St. Mary's County Department of Land Use and Growth Management
23150 Leonard Hall Drive, Leonardtown, Md. 20650
Phone (301) 475-4200, ext. 1500 Fax (301) 475-4672

BOUNDARY LINE ADJUSTMENT PLAT CHECKLIST

Control Number_____ **Project** _____

Applicant _____ **Surveyor** _____

Address _____

Zoning _____ **Zoning Overlays (if applicable)** _____

TM _____ **BK**_____ **Parcel** _____ **Acreage** _____

Date_____ **Reviewer**_____

I. Required Supporting Information

Yes	No	Na	Standard	*Reference*
☐	☐	☐	Deed history of property to evidence parcel of record status (Check deeds for parcel of record status.)	*SO§30.6.2.c*
☐	☐	☐	Current tax assessment map (portion showing site location)	*SO§30.6.1*
☐	☐	☐	Copy of recorded plats, if any, for properties involved	*SO§30.12.3.b*
☐	☐	☐	Copy of Soil Survey for St. Mary's County showing site location	*SO§30.6.1*
☐	☐	☐	Provide copy of FIRM panel showing site.	
☐	☐	☐	Wetlands maps, other data sources.	*SO§30.6.1*
☐	☐	☐	Topography Map	
☐	☐	☐	Variances to the subdivision regulations requested, with written response to criteria for variance, contained in section 24 of the Comprehensive Zoning Ordinance.	*SO§22.5*

II. Title Information

Yes	No	Na	Standard	*Reference*
☐	☐	☐	Scale (1" =100' preferable)	*SO§30.12.4*
☐	☐	☐	Date of original	*SO§30.6.4.a.(1)*
☐	☐	☐	Election district	*SO§30.6.4.a.(2)*
☐	☐	☐	Land Use and Growth Management Control Number placed immediately above the title information block	
☐	☐	☐	Name, address and telephone number of surveyor	*SO§30.6.4.a.(3)*
☐	☐	☐	Project name (include "Boundary Line Adjustment Plat " in plan title)	*SO§30.6.4.a.*(4)
☐	☐	☐	Revision date	
☐	☐	☐	Drawn by/checked by	*SO§30.6.4.a.*(5)
☐	☐	☐	Sheet ____of____	*SO§30.6.4.a.*(6)
☐	☐	☐	Legend of symbols used on plan.	
☐	☐	☐	Land Use and Growth Management approval block (only)…(Health Department reviews, but does not sign) Metcom block required if public Water/Sewer	*SO§30.6.4*

III. Plat Information

Yes	No	Na	Standard	*Reference*
			Vicinity Map	*SO§30.6.4.b*
☐	☐	☐	Scale at not less than 1" = 2,000'or as appropriate to show entire site and surrounding state/county road network.	*SO§30.6.4.b.(1)*
☐	☐	☐	North Arrow	*SO§30.6.4.b.(2)*
☐	☐	☐	Critical Area Boundary Drawn	*SO§30.6.4.b.(3)*
			Owner's/Surveyor's Certificate	
☐	☐	☐	Standard Text Used	*SO§30.12.4*
☐	☐	☐	Text is Grammatically Correct	*SO§30.12.4*
			Plan Information	
☐	☐	☐	North Arrow	*SO§30.12.c.(1)*
☐	☐	☐	Boundary lines with bearings and distances, corner markers and reference monuments of entire site drawn to scale.	*SO§30.12.4.c.(2)*
☐	☐	☐	Existing and proposed boundaries of entire parcels involved. For the sake of clarity, use the "Z" convention in order to illustrate what area is being adjusted.	*SO§30.12.4.c.(2)*
☐	☐	☐	Indicates and labels extent of zoning and overlay zone boundaries on plan	*SO§30.12.4.b.(3)*
☐	☐	☐	Indicates and labels setback, building restriction lines, and buffer yard designations on plan.	*SO§30.6.4.f.(2)*
☐	☐	☐	Add "500" prefix to adjusted lots. Add "Adjusted Parcel" designation to parcels of record being adjusted	*SO§30.12.4.c.(3)*
☐	☐	☐	Owner, deed reference, use and zoning of all adjacent properties	*SO§30.12.4.c.(4)*
☐	☐	☐	Address oval within each parcel or lot being adjusted.	*SO§30.12.4.c.(9)*
☐	☐	☐	If site is in the Critical Area, show Critical Area boundary on Vicinity Map and plan. Show Critical Area buffer on plan.	*SO§30.12.4.c.(7)*
			Required General Notes	*SO§30.12.4*
☐	☐	☐	Standard premise address note	*SO§30.6.4.c.(14)*
☐	☐	☐	Provide the following note: "Recording of this boundary line adjustment plat will expand existing deeded parcel(s) of record by _____ square feet and will not result in additional building sites or increase in density or intensity beyond the current land use shown hereon."	*SO§30.12.4.b.(4)*
☐	☐	☐	Non-complying structures note and distance from structure to property line	
			Critical Area Notes (if applicable)	*SO§30.12.4.b.(5)*
☐	☐	☐	Provide the following standard Critical Area notes on the plat:	
☐	☐	☐	1. The Critical Area buffer must remain in natural vegetation and may not be disturbed except as provided under COMAR 27.01.09.	
☐	☐	☐	2. No development is permitted in wetlands without approval from the appropriate local, state, and federal agencies. This site has (has not) been field evaluated for tidal or non-tidal wetlands.	

☐ ☐ ☐ 3. All existing forest shown hereon shall remain undisturbed except as permitted under the provisions of Chapter 72 (Forest and Woodland Resources, in the Critical Area) of the St. Mary's County Comprehensive Zoning Ordinance. Any and all afforested or reforested areas created under the provisions of the St. Mary's County Critical Area Ordinance and designated on this plat shall be preserved from future disturbance.

☐ ☐ ☐ 4. Locations of natural heritage areas, habitats of threatened or endangered species, and habitats of significant plants or wildlife are identified on this plat in accordance with Section 71.8 of the St. Mary's County Comprehensive Zoning Ordinance.

☐ ☐ ☐ 5. Existing lot coverage within 100 foot Critical Area Buffer is ____ square feet.

☐ ☐ ☐ 6. Area of slopes 15% or greater is ____ square feet.

☐ ☐ ☐ 7. Existing trees or forested area is ____ square feet.

☐ ☐ ☐ 8. Area of existing lot coverage is ____ square feet.

☐ ☐ ☐ 9. Proposed areas of vegetation clearing is ____ square feet.

☐ ☐ ☐ 10. Proposed areas of soil disturbance is ____ square feet.

☐ ☐ ☐ 11. Proposed areas of lot coverage is ____ square feet.

☐ ☐ ☐ 12. Required areas of reforestation or afforestation is ____ square feet.

Notes: _____

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***Add the following note to all staff reports:** "Along with the recording of this BLAP, deeds describing the revised acreage and metes and bounds, must be prepared and recorded."