

RE PLAT REQUIREMENTS AND PREPARATION INFORMATION

Density Sending and Receiving “RE” submissions are required in order to transfer development rights from a “sending parcel” to a “receiving parcel”, at any time after signature approval of a preliminary equivalent sketch plan or preliminary plan for the receiving parcel subdivision.

The following checklist is to serve as a guide in preparing the “RE” Plat application for submittal. Compliance with the following will assure processing in an expeditious manner.

NOTE: Please be advised that if the Sending Parcel is part of a previously platted subdivision, it must be processed under a separate final plan application number, submitted concurrently with this “RE” application.

LEGEND: Information Provided Not Applicable Information Not Provided,
Justification Attached

SUBMISSION REQUIREMENTS – Upload to the PDox Exhibits Folder

Owner’s Authorization

PLAT LAYOUT REQUIREMENTS

- Adjacent Properties
 - Line boundaries shown within 100 feet of the parcel boundary
 - Labeled with the lot/parcel number, plat/deed reference, zoning category, subdivision name, and any County or State preservation easement reference
- Graphic Scale on all sheets
- North Arrow
 - Drawn through one of the property corners with north oriented toward the top of the plat sheet
- Plat Size
 - 18” x 24”, including 1/2” margin on all sides
 - Plats with additional sheets should be accompanied by an index showing the entire subdivision
- Standard Charts
 - Density Tabulation Charts
 - Density Exchange Charts
 - Certifications
 - Signature Blocks
- Title Block
 - Name of property
 - Indicate “Plat of Easement, Density Sending” for the sending parcel located in the RC/RR zones or “Plat of Neighborhood Preservation Parcel Easement” for the sending parcel located in the R-20, R-12, R-SC and R-ED zones. Sending Parcel that previously sent density label as “Amended...” “Density Receiving Plat” for the receiving parcel.
- Vicinity Map
 - Indicate exact location; vicinal streets drawn to an accurate scale; north arrow & location of nearby survey monuments of the Howard County Geodetic Control

PLAT ELEMENT REQUIREMENTS

- Boundary of Plat (heavy line)
 - Lengths of courses to hundredths of a foot and bearings relating to the Maryland State Plane Coordinate System to a minimum accuracy of 15 seconds
 - A note shall be placed on the Plat indicating the source of the Maryland State Plane Coordinate System
- Coordinate Information
 - All property lines, streets, public rights-of-way lines, outside boundary of Plat and all other locations as required by DPZ
 - Indicate in tabular form the lengths of all arcs, radii, points of curvature, and chord and tangent bearings and distances in table form
 - Howard County geodetic control survey stations located on the site shall be accurately located. Any geodetic control stations that need relocation shall be identified
- Preservation Easement
 - Show, shade and label the Preservation Easement (western zones) or Neighborhood Preservation Easement (east zones) area on the Sending Parcel
 - Indicate the acreage of the easement
 - Preservation easement should not encumber any portion of the site which would lie within the designated right-of-way of any public road. The calculations used to determine the number of development rights which a site can send/retain; however, may include the acreage within the designated right-of-way. In no instance may previously dedicated road right-of-way area be used to send density

REQUIRED GENERAL NOTES

- *The subject property is zoned ___ per the ___ (indicate adopted date) Comprehensive Zoning Plan*
- *Add the following note to the plat for the receiving parcel:*
(West – RR/RC zoning districts)
“Using the Density/Cluster Exchange Option described in Section 106.0 of the Zoning Regulations, the development rights for ___ of the residential lots/parcels shown on the subdivision plan for (indicate the sending parcel name, tax map, and parcel number)”
OR
(East – R-20, R-12, R-SC or R-ED zoning districts)
“Using the neighborhood Preservation Density Exchange Option described in Section 128.0.K of the Zoning Regulations, the development rights for ___ of the residential units/lots shown on the subdivision plan for (indicate the receiving subdivision name and file number) have been transferred from (indicate the sending parcel name, tax map and parcel number)”
- *If the Sending Parcel has previously sent density, add the following note:*
(Western zoning districts only)
“The purpose of this Amended Plat of Easement is to record the transfer of ___ DEO/CEO units from the Preservation Easement established by recordation of the original Plat of Easement entitled ___ and recorded as plat number ___ and recordation of a Deed of Preservation Easement/Deed of Agricultural Preservation Easement dated ___ and recorded among the land records of Howard County, Maryland, in Liber ___, Folio ___ on ___ (date)”
OR
(Eastern zoning districts only)
“The purpose of this Amended Plat of Neighborhood Preservation Easement is to record the transfer of ___ DEO rights from the Neighborhood Preservation Easement established by recordation of the original Neighborhood Preservation Plat of Easement established ___, and recorded as plat number ___, and recordation of a Deed of Neighborhood Preservation Easement dated ___, and recorded among the Land Records of Howard County, Maryland, Liber ___, Folio ___ on ___ (date)”

- *There is an existing dwelling/structure(s) located on Lot/Parcel_____to remain. No new buildings, extensions or additions to the existing dwelling(s) are to be constructed at a distance less than the zoning regulations require*
- Add a note stating: *“This plat is based on a survey conducted by (insert name), on (date)”*
- Agricultural Land Preservation Program Notes (Western Zones Only)
You are advised to contact the Agricultural Land Preservation Program Administrator, in the Resource Conservation Division (RCD) at (410) 313-2350, before making the “RE” submission. If the sending parcel is requested to be accepted into the ALPP, then address the following:
 1. Add a note to the sending parcel plat stating that it is subject to Subtitle 5 of the Howard County Code
 2. Label the sending parcel with applicable ALPP reference number
 3. The applicant will need to submit a title report and metes and bounds description of the easement area in order for the Deed of Agricultural Preservation Easement to be prepared by the Office of Law for execution by the property owners. The executed Deed will be recorded concurrently with the sending plat. Add a note to the sending parcel plat indicating that: *“A Deed of Agricultural Preservation Easement has been recorded concurrently with this plat in the Land Records of Howard County, Maryland.”*

ADDITIONAL INFORMATION

- Provide a Supplemental Plan for the Sending Parcel showing all existing site improvements, structures, easements, road and utility rights-of-way, forest conservation easements, etc. If there are existing structures, indicate what they are used for
- Provide a copy of the most recently recorded deed for each “Sending Property” to verify the parcel size and that it presently exists as one parcel. If the Sending Property is described as multiple parcels, then a standard final subdivision plan and application is required for processing to consolidate the property into one parcel of land in accordance with Section 106.0.B.1.d of the Zoning Regulations

Check the Help and Resources Instructions accessible from the ProjectDox login screen for the appropriate locations to upload all documentation including this checklist. Once you have completed your uploads, remember to complete your ProjectDox task.