



**M-NCPPC — Development Review Division
Vacation Petition (Major and Minor) Submission Checklist**

Submittal Date: _____

Project Name & Number: _____

Technician Review Date: _____ Date to Supervisor: _____

Reviewer: _____ Date Returned to Technician: _____

Date Comments Transmitted to Applicant _____

Revised Plans/Documents Received: _____

A. DOCUMENTS AND PLANS REQUIRED

- Signed Application Form
- Vacation Petition (Draft)
- Copy of Original Recorded Plat (8 ½ x 11) Label EXHIBIT A
- Plat of Computation(8 ½ x 11) Label EXHIBIT B
- Metes and Bounds Description (8 ½ x 11) Label EXHIBIT C
- Zoning Sketch Map with area to be vacated outlined in red – must match the plat of computation
- Written evidence of Informational Mailing to all owners of abutting properties have been notified if other than the petitioner
- Minor Final Plat (print)
- Application Fee Made Payable to M-NCPPC: _____
- _____

B. FINAL PLAT REQUIREMENTS

- Title block in bottom right corner with subdivision name, election district, scale, and date prepared
- M-NCPPC signature block in the bottom left corner
- DPIE signature block next to M-NCPPC block or Health Department approval
- Recordation block next to DER block
- Zone, preliminary plan # and WSSC (200#) next to recordation block (bottom center)
- Vicinity map in top right corner
- North arrow with WSSC/MD grid
- Coordinate points on two corners
- Plat size 18” x 24” with ½ inch border
- Property information (i.e. lots, blocks, square footage/acreage, street names, etc.)
- Bearings and distances with stones and pipes
- Adjoining property information and across street (plat book and page or liber and folio)
- Surveyors Certificate
- Owners Dedication
- Applicable plat notes
- Staff will review and mark up copies and return them to the applicant with Final Plat Return Form indicating actions required for acceptance

APPLICATION DEFICIENCIES:

Technician Comments: