



General Zoning Information

Min. Lot Size*: well & septic= 1 acre

Min. Lot Size*: public water & sewerage = 6,000sf

* single family dwelling



General Information Required

Current Owner:

Grantors Name (previous owner) and transfer date?:

Has the "lot" been recently created? yes no unknown

Has this property been previously subdivided? yes no

Has the lot been "perc'd"? yes no unknown

If yes, ACHD Ref. # _____

Is the lot currently improved (w/ building(s))? yes no

Current Tax Account Information:

Map#: _____ Quad: _____ Parcel#: _____

Lot#: _____ Deed#: _____ / _____

Lot or Parcel Dimensions/Lot Size:

Driveway Access State County City Other

On-site: well septic system planned

On-site: well septic system exists

Water Source (type of service/name of utility)

Sewage Disposal (type of service/name of utility)

Visit the Land Development Services on the Web at:



<http://gov.allconet.org/permits/>



for forms, building permit and code information.



Phone & Fax Numbers



Agency	Phone	Fax#
Land Dev. Services	777-5951	777-5950
AC Health Department	759-5039	777-5583
ACDPW County Roads	777-5955	777-1439
ACDPW Public Utilities	777-5942	777-2001
Soil Conservation District	777-1747	777-7632
City of Cumberland DCD	759-5604	722-7841
City of Frostburg DCD	689 6000	689 2840
LaVale Sanitary	729-1638	729-4730
MDOT State Highway	777-2206	777-5822



Where to Submit

Usually, the professional design consultant will handle the plat review and approval procedure on your behalf. All plat submittals are directed to the LDS office for processing and distribution to review agencies.



Professional Design Consultants

A comprehensive roster of professional design consultants that regularly conduct business with the LDS office is available at the LDS website. All Maryland licensed professionals are acceptable, where specified by State Law.



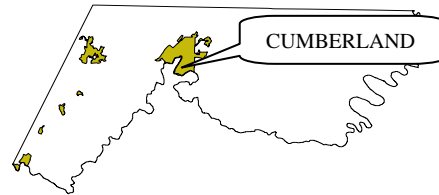
Disclaimer

This document is abbreviated, and prepared for information only. In the event of a discrepancy between this document and the Subdivision Regulations of Allegany County, the Regulations shall prevail. The Subdivision Regulations may be found within Chapter 360, Part 1, of the Public Local Law of Allegany County, Maryland.

To visit the LDS Office (County Office Complex)

The LDS office is located at the Riverside Industrial Park, Cumberland, within the County Office Complex on Kelly Road (just beyond the 'new' Cumberland Y). From Exit 43A(eastbound),I-68; Johnson St. to Greene St, Greene St. to Lee St., Lee St. to Beall St (intersection of 43A/westbound exit), Beall St to Kelly Road.

Location Map-Allegany County, MD.



Location Map-Downtown Cumberland



701 Kelly Road, Suite 108 - M-F, 8am-4pm

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A brief overview of

Minor Type Subdivision Plats

in

Allegany County, Maryland

What is a subdivision plat?

Why is a plat required?

What lots are subject to a plat?

Who can prepare a plat?

Can I prepare my own plat?

How much will a plat cost?

How long does the process take?

Obtaining Forms and Information

2012

LAND DEVELOPMENT SERVICES

??? When is a plat required?

The creation of one lot warrants the need for a subdivision plat. Generally, lots created after **March 3rd, 1972**, are subject to the subdivision regulations and process. Plats are prepared by professional design consultants in accordance with County and State Law, and approved by the necessary authorities. Lots created prior to March 3, 1972, may be classified as a *Lot(s) of Record*. Generally, these lots need no further survey work for a permit.

🕒 When should a plat be prepared?

Ideally, the plat should be approved prior to any legal work “creating” a lot; e.g. “deed preparation” and property transfers.

🕒 How long does the process take?

There are many variables. On average, operational experience dictates 30 to 45 calendar days. Agency responses to each submittal are expected to be returned within seven days of plat’s receipt.

🕒 Plat Expiration

There is no expiration associated with a plat.

? Why is a plat required?

Simply, it’s the Law: As a service, the plat review and approval process assures that all new lots are “developable”; and,

- Promotes land use controls; manages density
- Assures use is acceptable for zoning district
- Promotes use of existing infrastructure
- Practicable physical access (ingress/egress)
- Assure access to potable water source(s)
- Sewage disposal/access to sewage disposal
- Delineates building envelope (buildable area)
- Legal boundary survey, ownership affirmed
- Facilitates accurate deed preparation
- Creates tax account(s)

👤 Family member transfers

Lots created and transferred to *family members* are subject to the *plat process*. There are special provisions related to these types of plats, and permits will only be issued to those individuals noted as *grantees* on the approved plat.

👤 Lot transfers and lot ownership

Land title to lots created may remain with the developer (owner) relative to the *Land Use Permit Process*. Property transfer is generally not a requirement for permit issuance.

✂ Can I prepare my own plat?

Subdivision plats may only be prepared by professional design consultants licensed by the State of Maryland. Your role in the process is to present the consultant with any legal documentation you may possess relative to the property; advise the consultant of the location of property lines, infrastructure (planned and present), and the proposed location of structures.

\$\$\$ Fees

Currently, the LDS office does not charge fees for plat review. In the event *on-site sewage disposal fields* (septic systems) are planned, the A. C. Health Department will charge a review fee. Additionally, a five (\$5) recording fee is required by the Clerk of Circuit Court to record the plat among *The Land Records of Allegany County, Maryland*.

📁 Plat Submission; Review & Approval

Upon submission of a complete application and the appropriate number of copies, the plat submittal will be processed by the LDS office and distributed to the necessary review agents. Comments generated by agents will be processed and forwarded to the consultant. The consultant will amend the plat and submit to the LDS office for approval. The amended plat will be processed and forwarded to the necessary agents for approval. An approved copy of each plat will be forwarded to approval agents, the MD Dept. of Assessment & Taxation, and two copies will be dispatched to the Courthouse to be recorded among the *Land Records of Allegany County*. Any additional copies will be returned to the consultant.

📖 Jurisdiction

The County’s *Subdivision Regulations* are enforced within the unincorporated areas of Allegany County. For projects planned within incorporated

areas (i.e. Cumberland, Frostburg), a developer must contact the respective local government’s planning office.

☒ Canceling a subdivision

Should a developer decide to withdraw the plat and abandon the project, the developer must notify the LDS office, in writing.

📄 Plat Content & Format

The minimum number of (plat) copies is generally associated with infrastructure. Generally, six (6) complete copies are necessary to initiate the process. A preliminary *minor type plat* shall be presented on 24”x24” bond paper and contain the following, be legible and to scale (as noted):

- Title/Developer(s)/Owner(s)/Other legal
- Consultant/Consultant’s Seal/Notary
- Vicinity map(s), north arrow & scale
- Deed reference numbers (Libre/Folio)
- Proposed buildings and structures
- Property lines/easements
- Streets/Alleys/ other right-of-ways
- Infrastructure; water & sewerage lines, etc.
- Improvements/buildings, etc.
- Lot Size(acres/square feet)/Lot No(s).
- Streams/drainways/floodplains/wetlands
- Topography/steep slopes (>25%)
- Power/Phone/Gas Lines
- Owner’s Signature & Consultant’s certification
- Floodplain boundaries (FEMA/other)
- Agent approval blocks
- General Notes/Comments

