



# COMMISSIONERS OF LEONARDTOWN

22670 Washington Street  
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DANIEL W. BURRIS  
Mayor

LASCHELLE E. McKAY  
Town Administrator

## BOUNDARY LINE ADJUSTMENT PLAT CHECKLIST

Control Number \_\_\_\_\_ Project \_\_\_\_\_

Applicant \_\_\_\_\_ Surveyor \_\_\_\_\_

Address \_\_\_\_\_

Zoning \_\_\_\_\_ Zoning Overlays (if applicable) \_\_\_\_\_

Tax Map \_\_\_\_\_ Block \_\_\_\_\_ Parcel \_\_\_\_\_ Acreage \_\_\_\_\_ Date \_\_\_\_\_

### I. Required Supporting Information

- | Yes                   | No                    | Na                    | Standard  |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Deed history of property to evidence parcel of record status.<br>(Check deeds for parcel of record status.) |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Copy of recorded plats, if any, for properties involved.  |

### II. Title Information

- | Yes                   | No                    | Na                    | Standard Reference  |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Date of original.   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Election district.  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Town Permit / Case Number placed immediately above the title information block. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Name, address and telephone number of surveyor.                                 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Project name (include "Boundary Line Adjustment Plat" in plan title).           |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Revision date.  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Drawn by/checked by.  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Sheet ____ of ____.   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Legend of symbols used on plan.   |

### III. Plat Information

- | Yes                   | No                    | Na                    | Standard Reference (Vicinity Map)   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Scale at not less than 1" = 2,000' or as appropriate to show entire site and surrounding state/county road network. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | North Arrow.  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Critical Area Boundary Drawn.   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Owner's/Surveyor's Certificate.   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Standard Text Used.   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Text is Grammatically Correct.  |

Yes	No	Na	Plan Information
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	North Arrow and scale.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Boundary lines with bearings and distances, corner markers and reference monuments of entire site drawn to scale.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Existing and proposed boundaries of entire parcels involved. For clarity, use the "Z" convention in order to illustrate what area is being adjusted.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Indicates and labels extent of zoning and overlay zone boundaries on plan.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Add "500" prefix to adjusted lots. Add "Adjusted Parcel" designation to parcels of record being adjusted.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Location, Dimension and purpose of existing easements, including sewerage easements.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Owner, and zoning of all adjacent properties.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Address oval within each parcel or lot being adjusted.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	If site is in the Critical Area, show Critical Area boundary on Vicinity Map and plan. Show Critical Area buffer on plan.

Yes	No	Na	Required General Notes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Standard premise address note.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Tax Map, Grid, and Parcel.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Total acreage Zoning and overlay zoning.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	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." (Note for each parcel).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Provide the following note: "Recording of this boundary line adjustment plat will decrease 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." (Note for each parcel).

Yes	No	Na	Critical Area Notes (if applicable, to be provided on the plat)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	The Critical Area buffer must remain in natural vegetation and may not be disturbed except as provided under COMAR 27.01.09.2.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	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.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	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 Chapter 60 of the Code of the Town of Leonardtown.

**Notes:**

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