



**MAYOR AND CITY COUNCIL OF LAUREL
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

8103 Sandy Spring Road • Laurel, Maryland 20707 • (301) 725-5300
Internet Address <http://www.cityoflaurel.org> • E-mail: ecd@laurel.md.us

Application No. _____
EnerGov No. _____
Date Filed _____
PC Meeting _____
Decision _____
Planner Assigned _____
Resolution No. _____
Zoning Sign Issued _____

Subdivision Plan APPLICATION

APPLICATION MUST BE FILLED OUT IN ITS ENTIRETY. APPLICATION WILL NOT BE PROCESSED UNLESS ALL ITEMS IN THE CHECKLISTS ARE ADDRESSED.*

☐

CONCEPT

☐

COMMERCIAL/INDUSTRIAL

☐

PRELIMINARY

☐

RESIDENTIAL

*Check all that apply

1. SUBJECT PROPERTY

Subdivision Name: _____

Street Address/Location: _____

Acreage: _____ # of Lots: _____ Zoning: _____

2. APPLICANT

Name: _____

Street Address: _____ Suite No.: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Home Phone: _____

Email: _____

3. PROPERTY OWNER (IF DIFFERENT FROM APPLICANT)

Name: _____

Street Address: _____ Suite No.: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Home Phone: _____

Email: _____

4. ENGINEER/SURVEYOR

Name: _____

Street Address: _____ Suite No.: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Home Phone: _____

Email: _____

5. PROJECT DESCRIPTION NARRATIVE
Describe the project/subdivision requested.

6. SUBDIVISION PLAN CHECKLIST

The following items **MUST** be included on the Subdivision Plan. Sec. 20-33.2 of the Unified Land Development Code contains a detailed listing of the pertinent informational items required for review.

Required plan size: 24"X36" Required plan size: 24"X36" must be folded to 8½"x11".
Two (2) mylar originals with the following Signature Blocks.

City of Laurel Planning Commission

Approved: _____

Date

Chairman

Secretary



DATE RECEIVED BY DPW: _____

DATE RETURNED TO ECD: _____

DPW REVIEWER: _____

DATE: _____

DPW DIRECTOR (OR DESIGNEE): _____

DATE: _____

APPROVED: _____ APPROVED W/COMMENTS: _____ REVIEWED: _____ REJECTED: _____

Two (2) copies of the record plat need to be submitted with the application.

An electronic copy of the plan in AutoCAD showing all property lines and building footprints is also required.

- | | |
|---|--|
| ✓ subdivision name | ✓ date, north arrow, and site location map |
| ✓ minimum scale of 1" = 100' | ✓ deed and/or legal description of boundary |
| ✓ name(s) and address(es) of record owner, subdivider, and surveyor | ✓ lot lines with dimensions, lot and block numbers, and land area of each lot |
| ✓ location of all easements, reservations and right-of-ways provided for public services and utilities | ✓ delineation of any areas reserved for common use or mandatory dedication |
| ✓ name and location of all adjoining property including lot and block numbers, plat references, and liber/folio | ✓ location, width, and name of all existing or proposed right-of-ways located in the subdivision/development |
| ✓ location of all survey monuments (i.e. iron pipes) | ✓ location of all building restriction lines for each lot |
| ✓ site topography (minimum 5 ft. contours) | ✓ location of all utilities |

7. ADDITIONAL SUBDIVISION REGULATIONS

Disturbances of greater than 40,000 sq. ft. require the following:

- Forest Stand Delineation (FSD) – submitted with preliminary subdivision plan and approved by staff
- Forest Conservation Plan – submitted after or in conjunction with forest stand delineation; subject to Planning Commission approval.

Adequate Public Facilities Studies (Sec. 20-29 ULDC)

All applications for residential subdivisions containing five (5) or more acres or ten (10) or more dwelling units or commercial, industrial, or mixed-use developments which exceed 25,000 sq. ft. require an adequate public facilities study. An Adequate Public Facilities Study must be prepared by a qualified professional and must set the criteria set forth in Sec. 20-29.7(c) of the Unified Land Development Code.

Mandatory Open Space Dedication (20-29.10 ULDC)

Every subdivider or developer is required to dedicate to the City of Laurel a portion of land, pay a fee-in-lieu, or both as set forth in the Unified Land Development Code. This should be indicated in the Preliminary Subdivision Plan.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

APPLICANT:

Signature: _____

Date: _____

Print Name _____

PROPERTY OWNER (if different than applicant)

Signature: _____

Date: _____

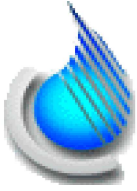
Print Name: _____

Fees (please fill out)	Amount	Account #
Filing Fee		10-43105
Zoning Sign	\$30.00	10-43105
Total:		

*Check fee schedule for fees

Approval of a Preliminary Subdivision Plan expires in one (1) year.

Revised 6/4/21- bq



WASHINGTON SUBURBAN SANITARY COMMISSION

Preliminary Plan Review Process for City of Laurel

'Preliminary Plan Review Fee' goes into effect January 1, 2009

In order to recover the design review costs inherent in the preliminary plan process, the following fees are being implemented for projects submitted to WSSC for review after January 1, 2009:

\$1,100.00 (Major) - Commercial or more than 10 Residential Units

\$ 550.00 (Minor) - 10 Residential Units or less

**Note: Proposed well and septic properties will be exempt from the above fees.
However, the full fee will be required if either public water OR sewer is applicable.**

WSSC has coordinated closely with the City of Laurel to ensure there is minimal impact to the review process. Similar to the existing process for storm-water management, here is how WSSC's process will work:

1. Once you have received and addressed all comments from the City of Laurel on your initial application, submit a copy of the revised, final preliminary plan drawing and the WSSC information sheet to the WSSC Development Services Center (7th floor) at 14501 Sweitzer Lane, Laurel, Maryland, 20707.
2. To ensure your WSSC submittal is complete and can be processed without delay, please add the information contained in the attached 'WSSC Preliminary Plan Review Checklist' (defining WSSC requirements) to the drawing and include a copy of the checklist with your submittal.

Please Note: WSSC must review your plans and submit comments to the City of Laurel before your final review application will be considered for approval.

3. Upon submission of your final preliminary plan and the required fee at the WSSC offices, a receipt will be issued.
4. Make final application to the City of Laurel: Please note that a copy of the WSSC payment receipt and checklist will be required as part of your City of Laurel submittal package indicating that WSSC has received (and is reviewing) your application.
5. WSSC will complete a full plan review and forward comments to the City of Laurel in time for the City of Laurel Planning Commission meeting. A WSSC representative will attend the Planning Commission meeting, if requested, to answer any WSSC-related questions or concerns.
6. The remainder of the City process will continue as currently established and will not change.