



Final Plat of Subdivision (FPS) Application Procedure and Checklist (Major or Minor)

Upon approval of a preliminary plan of subdivision (major or minor) by the Planning Board or Planning Director, the subdivider shall proceed with a final plat of subdivision in accordance with the approved preliminary plan. A final plat may be filed no later than three (3) years from the original date of approval of a minor preliminary plan of subdivision and six (6) years from the date of approval of a major preliminary plan of subdivision, unless an extension of the approved preliminary plan is granted. A final plat shall be filed during the period in which the corresponding approved preliminary plan is valid and shall include all contents outlined in [Section 24-3402\(c\)](#).

Minor final plats filed in accordance with [Section 24-3402\(b\)\(1\)\(C\)\(i\)](#) or [Section 24-3402\(b\)\(3\)](#) do not require preliminary plan of subdivision approval prior to filing.

Application Submittal ([Section 24-3304](#))

Applications submitted in accordance with Subtitle 24 shall be submitted by: (A) The landowner; or (B) Any other person or entity having a legal interest in the land upon which the development is proposed, or their authorized agent.

All applications for final plats should be submitted digitally for pre-review with a signed application, final plat(s) and any associated document(s) required at the time of final plat by conditions of approval of the associated preliminary plan of subdivision. All digital files are required to be in PDF format.

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 DPIE block
- Zone, preliminary plan # and WSSC (200#) next to recordation block (bottom center)
- Vicinity map showing the location of the property being platted in top right corner
- North arrow with WSSC/MD grid
- Coordinate points on two corners
- Bearings and distances for all lot, street, block and boundary lines
- Location of property line markers or monuments
- Plat must be 18 x 24 with 1/2 inch border all around
- Property information (i.e. lots number in sequence, blocks, square footage/acreage, street width/centerline, street names, etc.)
- Adjoining property information and across street (plat book and page or liber and folio for unplatted properties)
- Surveyors Certificate signed by a Professional Land Surveyor or a Professional Engineer
- Owners Dedication
- Applicable plat notes
- 10-foot wide public utility easements along all public and private streets
- Conservation easements described with bearings and distances
- Easements or other areas to be dedicated to public use

Final Plats submitted pursuant to [Sections 24-1406](#) and [24-3402\(b\)\(3\)\(F\)](#) in Sustainable Growth Tier IV

The sole purpose of these plats is to track the number of lots being created in accordance with Section 9-206 of the Environment Article. Same requirements as above except DPIE or Prince George's Health Department signature not required.

Figure 24-3402(e)(2): Final Plat of Major Subdivision Procedure (Illustrative)

↓	24-3304	Application Submittal	To Planning Director
↓	24-3305	Determination of Completeness	Planning Director makes determination
↓	24-3308	Scheduling Public Hearing and Public Notice	Required
↓	24-3310	Review and Decision by Decision-Making Body	Planning Board holds hearing, makes decision
→	24-3312	Notification to Applicant	Planning Director notifies applicant

Figure 24-3402(d)(2): Final Plat of Minor Subdivision Procedure (Illustrative)

↓	24-3304	Application Submittal	To Planning Director
↓	24-3305	Determination of Completeness	Planning Director makes determination
↓	24-3307	Staff Review and Action	Planning Director makes decision
→	24-3312	Notification to Applicant	Planning Director notifies applicant