - 2. Indicate panhandle profile.
- _____ H. For panhandle driveways serving more than one lot, a “covenant” (use in common and maintenance) is to be recorded with the record plat.

VII. RESOURCE CONSERVATION (R.C.) ZONES

- _____ A. R.C.2 - Provide zoning history in deed and map format in accordance with zoning policy RSD-10 (property boundaries and devolution of title is checked from change in zoning regulations on November 25, 1979).
- _____ B. Farm use - Provide documentation of reduced acreage farm or tenant farm dwelling recommendations from the Agricultural Land Preservation Board.
- _____ C. If zoned R.C.4, the distribution of the conservancy and building areas must be determined by meeting with Department of Environmental Protection and Sustainability and the Dept. of Planning prior to filing.
- _____ D. Show R.C.4 computations.

VIII. ADDITIONAL ZONING ISSUES

- _____ A. Add density note stating that: “This property as shown on the plan has been held intact since _____. The developer’s surveyor has confirmed that no part of the gross area of this property as shown on the plan has ever been utilized, recorded, or represented as density or area to support any off-site dwellings.”
- _____ B. A zoning final development plan may be required, depending on the number of lots created, as determined from zoning and the effective date of the zoning regulations for that zone.

PDM – POLICY NO. II.f
Page 4

IX. PLAN SUBMITTAL

_____ Fold all plans to 8-1/2" x 11", with the title block facing out in the lower right-hand corner.

If you have any questions or need additional information, please contact the Zoning Review Office planner at 410-887-3391.

MINOR SUBDIVISION PLAN CHECKLIST NO. 2

The items below must be addressed prior to plan approval by the Department of Environmental Protection and Sustainability (DEPS).

I. GROUNDWATER MANAGEMENT

- _____ A. Master water and sewer designation note on plan.
 - 1. Interim agreement.
 - 2. Metro water and sewer lines.
 - 3. Existing septic systems and wells.
- _____ B. Location or vicinity map.
- _____ C. Identify adjacent property owners or subdivisions.
- _____ D. Soils identified using NRCS Web Soil Survey and wet weather testing.
- _____ E. Contours shown (Baltimore County GIS maps or field run on State Datum).
 - 1. Twenty-five per cent or greater slopes crosshatched or shaded.
 - 2. Minimum five-foot contours.
 - 3. Gravity fall to highest elevation of septic reserve area (SRA). If not, a variance is required from groundwater management. Two per cent fall (1/4 inch per foot) from house to septic tank and one per cent (1/8 inch per foot) from tank to dry well or drain-field.
- _____ F. Septic reserve areas.
 - 1. Ten thousand square feet, at least 50-feet wide (new and existing lots).
 - 2. Soil tests done and properly labeled. Note: Review cannot be accomplished until soil tests are completed.
 - 3. One water test for each septic reserve area.
 - 4. Septic reserve area centered around tests.
 - 5. At least 25 feet from swales.
 - 6. Ten feet from property line or easement.
 - 7. At least 20 feet from house.
 - 8. At least 100 feet from stream.
 - 9. Lot within 2,500 feet of the normal water level of water supply reservoir or within a 5,000-foot radius upstream from the water intake on streams used as a potable supply or within a 5000-foot radius of water intake located within a reservoir shall have an area not less than two acres and a minimum width of 175 feet.

10. Fifty (50)-feet from a dry well attempt or backfilled well.
11. One hundred (100) feet from wells and not directly uphill from adjacent wells.

_____ G. Water wells.

1. Water appropriations permit (two or more new lots).
2. Locate and show all drilled or dug wells.
3. At least 30 feet from house.
4. At least 15 feet from right of ways.
5. Dry well attempts shown.
6. Well abandonment reports for backfilled wells.
7. One hundred (100) feet from well to well.

_____ H. Showing underground storage tanks on site or on adjacent properties.

- _____ I. Where Environmental Site Design (ESD) is used for Stormwater Management, consult the DEPS Groundwater Management Policy Manual for setbacks to wells and on-site disposal systems. On the WEB at: DEPS/Groundwater/Policy Manual

II. ENVIRONMENTAL IMPACT

_____ A. Non-Chesapeake Bay Critical Area (CBCA).

1. Soil types from SCS Soil Survey.
2. Existing topography (BC GIS maps or field run). Field run may be required if field review indicates significant deviation from GIS.
3. Perennial or intermittent streams, bodies of water, spring, and seeps on or within 200 feet of the property.
4. Existing land cover, including forest stands.
5. Field delineated and surveyed tidal and non-tidal wetlands, 100-year floodplain with associated forest buffer (FB), and building setback labeled. Field delineated, marked, and surveyed forest buffer.
6. Wetland delineation reports, if applicable.
7. A steep slope and erodible soils analysis is required when any of the following apply:
 - a. Slopes exceed ten per cent grade within 500 feet of a stream, wetland, or waterbody.
 - b. Soil erodibility “K” values exceed 24 within 500 feet of a stream, wetland, or waterbody.

- c. The vegetative cover within 100 feet of a stream, wetland, or waterbody is bare soil, fallow land, crops, or active pasture, orchard or woods in poor condition.
8. Standard non-disturbance and protective covenants notes. Forest buffer must be labeled as a reservation or easement. Notes must agree.
9. Rare, threatened, or endangered species habitat.
10. Encroachments into the forest buffer by permitted activities or structures require an alternative analysis and approval. Any other infringement in the forest buffer or building setback will require a variance and approval.
11. Building setbacks, existing, and proposed utilities and easements, roads, and driveways.
12. Forest Conservation Act requirements (does not apply if in critical area) prior to approval.
 - a. Applies to any development project 40,000 square feet or greater not approved prior to January 1993.
 - b. Approved forest stand delineation (FSD) or simplified forest stand delineation (lot layout should be based on FSD prioritization).
 - c. Approved forest conservation worksheet (FCW).
 - d. Approved forest conservation plan (FCP).
 - e. If applicable, show forest retention areas, afforestation, reforestation areas, and non-disturbance and protective covenants notes, and 35-foot setbacks.
 - f. A security equal to 10 percent of the estimated cost of implementing the FCP must be posted prior to approval
 - g. Any fee in lieu must be paid to the Department of Environmental Protection and Sustainability (DEPS) and noted on the plan prior to approval.
 - h. The timing of afforestation/reforestation shall be determined in conjunction with DEPS, maximum not to exceed two growing seasons following subdivision approval.
 - i. Label forest conservation easements and setbacks.
 - j. Show and label forest conservation access easements.
 - k. Show proposed limits of disturbance.
13. A variation from the requirements of the forest conservation regulations may require submittal and approval of a special variance.

- _____ B. Additional Items for CBCA projects.
 - 1. Critical area findings plan (contact 410-887-3980 for checklist).
 - 2. Critical area 1,000-foot boundary line.
 - 3. Critical area land use designation, i.e., IDA, LDA, and RCA.
 - 4. Slopes greater than one half (1/2) percent (crosshatched or shaded)
 - 5. Critical area designated forest and developed woodlands instead of a forest stand delineation.
 - 6. Critical area designated habitat protection areas.
 - 7. Critical area variation of standards request, if required.
 - 8. Water dependent facilities plan, if applicable.
 - 9. Critical area ten per cent pollution reduction worksheets for sites within IDA.

III. AGRICULTURAL

- _____ A. R.C.2 prime and productive soil evaluation must be conducted in accordance with County Council Bill No. 113-92 and DEPS policies.
- _____ B. R.C.4.
 - 1. Show proposed conservancy area in accordance with Bill No. 113-92.
 - 2. A preliminary assessment may be requested prior to minor subdivision submittal.

IV. STORMWATER MANAGEMENT (SWM) AND GRADING

- A. The developer is responsible to address the requirements from the BCC, Article 33, Title 3, Stormwater Management, and Article 33, Title 5, Excavation, Grading, Sediment Control, and Forest Management. List on the development plan any exemptions, waivers, or variances previously or presently given for this land area and state date of county approval.

- _____ B. The developer is responsible to evaluate drainage adequacy of the area impacted by the proposed development and the findings stated. Development grading should maintain the existing drainage characteristics and runoff conveyed as sheet flow through vegetated areas without concentrating flow or causing erosion. House downspouts are to be discharged onto pervious areas or into drywells. Development runoff must be conveyed to a suitable outfall without imposing adverse impacts on the receiving waterbody, watercourse, wetland, storm drain, or off site property.
- _____ C. Total area of land disturbance must be noted on the plan. Proposed limits of disturbance must be delineated and supported by conceptual grading.
- _____ D. Pre-approved building permits must address all requirements for issuance of building permits. The development must have a designated access and comply with a standard sediment control plan.

MINOR SUBDIVISION PLAN CHECKLIST NO. 3

The items below must be addressed prior to plan approval by the Dept. of Planning.

Panhandle lots cannot be detrimental to adjacent properties and are generally unacceptable in density residential (D.R.) zones. If an owner or developer wants to present a case for a proposed panhandle lot(s), in addition to the information required for a development plan, as listed in Section 32-4-224, BCC, the Dept. of Planning requires the following information:

- _____ A. A neighborhood map must be included that shows building and where possible, the property lines around the block and across the street, or within 500 feet of the site in D.R. zones, or within 1,000 feet in R.C. zones. This can be compiled without a field survey (see attached example). The orientation of the surrounding houses should be indicated.
- _____ B. The plat or site plan must show the approximate (non-surveyed) lot lines and building locations and orientations of properties adjacent to and within 200 feet of the site.
- _____ C. The orientation of the dwellings shall be indicated on the plan. Fronts facing rears of houses are generally unacceptable.
- _____ D. A series of photographs or videotape must be submitted indicating in which direction each photograph is taken. These pictures should include:
 - 1. A wide angle photograph or series of photographs looking into the site from each of the four directions showing any existing houses on the site and properties within 200 feet on either side of the site.
 - 2. A wide-angle photograph or series of photographs looking outward from the site in each of the four directions and showing at least 200 feet.
 - 3. Any other photographs showing the character of the area, including any existing panhandles with an indication on the neighborhood map of their location.
- _____ E. If appropriate, schematic elevations or photographs of proposed prototypical house types should be included. The following features should be shown:
 - 1. House type and square footage.
 - 2. Building height.
 - 3. Roof pitches and style.
 - 4. Foundations and finished floor lines.
 - 5. Doorway and openings.
 - 6. Overhangs.
 - 7. Materials.

_____ F. A note may be required on the plan specifying ways in which the new houses will be compatible with existing houses in the neighborhood in size, height, materials, and style. Sometimes a note will be required on the plan indicating that some type of landscape screening or street tree treatment will be provided in specific locations.

NOTE: The Dept. of Planning will determine if the site is historic or contains any historic buildings that must be preserved, as listed on the County Register, or if the site is part of a greenway system or scenic route designated in the master plan.

PDM – POLICY NO. II.g

POSTING OF MINOR SUBDIVISIONS

Baltimore County requires the posting of official notice on all property for which a minor subdivision is proposed. Posting will be required for all minor subdivision projects accepted for filing by the Department of Permits, Approvals and Inspections (PAI).

Subsequent to the filing of a plan for a minor subdivision, a sign shall be conspicuously posted in the same manner and location as otherwise required by the Zoning Review Office on the lot, parcel or tract that is the subject of the proposed minor subdivision. The property must be posted for a minimum of **ten (10)** consecutive days.

The applicant is responsible for the posting of the property. The applicant, the applicant's attorney, engineer or surveyor shall engage an approved sign poster (contact the Zoning Office for a list of **approved sign posters**) to complete such posting

Certification of the posting shall be in the same format and manner as required for zoning hearings. The certification and photographs, which are to be signed and dated by the poster of the signs, shall be submitted to PAI's Zoning Office, to the attention of the Minor Subdivision Planner. The certification and photographs must be received and be accepted for filing prior to the return of the first plan review comments to the applicant or the consultant.

The following information shall appear on the sign:

1. Name of minor subdivision as it was filed.
2. PAI file number & Minor Subdivision number.
3. Acreage and number of proposed lots.
4. Name of the applicant.
5. A note stating "Information about the proposed subdivision may be obtained by calling name of the applicant's engineer or surveyor at telephone number or by calling the PAI Zoning Office at 410-887-3391."

The purpose of the posting is simply to provide preliminary notice to adjoining property owner(s) that a minor subdivision is being proposed rather than subsequent to its approval.

NOTICE OF
PROPOSED MINOR SUBDIVISION

FOR

(Name of minor subdivision as filed with the Department of Permits, Approvals and
Inspections)

PAI Number _____ Minor Subdivision Number _____

Site Acreage _____ Number of Proposed Lots _____

Name of Applicant _____

Information about the proposed subdivision may be obtained by calling

_____ at _____
(Name of applicant's engineer or surveyor) (Phone number)

Or by calling the Baltimore County Department of Permits, Approvals and Inspections,
Zoning Office at 410-887-3391.

B A L T I M O R E C O U N T Y

DEPARTMENT OF PERMITS, APPROVALS AND INSPECTIONS (PAI)

111 W. CHESAPEAKE AVENUE, ROOM 111

TOWSON, MD 21204

410-887-3391

(Sign dimensions – 3 feet high by 2 feet wide)

Digital Plan Submittal Effective April 1, 2013

_____ Submit a CD-R/DVD containing a PDF image and AutoCAD file as described below with your minor subdivision plan submittal of 22 copies.

Baltimore County Digital Plan Submittal

Purpose

The purpose is to obtain digital vector line work for Baltimore County, Maryland. Surveyors and engineers will be required to submit an extract of their computer aided drafting and design (CAD) drawing file along with hardcopy prints.

Specific reasons for this requirement include:

- Improve the efficiency of plans routing processes by decreasing plan handling and movement.
- Obtain specific easement areas that need to be mapped and tracked over time; some are required to be reported to the state.
- Save time and resource by reducing the manual reproduction of plan features.

Changes to the standard will be made as needed to support the submittal process and to accommodate updates or revisions.

General CAD Standard

- Digital files must be submitted in AutoCAD 2004 or newer file formats .DWG or .DXF.
- Digital files must be submitted on industry standard quality CD-R/DVD compact discs.
- Each disc should be labeled with Project Name, Subdivision, Project Number (PAI #) if known and contents of disc.
- Coordinate reference system must be in MD State Plane based on NAD83 HARN (North American Datum, 1983), units in U.S. Survey Feet.
- Each plan/plat drawing shall contain four MD State Plane Coordinate Plane control points as tick references and shall be annotated with the actual x, y coordinate in U.S. Survey Feet (to the nearest foot).
- The AutoCAD file must use the standard layer scheme for .dwg/.dxf described herein and should follow any additional accepted engineering design practices.
- Digital line work must be topologically clean without slivers, dangles, undershoots or inappropriate breaks. Polygon features drawn as polylines should connect properly and close completely without gaps.
- The AutoCAD file will be verified, and if inaccurate, will need to be corrected and

Submittal Procedure:

- Submit a CD-R/DVD containing a PDF image and AutoCAD file along with required hardcopy prints.
- AutoCAD sample files are available on the Baltimore County Government website.

Requirement 1

For the following;

1. Concept Plan Submitted
2. Development Plan Submitted
3. Development Plan Approved
4. Plat Check Print Review
5. Minor Plan Submitted – 1st to 3rd Review
6. Minor Amended/Refined Plan Submitted
7. Minor Plat Check Print
8. Limited Exemption Plan Submitted – 1st to 3rd Review
9. Limited Exemption Amended/Refined Plan Submitted
10. Limited Exemption Plat Check Print

Submittal Format:

- A. Single PDF containing all pages of the plan/plat
- B. An extract of the digital Computer Aided Drafting and Design (CAD) file of the plan/plat must be submitted.

Boundary (Subdivision/Project Boundary) – Should encompass the total area of the plan/plat. All of the lines should close to form a polygon.

Proposed Features (Plan)

Description	Layer Name
Single PDF containing all pages of the plan/plat	
Subdivision/Project Boundary	Boundary
Boundary Dimension	Boundary Text

Requirement 2

For the Following;

1. Final Development Plan Approved
2. Amended/Refined Development Plan Submitted
3. Amended/Refined Development Plan Approved
4. Recorded Plat Approved (Major and PUD Plans)
5. Minor Subdivision Plan Approved
6. Minor Subdivision Amended/Refined Plan Approved
7. Minor Subdivision Recorded Plat Approved
8. Limited Exemption Plan Approved

- 9. Limited Exemption Amended/Refined Plan Approved
- 10. Limited Exemption Recorded Plat Approved

Submittal Format:

A. Single PDF containing all pages of the plan/plat

An extract of the digital Computer Aided Drafting and Design (CAD) file of the approved plan/plat must be submitted.

B. Georeferenced Tagged Image File Format (TIFF) of the plans/plats

Lines must be separated into layers. Only the following layers shall be extracted and included in the file, as applicable, and named as follows:

Proposed Features (Plan)

Description	Layer Name
Proposed Building outlines	BLD
Subdivision/Project Boundary	Boundary
Boundary Dimension	Boundary Text
Parcel Lines (including Lot lines)	Parcel
Parcel/Lot Numbers and Dimension	Parcel/Lot Text
Easements - Forest Conservation	
Forest Buffer Easement	FBE
Forest Buffer Reservation	FBR
Forest Buffer & Forest Conservation Easement	FBFCE
Forest Buffer & Forest Conservation Reservation	FBFCR
Forest Conservation Easement	FCE
Forest Conservation Reservation	FCR
Forest Conservation Text (Type and/or Size)	FC Text
Easements - Non Forest Conservation	
Access Easement	AE
Chesapeake Bay Critical Area Easement	CBCA
Conservancy Area Easement	CAE
Drainage and Utility Easement	DUE
Fire Suppression Tank Easement	FSTE
Greenway Easement	GE
Greenway Reservation	GR
Highway Widening	HW
Highway Easement	HE
Highway Right-of-way	HRW
Local Open Space	LOS
Revertible Slope Easement	RSE
Sight Line Easement	SLE
Stormwater Management Easement	SME
Stormwater Management Reservation	SMR
Temporary Easement - Any Type	TEMP

Turnaround Easement	TE
Wetlands Mitigation Easement	WME
Easement Text (Type and/or Size of Easement)	ESMT Text
Floodplain	
Floodplain Easement	FPE
Floodplain Reservation	FPR
Floodplain Text (Floodplain Area Call Out)	Flood Text
Street Centerline	Centerline