

OFF-CONVEYANCE/ACCESSORY DWELLING REQUIREMENTS CHECKLIST

A. Title Block (located in lower right corner of plan):

- _____ 1. Development name.
- _____ 2. State, County, Election District.
- _____ 3. Scale at 1" = 20' to 1" = 100'; plan must be clear and legible.
- _____ 4. Date of plan with subsequent revision dates as accomplished.
- _____ 5. Property tax map reference by map, block, and parcel number.
- _____ 6. Owner's name and address.
- _____ 7. Developer's name, address, and phone number.
- _____ 8. Surveyor's name, address, and phone number.

B. Data Block:

- _____ 1. Zoning district(s).
- _____ 2. Soil classification map number.
- _____ 3. Number of lots proposed.
- _____ 4. Total area of property.

C. Individual items or statements to be included on the plan (18" X 24" minimum size):

- _____ 1. Title reference: owner, deed reference, and scale.
- _____ 2. Vicinity map: Preferable scale 1" = 1 mile or 1" = 2000'. Located in upper right corner of plan, with property outline noted.
- _____ 3. North point of plan and vicinity map, oriented to top of plan.
- _____ 4. Proposed property lines and acreage of lot.
- _____ 5. Show soil boundaries and symbols as found in the Soil Survey of Carroll County, Maryland.
- _____ 6. Location and distance to the nearest existing or proposed water supply, reservoir, stream, and intake facilities.
- _____ 7. One hundred year floodplain from all streams.
- _____ 8. Delineate non-tidal wetlands.
- _____ 9. Identify overhead and underground gas, electric, and telephone transmission lines, pipes, and/or poles by ownership and number.

- _____ 10. Bearings and distances of perimeter of plan (may be from deed description).
- _____ 11. Show all existing easements and right(s)-of-way. Indicate any proposed easements, i.e., water resources, floodplain, stormwater, etc.
- _____ 12. Show existing natural features, i.e., sinkholes, springheads, ponds, rock outcrops.
- _____ 13. Show existing and proposed structures and distances to property lines.
- _____ 14. Wooded areas, outlined.
- _____ 15. Contours, five foot interval by field run survey or aerial photogrammetrics, and so noted on the plan.
- _____ 16. Slopes of 25 percent or greater, outlined and shaded. Slopes 15-25 percent outlined and shaded differently.
- _____ 17. In the "Agricultural" district, all plans must show the outline of the total tract at a scale so as to be accurate and legible. The "remainder" shall be so labeled and the acreage of the remainder shown.
- _____ 18. Zoning district boundary lines and acreage breakdown.
- _____ 19. Show all existing or proposed structures on adjoining properties which are located within 100 feet of the boundaries of the proposed division.
- _____ 20. Show adjacent property names and addresses on plan.
- _____ 21. Show how stormwater management is provided.
- _____ 22. Show and label all existing and proposed wells and septic areas on adjoining properties within 100 feet of the boundaries of the proposed division.
- _____ 23. Board of Zoning Appeals case number and decision noted, if applicable.
- _____ 24. All minimum front, rear, and side building setback lines (building envelope) dimensioned and labeled on every lot.
- _____ 25. All proposed grading.
- _____ 26. Location of all existing and proposed driveways.
- _____ 27. All items as may be required by review agencies.

D. Supporting Data:

- _____ 1. Copy of Forest Stand Delineation Plan/Environmental Site Delineation Plan.