



**MAYOR AND CITY COUNCIL OF LAUREL  
DEPARTMENT OF COMMUNITY PLANNING & BUSINESS SERVICES**

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

Date Filed:	_____
Incode No.:	_____
Application No.:	_____
Planner:	_____
Zoning Sign:	_____
PC Hearing:	_____
PC Decision:	_____
Resolution No.:	_____

***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  
PRELIMINARY

  


COMMERCIAL/INDUSTRIAL  
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 City of Laurel Unified Land Development Code contains a detailed listing of the pertinent informational items required for review. **Twenty (20) copies of the record plat need to be submitted with the application.**  
**An electronic copy of the plan in .dwg format 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**

**City of Laurel Forest Conservation Code – Article V**

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

- Forest Stand Delineation – 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** 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 City of Laurel Unified Land Development Code.

**Mandatory Open Space Dedication – 20-29.10**

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 City of Laurel 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 (Required if different than applicant)**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Print Name \_\_\_\_\_

<u>Fees</u> (see separate schedule)	<u>Amount</u>	<u>Account #</u>
Filing Fee		10-43105
Zoning Sign	\$30.00	10-43105
<b><u>Total:</u></b>		

NOTE: Applicant should be aware that local covenants or other private land restrictions may apply.

Approval of a Preliminary Subdivision Plan expires in ONE YEAR.



# WASHINGTON SUBURBAN SANITARY COMMISSION

## DEVELOPMENT SERVICES GROUP

### 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 (7<sup>th</sup> 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.