



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

DEVELOPMENT REVIEW APPLICATION



Instructions to Applicant:

Please complete the information below prior to your submission. This application will be required in order to accept and process your submission. All application materials must be folded or of a size which will fit into a standard legal folder. ALL INFORMATION MUST BE COMPLETE OR SUBMISSION WILL BE RETURNED TO APPLICANT.

CONTROL NUMBER: \_\_\_\_\_ (To be completed by LUGM personnel)

PROJECT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

DIGITAL SUBMISSIONS ARE REQUESTED FOR ALL TEC AND RECORDING DOCUMENTS

REQUEST: (Check appropriate block(s))

DEPT. OF LAND USE AND GROWTH MANAGEMENT REVIEW ONLY: TEC/PLANNING COMMISSION REVIEW/APPROVAL:

- Confirmatory Plat
Boundary Line Adjustment Plat
Forest Stand Delineation of proposed
Boundary Survey
Lot Consolidation Agreement.
Plat Exempt Division by Deed
Amendment to CWSP from category. to
Deed Review
Resubmission
Other (Specify)

- Forest Conservation Plan Amendment
Forest Conservation Plan for
Preliminary review/approval of lot minor/major/farmstead
Final review/approval of lot minor/major/farmstead
Concept Site Plan review/approval
For (specify)
Site Plan review/approval for sq. ft. (type of use)
For (specify)
Zoning Map Amendment from Zone to
Review/Approval of Expansion of Non-Conforming Use

OWNER/CONTRACT PURCHASER: \_\_\_\_\_
ADDRESS: \_\_\_\_\_
PHONE #: \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

AUTHORIZED AGENT: \_\_\_\_\_
ADDRESS: \_\_\_\_\_
PHONE #: \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

PROPERTY LOCATION: Address if known. If not known, then directions as follows:
Describe location as N-S-E-W side of (Street Name), approx. (feet) N-S-E-W of Intersection with State/County) Road

PARCEL IDENTIFICATION: TAX MAP: \_\_\_\_\_ BLOCK: \_\_\_\_\_ PARCEL: \_\_\_\_\_
ZONING: \_\_\_\_\_ ACREAGE: \_\_\_\_\_ ZONING OVERLAYS (if applicable): \_\_\_\_\_
ACREAGE IN EACH ZONE/OVERLAY \_\_\_\_\_ ELECTION DIST \_\_\_\_\_ TAX ID ACCT # \_\_\_\_\_
CWSP WATER/SEWER SERVICE CATEGORY \_\_\_\_\_ USE TYPE# \_\_\_\_\_

(OVER)

I hereby request that EDUs for this application be allocated at: (choose one below)

- Concept Site Plan Approval,  Final site Plan Approval,  
 Preliminary Subdivision Approval,  Final Record Plat Approval

I hereby swear or affirm that I have received authority from the property owner to make this application and that this application is correct (See attached "Limited Power of Attorney").

I hereby swear or affirm that I am the property owner and that this application is correct:

PROPERTY OWNER/AUTHORIZED AGENT'S SIGNATURE: \_\_\_\_\_

PRINT NAME \_\_\_\_\_

PRE – APPLICATION MEETING DATE \_\_\_\_\_

(List chronologically beginning with date of last approval)

**REVIEW FEES:**

# of Lots/Sq. Ft. of Site Plan/Acres Disturbed	Type of Project:	Initial Submission Fees	Resubmission Fees
	Minor Subdivision 1-5 Lots and Farmstead Subdivisions	\$750 + \$100 per lot + Zoning Permit Fee	
	Major Subdivision 6+ Lots	\$1900 + \$100 per lot + Zoning Permit Fee	
	Concept Site Plan	\$725 each + Zoning Permit Fee	
	Major Site Plan – (multi-family projects)	\$1500 per acre of disturbed area.+ Zoning Permit Fee	
	Minor Site Plan (Includes DPWT Fee)	\$250 – Less than 500 sq. ft. +Zoning Permit Fee \$375 – Over 500 sq. ft.+ Zoning Permit Fee	
	Zoning Permit Fee <b>(Required)</b>	\$15.00	
	Soil Conservation Storm Water Management Concept Plan	\$250- Less than 5 acres \$500- 5 acres or greater	
	BLAP, Boundary Surveys, Confirmatory Plats, Plat Exemptions, Lot Consolidation Agreement, FCP, FSD, Transfer Development Rights	\$70.00	
	Health Department Plat Fee	\$106.00 per lot or site plan	
	MetCom Fees	\$60.00 No public water and sewer \$120.00 Public water and/or sewer	
	TEC Review/Concept Site Plan		
	Recording Package/Documents	\$60 LUGM Review Fee \$5 Per Plat Recording Fee (Clerk of the Court)	
	Additional Recording Documents	\$30 DPWT Review 1-10 lots \$60 more than 10 lots \$60 Recording Fee (each) (Clerk of the Court)	

**Resubmissions – \$20 each after first resubmission**

Other fees may apply; see the Schedule of Fee's for St. Mary's County, Effective April 2010

**Grand Total**

**SUBMISSION REQUIREMENTS:**

- Deed/Off-Conveyance Checklist  Various Maps (i.e. Quad Sheet, Soils Map, Tax Map, FEMA, Wetlands, etc.)  
 Checklist (Varies by application type)  
 Plans (see below for # of prints)  Limited Power of Attorney

**NUMBER OF PRINTS REQUIRED FOR REVIEW/APPROVAL:**

- LUGM Review Only – 2 Prints  
 TEC Committee – **20** Prints,  
 Non-TEC Site Plans– **2** Prints  
     **3** Prints (Critical Area)
- Planning Commission – 15 Prints  
 Forest Stand Delineation – 2 Prints  
 Forest Conservation – 2 Prints  
**Resubmissions – 1 Print (2-Critical Area)**  
**Recording Package 5 Mylars 7 Paper**

**Incomplete Submissions will not be accepted**

FOR RECORDING DOCUMENTS PLEASE MAKE CHECKS PAYABLE TO **THE CLERK OF THE COURT** Also Please make the \$60.00 check and the \$5.00 two Separate Checks. The Courthouse will not accept one full check. Thanks. ALL OTHER SUBMISSIONS, CHECKS ARE MADE PAYABLE TO **THE BOARD OF COUNTY COMMISSIONERS**